

Quel rôle pour les assistantes dans les nouvelles formes d'organisation du travail ?

Presented by **Sylvie Seksek**
On **Wednesday 11th April 2018**

At **Novotel Kirchberg** (Niedergrünewald Quartier Européen Nord, 6 rue du Fort
Niedergrünewald, L-2226 Luxembourg)

Dear Members, dear Friends,

The committee of IMA Luxembourg has the pleasure of inviting you to their next conference on Wednesday 11th April 2018 at Novotel Kirchberg.

The theme of the conference will be: “*Quel rôle pour les assistants dans les nouvelles formes d'organisation du travail?*” The role, knowledge base and skillset of an assistant will be discussed and analyzed in the context of today's business environment as well as providing some valuable insights into how to develop these skills.

The conference will be held in French.

The trainer:



As an expert in office management, Sylvie Seksek worked for 25 years as a trilingual executive assistant, legal assistant and office manager in a prestigious international law firm, investment funds and audit firms.

Since 2013, she offers her services in audit, recasting positions, training and the recruitment of office managers. In addition, she leads the internship program for training in the basic function of an office manager at Cegos. The combination of these two activities, allows her to stick as closely as possible to the recruitment of office managers, career novices and people returning to the work market.

To find out more visit her website:

<http://www.l-officemanager.com/blog/author/sylvieseksek/>

Registration will start at 6:00 p.m. and the conference will start at 6:30 p.m.

The Novotel Kirchberg is kindly inviting you for a cocktail after the conference.

Training fees: EUR 30.00 for members and EUR 40.00 for non-members

Please register and pay by Monday 9th April 2018 by contacting Marie Ingvarsdóttir:
mhjingvarsdottir@gmail.com

Note that the registration fee will not be reimbursed after Monday 9 April 2018

We hope to see many of you on 11th April 2018.

Best regards,

The IMA Luxembourg committee

*Jane Barton (Chairman), Marie Ingvarsdóttir (PRO),
Annick Druart (Acting Treasurer) & Catherine Johannsson*

BANK DETAILS

IMA Luxembourg asbl
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BIC: BGLLLULL

COMMUNICATION

“Conference Seksek” + full name