



EUMA Spain is pleased to invite you to participate in our next
Training Event

MANAGEMENT ASSISTANTS:

OUR CHALLENGES IN THE 3rd MILLENNIUM - ARE WE READY?

Barcelona, 8-10 July 2011

SAVE THE DATE!

Programme

Friday, 8 July

- 14:30 – 17:00 hrs EUMA Spain Annual General Meeting
- 17:00 – 19:15 hrs Registration and welcome by EUMA Spain members
- 20:30 – 23.30 hrs Welcome dinner – Hotel Condes de Barcelona

Saturday, 9 July

- 08.30 - 09:15 hrs Registration
- 09:15 –18:30 hrs Training
“Management Assistants: Our challenges in the 3rd Millennium - Are we ready? “
- 20.00 hrs Bus transfer to Gala Dinner
- 21:00 – 00:00 hrs Gala Dinner (location TBC)
- 00:30 hrs Bus transfer to Hotel Condes de Barcelona

Sunday, 10 July

- 10.00 – 13:00 hrs Sightseeing tour
- 13:30 – 15:30 hrs Lunch by the sea (restaurant TBC)
- 15:30 – 16:00 Bus transfer to Hotel Condes de Barcelona
- End of programme

FEES:

Registration fee (members) before 1 June	100 €
Registration fee (members) after 1 June	140 €
Registration fee (members of local Spanish Ass. of Secretaries)	140 €
Registration fee (non members)	160 €
Registration fee (2 in 1: Training event + join EUMA Spain)	200 €

(Coffees & lunch included in all options)

LEISURE ACTIVITIES:

Friday, 8 July – Welcome dinner	40 €
Saturday, 9 July – Gala dinner	70 €
Sunday, 10 July - Sightseeing tour (sponsored)	
Lunch by the sea	40 €



Training Session

Management Assistants: Our challenges in the 3rd Millennium - Are we ready?

Saturday, 9 July 2011

08.30 - 09:15 hrs	Registration
09:15 – 09.30 hrs	Welcome and introduction
09:30 – 10:00 hrs	Releasing stress through music (*) <i>Mrs. Patricia Martí – Psychologist & Music Therapist</i>
10:00 – 11:00 hrs	Salary frames in European countries <i>Mr. Ernesto Poveda, President ICSA Grupo</i>
11:00 – 11:30 hrs	Coffee and networking
11:30 - 13:00 hrs	What does a Director expect from his/her assistant? And what does he/she give them in return? <i>Mrs. Carmen González & Mrs. Mar Santo-Domingo, PAGE PERSONNEL</i>
13:00 – 13:15 hrs	Music & relaxation (*) <i>Mrs. Patricia Martí – Psychologist & Music Therapist</i>
13:30 – 15:45 hrs	Working lunch – Hotel Condes de Barcelona
15:45 – 16:00 hrs	Music & stimulation (*) <i>Mrs. Patricia Martí – Psychologist & Music Therapist</i>
16:00 – 16:45 hrs	Advertising & social media <i>Mr. Sergio Aragón – Media Marketing Executive, YAHOO</i>
16:45 – 18:00 hrs	Round table: Male secretaries of the XXI Century: Is this a possibility of reducing sexism in our profession? <i>Mr. Adam Fidler – Public Relations Officer EUMA UK</i> <i>Mr. Javier Izquierdo – member EUMA Spain</i> <i>Mr. Marc-Oliver Schlichtmann – Regional Networking Group Hamburg – EUMA Germany</i> <i>Mr. Michael Steffensen – member EUMA Germany</i> <i>Moderator: Mrs. Pilar de Torres - member EUMA Spain</i>
18:00 – 18:15 hrs	Music & communication (*) <i>Mrs. Patricia Martí – Psychologist & Music Therapist</i>
18.15 – 18.30	Closing

(*) *Interactive training*

Hotel venue: Condes de Barcelona - <http://www.condesdebarcelona.com/en/>