



**IMA France
&
IMA Spain**

**Accomplishing oneself
now and in the future.**

26th January 2023

18:30 - 20:30



Thanks for joining this first encounter organised between IMA France and IMA Spain

PRACTICALITIES

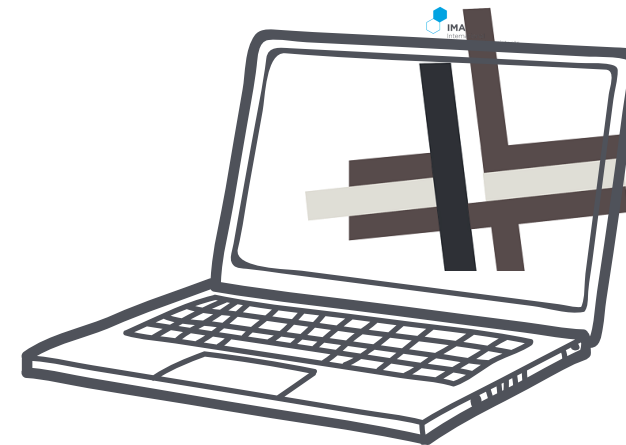


**TRY TO JOIN AROUND 5
MINUTES BEFORE THE
START**

BRING YOUR FAVORITE DRINK

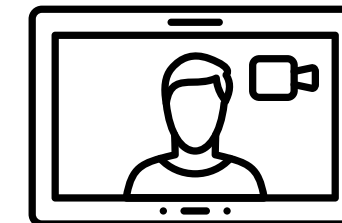


**USE THE VIRTUAL BACKGROUND
FOR THE EVENT**



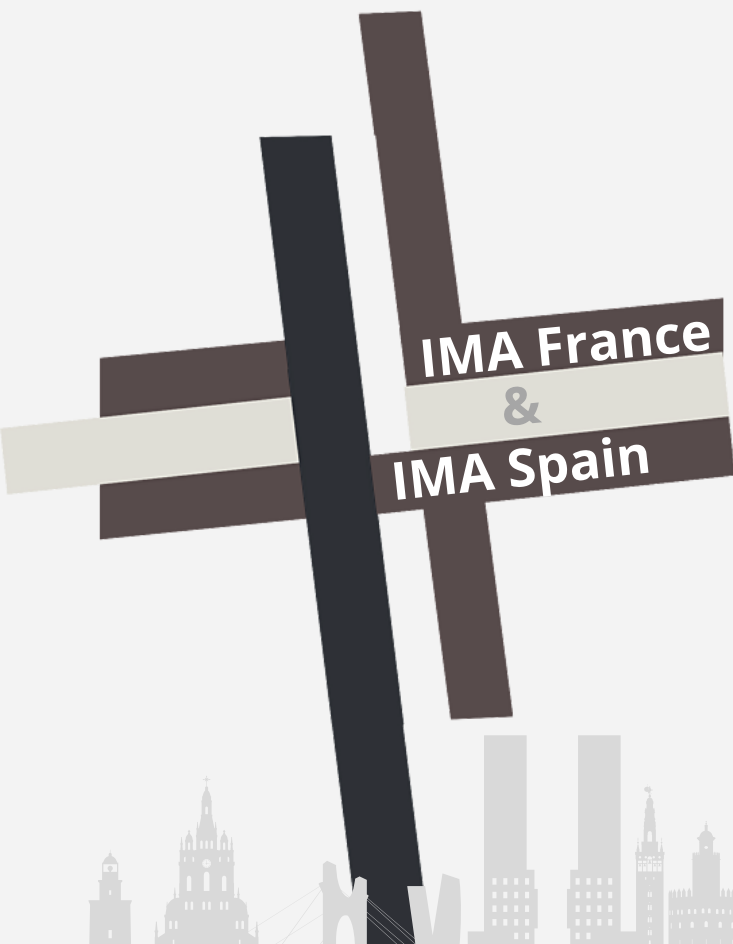
**ONCE YOU ARE INTO THE ZOOM
SESSION CONNECTED, RENAME
YOURSELF STATING YOUR
COUNTRY FIRST AND THEN YOUR
NAME**

SPAIN-Isabel García



**SHOW YOUR NETWORK THAT YOU
ARE PARTICIPATING IN THIS EVEN,
AND MAKE A POST IN LinkedIn
WITH THE FOLLOWING HASHTAG**

***#IMA_Cross_border_event
#IMA_members_go_the_extra_mile
#I_am_a_proud_IMA_member***



Agenda:

from	to	topic
18:30	18:35	Welcome people online
18:35	18:45	Welcome + Introduction + Explanation of the agenda and dynamics
18:45	19:30	Breakout rooms for group discussions
19:30	20:15	Open discussion
20:15	20:30	Take – Aways = Manifesto (tool kit) + Group picture



Driving questions:



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During the meeting you will be sent to a debate group in a break -out room. These are the questions that the room coordinator will launch that you will debate about. We advance them to you to give you a chance of thinking about them and prepare your answers :

What does it mean to you being an Assistant?

What is it in you that makes you (or made you) different and valuable to be in your role?

What type of Assistant are/were you? Pro-active or Reactive? Do you (or did you) feel you are (or were) professionally growing through your work?

Do you feel your management is (or was) fully aware of your skills and possibilities to contribute to success?

How do you value continuous training? How do you cope with the lack of knowledge in certain areas of your job? What is (or was) your company's position towards training for you as an Assistant? If you are a free-lance, how do you fill the gap?

We will select 1 or 2 sentences from the debate to be part of this tool kit under each one of these categories

Tool Kit:



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Assistant as a concept

The Value of your role

Recognition as an assistant

Your performance as an assistant

Continuous training as key to endurance



Once the event is over, please let us have your opinion on the following

SURVEY



CLICK HERE

*Thank
you*

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