



**IMA**  
International  
Management Assistants

# CYPRUS 2017 ANNUAL TRAINING DAY

# HAPPINESS AT WORK

BY DIMIS MICHAELIDES



**SATURDAY, 13 MAY 2017**  
**LORDOS BEACH HOTEL, LARNACA**

## Happiness @ Work: Engaging People for Performance

This workshop examines different evidence-based views on happiness with a special focus on how it is expressed in the workplace and its relation to performance. Participants will be encouraged to reflect and take responsibility for their own and other people's well-being as individuals and as managers.

### Expected outcome:

Participants will be urged to take responsibility for their own happiness. They will explore theories of motivation and take away tips and practices with a proven track record in increasing happiness at work and in life.

### The Trainer:



**Dimis Michaelides** is an internationally acclaimed speaker, consultant and trainer in leadership, creativity and innovation.

In 2007, Dimis published a model for organizational innovation in his book *The Art of Innovation – Integrating Creativity in Organizations* (2007, 2011) and, later on, he designed *Leading Innovation in Practice*, a road map to guide organizations in their innovation journeys. He also offers a number of related workshops to help develop the innovation potential of people and organizations.

Dimis is often invited as a keynote speaker on leadership, innovation and creativity sometimes with ... a touch of magic! And he works as a consultant with private and public organizations on customized change projects, which may be long term assignments or brief interventions.

## PARTICIPATION FEES

**IMA MEMBERS:**  
Complimentary

**NON MEMBERS:**  
€ 50

**STUDENTS**  
€ 25

**REFRESHMENTS AND SNACKS WILL BE OFFERED**

## LANGUAGE

The training will be conducted mainly in Greek language.  
Some material and slides will show in English.

## HAPPINESS AT WORK

### PROGRAMME

15:30	<b>WELCOME DRINKS</b>
16:00 - 16:10	<b>Welcome address</b> - Agathi Konizou, Chairman, IMA Cyprus
16:10 - 17:40	<b>What makes you happy or not so happy at work?</b>
	Hello!
	What makes you happy or unhappy at work?
	A brief review of classic theories of work and motivation
	What is the role of money? Let's put it in its rightful place
17:40 - 18:10	<b>COFFEE BREAK</b>
18:10 - 19:40	<b>What are you doing about it?</b>
	A brief review of contemporary approaches to happiness
	Find your Star of Joy " Work and ... take action!
	How to be happy in practice. Why "Σκέψου το.. Γίνεται!" doesn't work? What does?
	Evidence-based tips from the Positive Psychology School
	Goodbye!
20:00	<b>DINNER (OPTIONAL)</b>

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## IMA INTERNATIONAL

IMA, previously known as EUMA, founded in 1974 by Sonia Vanular, is an international quality network of management support professionals, who focus on their personal development and on the future changes in their profession.

The encouragement of the members' individual development and the constant evolution of the management support profession, are a few of the Association's aims. The Association is represented in more than 25 countries worldwide.

The profession of management assistants is going through major changes to embrace the digitalisation of the business world and the new working methods. The association aims to be a step ahead in future developments to meet the requirements of the current members and to be attractive to the generations Y and Z now entering the business world.

## Our aims

- Forming a network of highly competent management support professionals able to advise on professional development.
- Providing a forum for management support professionals, employers and educators to promote an understanding of the training, experience and career opportunities necessary for the development of its members.
- Creating an image of the management support professional as an essential element of the management team.

[www.ima-network.org](http://www.ima-network.org)





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## IMA CYPRUS

IMA Cyprus was established in 1989. IMA serves as the home association and voice of high calibre professionals at top management level. It is a network blend of Personal Assistants, Office Managers and other professionals who support the top management, like qualified professionals from Marketing, Human Resources, Operations, and more.

## Our approach to training and development needs

IMA Cyprus invests in our members' training and development by offering at least one complimentary training per year, and securing other training options at relatively affordable prices.

IMA Cyprus aims in providing members with opportunities for training and development. According to yearly plans, we aim to offer at least one major training session per year in combination with other events that provide indirect training and development. Our role is to provide the means and tools to help our members achieve their personal training agenda in order to support and advance their skills and talents.

Two training days every year are also offered by IMA International, which are open to all IMA members, and take place in various countries around the world, in Spring and Autumn.

[www.cy.ima-network.org](http://www.cy.ima-network.org)



## REGISTRATION FORM

<b>Training Theme:</b>	<b>HAPPINESS @ WORK</b>		
<b>Presenter:</b>	Dimis Michaelides		
<b>Date:</b>	Saturday, 13 May 2017		
<b>Venue:</b>	Lordos Beach Hotel, Dhekelia Road, Larnaca 7081 Tel. 24647444		
<b>Time:</b>	<b>15:30 - 19:45</b>		
<b>Company Name:</b>			
<b>Contact Telephone No:</b>			
<b>Email:</b>			
<b>1. Participant Full Name:</b>			
<b>2. Participant Full Name:</b>			
<b>Type of Participant:</b>	IMA MEMBER <input type="checkbox"/>	NON-MEMBER <input type="checkbox"/>	STUDENT <input type="checkbox"/>
<b>Registration Fee:</b>	<b>Complimentary</b>	€ 50	€ 25
<b>Payment Method:</b>	<b>Cheque Payment:</b> EUMA Cyprus  <b>Address:</b> P.O.Box 28775 2082 Nicosia, Cyprus	<b>Bank Transfer:</b> Bank of Cyprus <b>Account:</b> 011001177577 <b>IBAN:</b> CY59002001100000000117757700 <b>Account Name:</b> EUMA Cyprus  Indicate participant's name for identification purposes and state Ref: IMA Training	
<b>Reply by 05/05/2017 to:</b>	Kate Lewis, +357 99441923, <a href="mailto:ktlewis@cytanet.com.cy">ktlewis@cytanet.com.cy</a>		
<b>(Optional) Training Dinner:</b>	<b>Voreas Tavern</b> , Andrea Dimitriou 3, Oroklini, Larnaca 7040, Tel. 2464717 @ € 22,00 pp meze, local drinks with live music - Payable at the Tavern <b>Time:</b> 20:00  Yes <input type="checkbox"/> No <input type="checkbox"/> Number of people <input type="checkbox"/>		
<b>(Optional) Hotel Accommodation Lordos Beach Hotel :</b>	Single SSV room on BB: € 80 / Double SSV room € 114 Please call +357 24647444 to book direct with the hotel, quoting Ref: IMA Cyprus		
<b>Terms &amp; Conditions:</b>	<b>1. Prerequisite:</b> Advance Payment of Registration Fee <b>2. Cancellation Policy:</b> (a) 25% refund upto 05/05/2017 (b) No refunds apply for "No Shows"		