

MESOYIOS EDUCATION GROUP

EXECUTIVE EDUCATION 2021



BUSINESS DIPLOMAS 2021

Food & Beverage Management

Rooms Division Management

Accounting and Finance

Sales & Marketing

HR Management and Leadership

Guest & Public Relations

Knowledge | Creativity | Perfection | Glory

INTRODUCTION TO EXECUTIVE EDUCATION 2021

Since its foundation, Mesoyios Education Group (MEG) has been offering some of the most exciting education opportunities in the hospitality industry. The Mesoyios Executive Education (MEE) Office now offers these opportunities to working professionals in the hospitality industry and related fields.

The highly educated faculty as well as first-class training and educational methods and technology used in the program, make sure that participants will always meet their goals and expectations.

MEE staff members are happy to address any questions that you may have. Please remember that it might be best to ask some questions well in advance. Email specific questions to info@mesoyios.ac.cy and we will reply as soon as possible

EXECUTIVE EDUCATION (EE) COURSES COVER ALMOST EVERY MANAGEMENT FIELD

As a participant in the MEE2021, you may choose from 24 intensive courses. You may take a single one-week course or select a combination of 4 courses that lead to a business diploma and stay from one to four weeks: the choice is yours.

For your ease of reference, the descriptions in the courses brochure are grouped into six “real world” fields of study:

- Food & Beverage Management
- Rooms Division Management
- Accounting and Finance
- Sales & Marketing
- HR Management and Leadership
- Guest & Public Relations

PROGRAM ELIGIBILITY

Whether you are a young fast-tracking young Supervisor, a career-minded professional or a veteran manager, MEE will put you “ahead of the curve” in today’s multifaceted highly demanding economy.

While many cultures enrich the MEE program, English is the only language of instruction. To participate in and benefit from the courses, participants must have at least two years of working experience in hospitality industry or in related job field, as well as well-developed communication and quick-learning skills. If you fear that your English skills might not allow you to fully participate in classes, we recommend that you enroll in our one-week remedial English language course.

THE MEE OFFERS THE MOST ADVANCED TRAINING METHODS

MEE faculty members do not simply talk about their extensive knowledge and experience; each course is highly interactive and designed to the highest standards. We recognize the importance of both theory and practice and make heavy use of case studies. We remember that our students remember 20% of what they see, 30% of what they hear, 50% of what they both see and hear and over 80% of what they fully participate in. Numerous presentations, videos, case studies, workshops and project assignments make sure that our students remain invested in our classes and make the most of their time at Mesoyios Education Group.

MEE USES THE MOST ADVANCED TRAINING AIDS AND FACILITIES

MEE's participants will experience the last word in the hospitality industry training techniques and some of the best facilities in the market:

- Latest PCs – hardware and software
- LCD and HD Video Projectors
- HD Videos
- Overhead Projectors
- Hospitality Simulation Laboratories
- DVD and Blue-ray Systems
- Slide Projectors
- Sound Systems
- Professional equipment and tools
- Fresh and Modern Auditoriums & Amphitheatres

MEE's aim is to exceed every participant's expectations.

MEE PROVIDES A PATH TO CERTIFICATION

An increasing number of participants choose to obtain a diploma in one (or more) of six career specialties. To obtain this diploma, you must successfully complete a sequence of courses that, for the most part, require four weeks each. This sequence of courses can be completed in a single MEE program or through a choice of courses from consecutive MEE programs.

GETTING TO LIMASSOL AND THE MESOYIOS EDUCATION GROUP

Limassol is located on the south part of the Republic of Cyprus (Greek-speaking part). It is one of the best 100 tourist destinations in the world for high-class tourism, with many luxurious hotels by the crystal-clear waters of the eastern Mediterranean Sea. This cosmopolitan city is about one hour driving from Nicosia, the capital city of Cyprus, forty minutes from Larnaca International Airport, forty minutes from Pafos and 30 minutes from Pafos International Airport.

Many International Airlines offer direct or connecting flights to Larnaca or/and Pafos airports. When you let us know your arrival schedule, we will endeavor to meet your flight.

The MEE taxi and executive bus (for organized groups) services provide transportation to Limassol and will pick you up at the airport and deliver you right to Mesoyios Campus and the accommodation premises.

LIVING IN LIMASSOL

Most participants in the MEE are housed in Pefkos Hotel (3-star hotel), which is very close to Mesoyios Campus, where participants have a once-in-a-lifetime opportunity to live, socialize and exchange ideas with their counterparts from all over the world. The social aspect of the MEE learning experience results in lifelong friendships and associations.

Nearby Pefkos Hotel and Mesoyios Campus, participants can reach:

- All type of restaurants, café and snack bars
- The astonishing Limassol Molos Park
- Cultural sight-seeing venues
- Volleyball Fields
- Tennis Fields
- Bowling Fields
- Disco Clubs
- Cinemas
- All types of night entertainment
- Swimming pools
- Golf Courses
- Diving Service

HOUSING

Participants may choose from several housing alternatives:

Pefkos Hotel: Each room is a climate controlled single / double and triple sharing bedroom unit. In addition, each unit has a furnished living room, shared bathroom, telephone, mini refrigerator and kettle. Laundry facilities are provided.

Limassol area lodging: For information on other lodging facilities please contact MEE accommodation office at +357 25246401 or your travel agent.

MEALS

There are dining facilities in Pefkos Hotel and MEE participants can enjoy breakfast, lunch and dinner meals. In addition, Limassol is famous for a wide variety of cafes, snack bars and restaurants, providing a wide range of meal choices.

WEEKENDS

Most MEE participants come to Limassol for two up to four weeks. They often use weekends and free time between courses to explore the island. The MEE Activities Coordinator organizes group visits to places of interest and can provide participants with rental car information, bus schedules, safari excursions, trip suggestions, and pamphlets about some of the most popular attractions in Limassol, as well as all over Cyprus. The Kourion Ancient City, numerous museums and archeological wonders, picturesque villages and Troodos Mountains have all been very popular weekend destinations.

MEDICAL FACILITIES

MEE is served by Polyclinic Private Hospital, which is located two-minute drive from Mesoyios Campus and five minutes from Pefkos Hotel, available to you for emergency medical care.

(Medical services are not included. We recommend that you get private medical insurance before coming to Cyprus)

Your request for this brochure indicates that you have a sincere interest in the future for yourself and your organization. Whether that interest is to sharpen your skills in your chosen career field, to cross-train for another career opportunity, or to advance the knowledge and skills of your supervisors and managers, we want to be your educational partner. We proudly invite you to take advantage of the career opportunities available in the MEE 2021 at Mesoyios Education Group, Limassol, Cyprus.

APPLICATION FEES

We recommend that you complete and email your application to info@mesoyios.ac.cy at your earliest convenience. Your application will be processed immediately upon its receipt provided that it is complete in every detail and is accompanied by your resume or current job description.

Your application will be examined in considerable detail and you will be assigned the course level consistent with your wishes, your experience, and your education.

Course enrolment will be on a first-come-first-served basis. We will make any effort to honor your first choice of the courses for which you are eligible. You will be notified immediately if we do not agree with the level you have indicated or if we are unable to place you in either your first or second choice. In the unusual event of a course cancellation, all persons enrolled in that course will be advised of other courses available at the same time.

All course selections should be finalized before your arrival; thereafter, staff members will discuss course changes at any time for good and sufficient reason. However, course changes in any given week are unusually not permitted after the first day of instruction.

Please refer to the application form for course titles and a listing of costs associated with the MEE. Included in the course cost are instruction material such as textbooks and notes, uniforms according to the course, and transportation for courses including one education trip each week. There may be additional charges for field trips, restaurant meals, and courses in which enrolment is limited.

DISCOUNT SCHEDULE

Discounts are offered to individuals and organizations when their combined enrolment is for two or more weeks. The discount is based on the total number of weeks attended, whether by an individual or cumulatively by an organization. The amount of the discount will be applied to the last week of enrolment.

As an example, if your firm sends one employee for three weeks, a second employee for three weeks and a third employee for three weeks, the discount for nine weeks of participation would be applied to the course fees of the last week.

To take advantage of the discounts, your application and payment in full must be received at least fifteen days prior to the start of your first class.

DISCOUNT SCHEDULE	
Number of Courses	Discount %
2	10
3	15
4	20

METHOD OF PAYMENT

You may pay by swift transfer or Paysend or Revolut in euro to Mesoyios Education Group's Bank Account, which will be given to you upon registration. **Full payment is due prior to the start of your first class.**

APPLICATION FORM

Biographical Information

Enter your name exactly as you want it to appear on your Certificate(s) of Completion.

Ms. Mr. _____
First Name Middle Name Family Name

What name would you like to appear on your nametag? _____

Position or working title _____ Do you require visa assistance? Yes No

Employer _____ Business Address: Str. _____

City _____ State / Province _____ Zip / Postal Code _____

Business telephone _____ Business Fax _____ Mobile phone _____

Home phone _____ Emergency phone _____ Email _____

Business Diploma

I want to earn the business diploma in _____

Housing Options

Additional cost for participants (per person per night):

Pefkos Hotel (three sharing apartment on Half Board) €42.00 (including all taxes)

Pefkos Hotel (two sharing apartments on Half Board) €44.00 (including all taxes)

Pefkos Hotel (single apartments on Half Board) €69.00 (including all taxes)

I will make my own housing arrangements, at my own expense.

I would like to share my accommodation with: _____
Name Family Name

Arrival and Departure Information

IMPORTANT: The usual arrival time for MEE participants at Pefkos Hotel is on Sunday afternoon, the day before classes commence. Flight departure time should be no earlier than 16:00 hrs on Friday (your last day of class) and no later than Saturday at 13:00 hrs. Should a participant wish to extend his/her accommodation beyond Saturday, special arrangements should be made with the hotel and it will be subject to availability.

In order to arrange for your transportation from/to the airport in Cyprus, you should provide Mesoyios Education Group the following flight information as soon as you get them (at least three days before your arrival/departure dates):

	DATE	TIME	AIRPORT	
I expect to arrive:	date ___/___/_____ dd mm yy	time ___ : ___	city	Larnaca <input type="checkbox"/> Pafos <input type="checkbox"/> via _____

I expect to depart:	date ___/___/_____ dd mm yy	time ___ : ___	city	Larnaca <input type="checkbox"/> Pafos <input type="checkbox"/> via _____
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Please specify special needs or transportation requirements while you are in Limassol _____

Courses

Indicate your first choice by placing an "X" in the corresponding box; you may select an alternate course by placing an "X" in the second-choice column.

Course Title	Choice		Course Cost	
	1 st	2 nd		
English Language Intensive Course – Level 2		n/a		WEEK 1 (01/02 – 05/02/21) Enter cost of First-choice course € 500
Oenology				WEEK 2 (08/02 – 12/02/21) Enter cost of First-choice course € 500
Front Office Operations Management				
Human Resource Management				
Accounting and Finance I				
Sales & Marketing Management				
Guest Relations Management				€ 500
Management of Food and Beverage Operations				WEEK 3 (15/02 – 19/02/21) Enter cost of First-choice course € 500
Housekeeping Management				
Training and Development in Hospitality Industry				
Accounting and Finance II				
E-Marketing				
Public Relations Management				€ 500
Food and Beverage Planning and Control				WEEK 4 (22/02 – 26/02/21) Enter cost of First-choice course € 500
Introduction to Hotel Maintenance				
Leadership and Motivation in the Hospitality Industry				
Accounting and Finance III				
Customer Management System CRM				
Up-selling, Cross-selling & Suggestive-selling for Hotels				WEEK 5 (01/03 – 05/03/21) Enter cost of First-choice course € 500
Inventory Management for Hotels				
e-Reservations Management				
Tour Operating in 21 st Century				
Bar Mixology				
Introduction to Business Psychology				
Proactive F&B Management				
Managerial Accounting in Action				
Building a Sales & Marketing Strategy				
The Art of Building Business Relations				€ 500
Certification of English Language Proficiency			Total course(s) cost:	€ _____
I certify that my skills in English language are sufficient to permit me to participate fully in class discussions, make group and individual presentations, complete reading assignments, and understand class lectures.			Less ___% discount for ___ weeks of participation (consult the discount schedule in the introduction brochure)	€ _____
			Total due for courses	€ _____
			Total due for lodging	€ _____
The information in this application is true and accurate.			Total Amount Due	€ _____
Please print first and last name here				
<input type="text"/>				

Signature

telephone or fax number

Diploma Path Guidance

Food and Beverage Management – BDipl

- | | | |
|--|---------------------|------------------------|
| • Oenology | - obligatory course | (1 st Week) |
| • Management of Food and Beverage Operations | - obligatory course | (2 nd Week) |
| • Food and Beverage Planning and Control | - obligatory course | (3 rd Week) |
| • One elective course | - elective course | (4 th Week) |

Rooms Division Management – BDipl

- | | | |
|--------------------------------------|---------------------|------------------------|
| • Front Office Operations Management | - obligatory course | (1 st Week) |
| • Housekeeping Management | - obligatory course | (2 nd Week) |
| • Introduction to Hotel Maintenance | - obligatory course | (3 rd Week) |
| • One elective course | - elective course | (4 th Week) |

Human Resource Management – BDipl

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|--|---------------------|------------------------|
| • Human Resource Management | - obligatory course | (1 st Week) |
| • Training and Development in Hospitality Industry | - obligatory course | (2 nd Week) |
| • Leadership and Motivation in the Real World | - obligatory course | (3 rd Week) |
| • One elective course | - elective course | (4 th Week) |

Accounting for Hospitality – BDipl

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|-----------------------------------|---------------------|------------------------|
| • Hospitality Accounting I | - obligatory course | (1 st Week) |
| • Hospitality Accounting II | - obligatory course | (2 nd Week) |
| • Managerial Accounting in Action | - obligatory course | (3 rd Week) |
| • One elective course | - elective course | (4 th Week) |

Sales & Marketing Management – BDipl

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|----------------------------------|---------------------|------------------------|
| • Sales & Marketing Management | - obligatory course | (1 st Week) |
| • E-Marketing | - obligatory course | (2 nd Week) |
| • Customer Management System CRM | - obligatory course | (3 rd Week) |
| • One elective course | - elective course | (4 th Week) |

Guest & Public Relations – BDipl

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|----------------------------------|---------------------|------------------------|
| • Guest Relations Management | - obligatory course | (1 st Week) |
| • Public Relations Management | - obligatory course | (2 nd Week) |
| • Customer Management System CRM | - obligatory course | (3 rd Week) |
| • One elective course | - elective course | (4 th Week) |



3-7 Dimostheni Mitsi, 3022 Limassol

T. +357 25 24 64 01 | F. +357 25 82 50 68

www.mba.mesoyios.ac.cy | info@mesoyios.ac.cy