

# A company training

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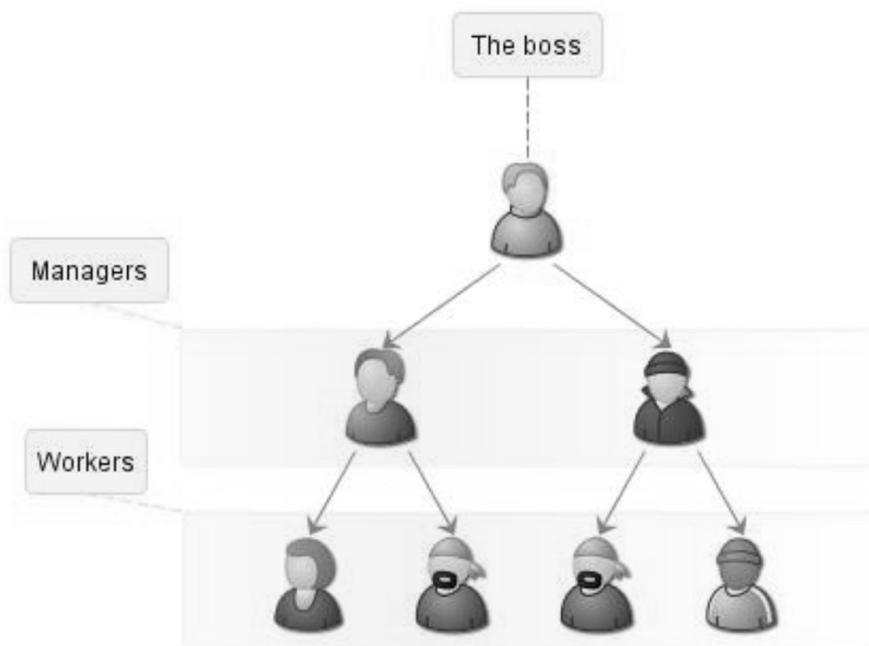
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I attended a two-week company training (a part of the Erasmus programme) in June and July in Great Britain.

The company itself is located between Cambridge and Oxford. It is called Intek Training, Ltd and it is a firm of a small size. It has up to 10 employees (some employed full-time, some part-time) depending on the amount of work in the company. There are also British students getting their summer job experience (very suitable in their CVs), these only come when needed. But they are strongly recommended to start getting their experience in big companies where they can learn more and from various branches.

The structure of the company can be well expressed by the following chart:

Obrázek 1: The structure of the company



*Zdroj: Meyer (2009)*

When recruiting new staff, a huge emphasis is put on the gained skills (such

as excellent telephone manners, computer-literacy, a proper way of dealing with customers, initiative, rhetoric, being ready to solve sudden issues...). The proper education is a matter of course; the most important matter is to employ the gathered knowledge in practice.

As far as I am aware, Intek Training, Ltd team strengthening involves remembering the staff birthdays, going out to celebrate a big company success, positive communication, taking into account the staff feedback and views.

As for a firm dress-code, it is not very strict, of course jeans, tattoos, heavy make-up, piercing, scruffy clothes, and extravagant hairstyles are not allowed. Miscellaneous religions and its dress-code influence are respected.

The working hours are 9am to 5pm, as usual for administrative field.

The division between work and personal life is stressed.

I personally consider this experience very valuable. One is given an opportunity to acquire company expressions and common phrases as well as related manners in the business field. Moreover, one can get acquainted with cultural differences whose knowledge may prevent from making major errors when being in contact with foreign business partners. Last but not least, broadening the personal horizons is worth mentioning.

## Used sources

MEYER, J., 2009. Avoiding Scams. *Explore Financial Freedom* [online]. South Africa: Explore financial freedom [cit. 2011-08-23]. Available from: <http://www.explore-financial-freedom.com/network-marketing-scams.html>

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