

Fees

Training Day	
Member Early Bird:	110 €
Member regular rate:	130 €
bSb Members:	150 €
Guests:	195 €
27years or younger	100 €

Reception

free of charge

Gala Dinner @ Auerbachs Keller
including show, aperitif,
3-course-menu, wine&water 90 €

Guided city tour Leipzig
in english language 10 €

Cancellation policy

Cancellation free of charge until
19.10.19

100% to pay from 20.10.

Dress code

Training Day: Smart casual
Gala Dinner: Cocktail

Registration

Early Bird registration and
payment until 30.08.2019

Regular registration and
payment until 18.10.2019

Register here:

https://lyyti.in/Tell_it_like_it_is_6370

Accomodation

VIENNA HOUSE Easy Leipzig

Goethestraße 11, 04109 Leipzig

T +49 341 991 539 0

Single room per night 89,00€

incl. breakfast & Wifi

+ City tax per day and person 3,00 €

Please book direct until 20.10.2019 stating "IMA
National Training Day Leipzig":

info.easy-leipzig@viennahouse.com

Getting there:

By train: 5 minutes from Leipzig central station

By air:15 minutes from the airport using local
trains (S-Bahn) S5 and S5x

By car: underground car park available



IMA

International
Management Assistants

IMA Germany e. V.

invites to

National Autumn Training Day

Tell it like it is

23.11.2019

09:30 – 17:00

Leipzig

What is it about?

One of the most frustrating issues that Assistants talk about is, when communication breaks down, particularly giving and receiving constructive feedback to our peers or team colleagues.

In our National Spring Training we learned about the basics of emotional intelligent communication, the different characters inside us and others and how to approach them.

This Autumn Session will be all about learning and practicing how to get your words across without being afraid that your emotions will get the better of you, without fear of reprisal and without being worried that you will damage the relationship. We'll also look at how you can use communication successfully to improve your negotiation skills including

- communication - what does it really mean?
- getting it right
- giving & receiving feedback
- finding your style
- finding your voice
- delivering bad news

This training and workshop is held in English language, especially for all of you who are keen to improve and to practise their English knowledge .

The sessions are all very interactive, so the participants will be put to work in groups and there's lots of role play.

Your trainer

We are pleased that **Helen Monument** will be our trainer for this day. . Helen Monument is a Coach, Counsellor, Mentor, Conference Speaker, Trainer and Writer. She has broad experience as a leading assistant herself and she is passionate about sharing her experiences with like-minded professionals across the world. <https://monumentalassistance.com/>

"I believe that Assistants have a responsibility to share their knowledge and experience", she says and confirms the networking focus of IMA International Management Assistants.

Programme

Friday, 22.11.2019

19:00 Reception on invitation of Vienna House Easy Leipzig
20:00 Dinner

Saturday, 23.11.2019

09.30 Arrival, coffee, registration
10.00 Welcome & introductions
10.30 Tell it Like it is - Part 1
12.30 Lunch
13.15 Tell it like it is - Part 2
15.00 Coffee break
15.20 Tell it like it is - Part 3
16.30 Wrap up / evaluation
17.00 End

19:00 Dinner at Auerbachs Keller including introduction of Goethe – Leipzig – Auerbach's Cellar and Mephisto's elixir show

Sunday, 24.11.2019

Guided city tour Leipzig