

## **National Training Day: “Efficiency and Digitalization”**

**Presented by Christine Gazounaud**  
**On Friday 25th May 2018**  
**At the MindForest Lounge**  
(11, rue Sainte-Zithe, L-2763 Luxembourg)

Dear Members, dear Friends,

The committee of IMA Luxembourg has the pleasure of inviting you to their next National Training Day on Friday 25th May 2018 from 8:30 until 17:00 at the MindForest Lounge.

The theme of this year’s National Training Day will be “Efficiency and Digitalization”. The training will focus on two main aspects:

1. “Mastering new behaviours and uses of the web”
  - a. Applying digital rules and codes of online communication
  - b. Perfecting your e-reputation and that of your company
  - c. Identifying different social media and their utility for your company
  - d. Organizing your watch (knowing and choosing your sources of information: reminders, subscriptions...)
  
2. “The mental map: how to appropriate the basis of a digital tool”.
  - a. The best practices in order to achieve a mental map
  - b. How to use your mental map:
    - i. Meeting animation
    - ii. Note taking and reports
    - iii. Storing
    - iv. Problem-solving/decision-making
    - v. Event organization
    - vi. Project management

The training will be presented by Christine Gazounaud.

I am passionate about new technologies and human relations, this is why I design and lead training sessions in the fields of professional efficiency, the use of digital tools and project management.

In an ever-changing environment, I accompany employees as well as students on their journey to improve their mastery of this field.

I worked as an executive assistant for nearly 15 years in the United States and then in France; I am now a partner in the range of assistants for Cegos and offer training sessions in English and French.



BANK DETAILS

IMA Luxembourg asbl  
BGL: LU95 0030 8929 0756 0000  
BIC: BGLLLULL

COMMUNICATION

“NTD – 25.05.2018” + full name

**LU.IMA-NETWORK.ORG**



Program:

08:30: Registration  
09:00: Part I of training session  
12:30: Lunch break  
13:30: Part II of training session  
17:00: End of training

**Training fees: Members: EUR 100.00/Non-members: EUR 150.00**

**Parking: The closest public parking is Parking Martyrs**

**The training will be held in English and we recommend that you come with your laptop or any electronic device with Microsoft Office.**

**Please register and pay by Tuesday 22<sup>nd</sup> May by contacting Marie Ingvarsdóttir:  
[mhjingvarsdottir@gmail.com](mailto:mhjingvarsdottir@gmail.com)**

***Note that the registration fee will not be reimbursed if cancellation occurs  
after Tuesday 22<sup>nd</sup> May***

The committee of IMA Luxembourg is looking forward to welcoming many of you at this interesting training session.

See you soon!

Best regards,

The IMA Luxembourg committee

*Jane Barton (Chairman), Marie Helga Ingvarsdóttir (Public Relations Officer), Annick Druart (Acting Treasurer) and Catherine Johannsson*

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