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Munich, 26th March 2010

Spring Training from 7th to 9th May 2010 in Munich
„Sharing Worlds – Intercultural Competence, your key to success“

Dear EUMA members, dear corporate members,
dear guests,

This time, we – the national groups of Germany, Austria and Spain, together with our corporate member Maritim Hotels - would like to invite you to the European Management Assistants Spring Training in Munich from 7th to 9th May 2010.

We can look forward to our trainer Gesa Krämer, whom a few of you had the opportunity to meet during our Annual Conference in Berlin in 2008, on the topic:

„Sharing Worlds – Intercultural Competence, your key to success“

Many of us have realised by now, that intercultural competence is much more than the knowledge of the do's and don'ts while looking after guests from abroad. The competence to deal successfully with people from other cultures (countries as well as organisations or professional groups) during your working day is continuously gaining importance, especially for management assistants working in an international environment.

Learn:

- which influence cultures have on your work
- how to overcome obstacles
- to understand patterns of thought and behaviour of other cultures
- international moral concepts
- international business etiquette

and:

- resolve your individual questions
- exchange experience
- get to know more about the role of assistants in other countries
- awaken your curiosity and an interest to get involved with other cultures.

Success factors for dealing with different cultures will be gained by practical team work, situation specific exercises and an intensive exchange of knowledge with experts in the field. Fitting to the topic, the training - in cooperation with the EUMA national groups Germany, Austria and Spain - is held in English. Diversity is assured!

All participants will have ample opportunity for exchanging experiences, networking, getting to know each other or meeting up again. Guests are very welcome.

Our training weekend will begin on Friday afternoon with a city tour with a very special theme: witches, whores and hangmen. We will enter worlds of faith and imagination from times long gone. Shortly before the inauguration of the church of St. Michael, the tower collapsed. Witches were believed to be responsible... Horrible methods of torture and atrocious executions, bizarre associations with whores and witchcraft... you are invited to this tour by our corporate member Secretary Plus.

On Friday evening we are invited to a champagne reception by our corporate member Maritim Hotel München and then to dinner in the hotel restaurant, where you will be pampered by its exquisite cuisine.

At the end of the spring training you can dedicate yourself to networking before starting off to the evening event with your EUMA colleagues: fortified by a decent "night-watchman's drink, meat and bread" we shall keep the streets free from sleaze. The night-watchman knows all the shortcuts and corners of the city; he maintains order and silence in the alleys and dark spots. Be in for a surprise!

Sunday morning the Annual General Meeting will take place for the members of EUMA Germany e. V. and EUMA Austria. Your invitation to the AGM, including the necessary documents, will be sent to you in advance by e-mail. Only EUMA members are permitted to participate in the AGM.

Notice for EUMA Germany:

Also this year, the national committee of EUMA Germany e. V. offers its members the possibility of personal discussions. Please register your request for a meeting by e-mail to chairman@euma-germany.de by 30th April 2010.

Notice for EUMA Austria:

Individual discussions with a member of the national committee of EUMA Austria are also welcome. Please register your request for a meeting by e-mail to office@euma-austria.at by 30th April 2010.

Notice for EUMA Spain:

Also the national committee of EUMA Spain offers its members the possibility of individual meetings. Please register your request for a meeting by e-mail to chairman_eumaspain@yahoo.es by 30th April 2010.

We look forward to an interesting, exciting and communicative Spring Training and hope to be able to welcome you numerously.

Best regards

European Management Assistants Germany e. V.,
also in the name of EUMA Austria and EUMA Spain

Daniela Schneider
National Chairman

Ursula Wartha
National Treasurer

Viera Schleidt
National PRO

Programme sequence

Friday, 7th May 2010 individual arrivals

16:30 hrs Theme tour
„witches, whores and hangmen“
Meeting point: Karlstor (5 minutes distance from the hotel)
Sponsored by Secretary Plus

19:00 hrs Reception offered by our corporate member
Maritim Hotel München, Goethestraße 7, 80336 Munich

Followed by Tour through the hotel

20:00 hrs Dinner in the Maritim hotel restaurant

Saturday, 8th May 2010

09:00 hrs Training with Gesa Krämer
„Sharing Worlds – Intercultural Competence, your key to success“

18:00 hrs End of the training

19:30 hrs Evening programme (incl. dinner) with the
„Culinary night-watchman“

Sunday, 9th May 2010

08:30 hrs Registration for the Annual General Meeting

09:00 hrs AGM
European Management Assistants Germany e. V. and
European Management Assistants Austria

12:00 hrs End of the AGM

13:00 hrs End of the event and individual departures



About the trainer:

Gesa Krämer combines her experience as recruiter, book-author, sales coach and bodypsychotherapist into active-minded trainings, needs-orientated facilitations and individual coaching. She is one of the managing directors of consilia cct: Create Culture Together, an institute which focuses on supporting people, companies and organizations become highly effective in international and diverse contexts.

As most participants attest, Gesa's courses and coachings support discovering their potential and help going further toward objectives and motivation.

Her working languages are German, English, French and Spanish.

For further information please visit her website www.consilia-cct.com

About the hotel – our corporate member Maritim Hotel München

The Maritim Hotel München is located in a tranquil inner courtyard in the immediate vicinity of the main railway station, the Stachus and the pedestrian zone. The attractive shopping boulevards of the inner city can be explored comfortably on foot from here.



The restaurants „Bistro“ and „Rôtisserie“ will pamper you with culinary delights. The comfortable piano bar offers extraordinary cocktail creations, excellent whiskies and live music in an elegant ambience.

For further information on all Maritim hotels please visit the website www.maritim.de

About our cooperation partner and corporate member Secretary Plus:



Secretary Plus is the number one agency for selecting, recruiting, assigning, outsourcing and training multilingual management assistants. As the market leader for over fifteen years, we provide customised service, are able to function in an advisory role, and serve as a benchmark as well as a reference in our sector.

Secretary Plus can find you the ideal position that matches your qualification. For temporary assignments, permanent positions or client projects, we always take your experience, competencies and wishes into account.

Secretary Plus discusses with you your ambitions and abilities first and foremost. We then match them with the right position at the right company. You can thus be assured that it will click with your employer - and vice versa.

Our professional working methods as well as our personal approach guarantee that Secretary Plus matches up the right candidates with the most interesting careers.

For more details please see our website www.secretary-plus.com