

## EUMA Training Programme

### EUMA Training Programme – what does it mean?

EUMA provides **customised training seminars** for the Association on a variety of themes selected annually by the members. The **EUMA Training Programme** is a special project for all EUMA members. At the Annual General Meeting a decision about the training for the coming year is taken when the budget for the next year is presented and approved.

The topics chosen cover issues faced in **today's workplace**, viewed from the **perspective of the management support role**, and the vital contribution it can make to the effectiveness of the management team. The seminar is conducted in English. A Training Certificate is given to all participants at the end of the Training Day.

#### Who can attend?

All EUMA members can attend these training sessions. Non-members can be invited to the training at a higher fee than EUMA members. Due to the increased number of participants the number of places is limited and will be allocated on a first come, first serve basis.

#### Where?

The Training Day takes place in connection with the Spring Council and, thus, the venue depends on the hosting National Group. All EUMA National Groups can inform of their willingness to host these events and the decision will be made at the Full Council meeting.

Sessions held to date have been:

1998 – Paris (France)

*Developing winning teams for survival and success*

1999 – Lugano (Switzerland)

*Strategic thinking and empowerment*

2000 – London (Great Britain)

*Turning strategy into action, making it happen!*

2001 – Brussels (Belgium)

*Personal effectiveness in relationships*

2002 – Milan (Italy)

*Putting the punch into your presentation*

2003 – Luxembourg

*Leading and working in a team*

2004 – Vienna (Austria)

*The secret power of public speaking for assistants*

2005 – Ljubljana (Slovenia)

*Cross-cultural communication challenges*

2006 – Budapest (Hungary)

*Leadership: The Assistant is a hidden leader*

2007 – Warsaw (Poland)

*The Magic of Innovation: Develop your Creative Skills*

2008 – Oslo (Norway)

*Cross-Generational Communication in the Workplace*

2009 – Manchester (United Kingdom)

*Project Management*

#### When?

The sessions are held every year usually in March, in connection with the Association's Spring Council meeting, normally the day following after the Council. In the beginning of January a detailed programme and a registration form for the next Training Day are put on the EUMA website.

#### Why a customised Training Programme?

The EUMA Training Programme was initiated at the members' request in 1996 for two reasons:

- To give substance to one of EUMA's claims – to be a **self-development organisation**
- To align itself with the **EU's Life-Long Learning programme**

The major benefits of the programme include:

- Unique insights on the subject given by the content of the course itself;
- Working together with colleagues from all over Europe;
- Sharing ideas and learning amongst people who understand the same issues;
- Establishing and expanding the international network;
- Learning from specialist trainers who have studied the role of the assistant in this field;
- Insights into trends affecting the bosses and company strategies.

#### For further information please contact:

EUMA Acting European Chairman