



Friday 11  
& Saturday 12  
February 2011

## Invitation Training Days

# Professional Development Training

Presented by John A. Frank and Alix Burton

**Build Your Credibility and Be Influential- Supporting busy  
and absent Managers.**

**&**

**How to Build an Attractive CV**

### Programme

#### Day One: Friday, 11 February 2011

- Leadership Style Assessment
- "Building Credibility"
- Self test- "Building Trust"
- "Supporting Busy or Absent Managers"
- Workshop Discussion- "Best Practices"

#### Day Two: Saturday, 12 February 2011

- Create a CV that Really Highlights Your Strengths
- Workshop- "Create Your Own CV"

### Your benefit

**"Build Your Future as Management Assistant!"**

### Why Tower?

#### Tower training offers you...

- The advantages of a **local company** of high quality and international focus.
- Exposure to the latest developments in **new management thinking**
- **Maximum value** for your training and consulting budget.
- **Reduction of your training expenses** under Luxembourg law (modified 22 June 99) concerning governmental incentives related to training of employees.
- The following products and services designed to meet the **requirements for change** for management and employees alike.

**Business Skills Training- 4 G Business Solutions- Coaching and Consulting- Language and Communication Skills**



organised with the collaboration of

**Tower Training  
& Consulting**



## Friday 11 & Saturday 12 February 2011 at PwC

### Programme

#### Day One: Friday, 11 February 2011

##### 0845 – 0915 Arrival and Welcome Coffee

##### 0915 – 0945 Introductions

Participants introduce themselves, describe their jobs and present examples of the challenges they are facing in their work and clarify what they would like to learn in the training.

##### 0945 – 1030 Leadership Style Assessment

Review results of a Leadership assessment test to determine each participant's leadership style.

##### 1030 – 1045 Break

##### 1045 – 1215 “Building Credibility”

Credibility = Expertise + Trustworthiness. A simple way to establish your credibility is by developing your knowledge and expertise consistently and continuously far beyond the basics. For example, how good are you at managing your boss, communicating with others, running internal meetings, handling conflict, using technology, working in teams and motivating yourself and others?

##### 1215 – 1330 Lunch

##### 1330 – 1400 Self-Test – “Building Trust”

High-trust environments correlate positively with high degrees of employee involvement, commitment, and organizational success. This self-test gives the participants a chance to rate the level of their own behavior in regards to character and competence in their relations with others in the organization.

##### 1400 – 1500 “Supporting Busy or Absent Managers”

Like its roots in Latin—administration, “to give service”—the field of administrative assistance is the basic support on which high-powered businesses rely. Today, more than ever, busy chief executives rely upon their management assistants to keep the office running when they are absent - not just arranging correspondence and agendas, but liaising within the organization and the world outside, etc.

##### 1500 – 1515 Break

##### 1515 – 1630 Workshop Discussion – “Best Practices”

During this session, the participants will break into groups to brainstorm all the ways that management assistants keep the office running smoothly. Our goal is to establish a list of ‘Best Practices’ for management assistants!

##### 1630 – 1645. Review and Preparation for Day Two



**Day Two : Saturday, 12 February 2011**

**0915 – 1030 “Create a CV that Really Highlights Your Strengths”**

Imagine a busy manager who has to read through 100 CVs in an hour. He or she will have two piles – the 'possible' and the 'not considered'. That means your CV needs to be easy to read, short and attractive. If you are looking for a job, it's important that you know how to offer yourself in the best way to a prospective employer. A CV is quite simply an 'advert' you can use to sell yourself. During this session you'll learn how to create a great CV. We'll cover the initial preparation and what you should include in the CV. You'll be shown examples of both good and bad CVs and we'll discuss how to improve the bad ones.

**1030 – 1045 Break**

**1045 – 1200 Workshop – “Creating Your Own CV”**

Does your own CV provide a good first impression? Participants will be given a chance to review, revise and update their own CVs during this session.

**1215 – 1230 Wrap-Up and Course Evaluation**

Final course wrap-up and evaluation of the training.

**12.30 End of training**

**Participation fees**

Training cost	Euma Member: 80.00 € / Euma Friend: 155.00 €
Friday lunch	Included
Coffee breaks	Included



**Registration form**

Training Days  
Friday, February 11, 2011  
& Saturday, February 12, 2011  
PwC  
400 rte d' Esch  
L- 1471 Luxembourg

**EUMA Professional Development Training**

Coaching by Tower Training – John Frank and assisted by Alix Burton, (Burton recruitment)

- Please register to this event **before February 9, 2011** by e-mail on EUMA Luxembourg website:
  - [www.euma.lu/](http://www.euma.lu/) on-line registration

or by sending an email to:

- Johannsson Catherine, [Catherine.Johannsson@euroscript.com](mailto:Catherine.Johannsson@euroscript.com)

or by fax: +352 31 44 11 209

➤ **Participant's details:**

First Name:  
Last Name:  
Company:  
Full Address:  
Tel:  
E-mail:

➤ **Participation**

I will attend the training (both days)

I will attend the training only on Friday

Comments:

➤ **Receipt**

I do require a receipt

➤ **Fee**

Full member (80.00 €)

Corporate member (80.00 €)

Euma friend (155.00 €)

Payment to be made **no later than February 9, 2011** by bank transfer to our account EUMA c/o Charlotte Colton BGL BNP Paribas IBAN # LU270030 3100 6890 0000 – Communication: your name – Training Days November 2010