



Saturday 26 Mar - Saturday 26 Mar

**The topic is Innovation and Creativity. This will be a hybrid event offering you the choice of participating in person or virtually – the first of its kind for IMA!**

Join assistants from over twenty countries for a valuable professional and personal experience. While learning useful lessons from high quality, renowned guest speakers, you get the opportunity to network and share thoughts with your fellow International Management Assistants and job-related interested visitors.

We look forward to an event as dynamic as its location, Luxembourg. Luxembourg is at the center of Europe and easily accessible by plane, train and car. The conference venue, Novotel Luxembourg Kirchberg, is located in the business district of Luxembourg, Kirchberg, opposite the training location The European Convention Centre Luxembourg. With rapid access to free public transport, you will be able to explore the city and find out more about the history of this small, inviting country.

TRAINER - DAVID HOLLAND



### Meet our trainer - David Holland

David is one of the most experienced coaches and trainers in the world. Following a successful career in the operative field in the UK, David began his International Business Coaching Career in 2003.

After training in Australia, USA and UK & certification from the International Business Coach Institute, he became one of the top performing Coaches with ActionCOACH, the world's largest Business Coaching organisation; winning a series of awards including best Client Results and Coach of the Year. On the basis of this success, he was invited to head up the Training and Development division and revise all training and support programs, personally training over 450 Business & Executive Coaches.

Since then, he has worked in over 37 countries, published over 45 books and shared the stage with some of the top names in the business, he is highly qualified to deliver unique programs and content to the benefit of his international clients.

David created Results Rules OK in 2010; thanks to his experience as a Manager, Business Owner and Entrepreneur he delivers a range of Programs that are all designed with a single objective – Client Results...

TRAINER - CATHARINA BIVER



### Meet our trainer - Catharina Biver

With over 25 years of experience in training, Catharina's approach is practice-oriented and experiential; and due to her dynamic and empathetic personality she can motivate and inspire participants, enabling them to develop their potential and go above and beyond. She uses her enthusiasm, experience and energy to ignite the personal and professional development of every individual.

Swedish by origin, she has worked in many European countries and for several European institutions, so she has a keen awareness of cultural diversity and adapts her coaching and facilitation approach accordingly.

Her strongest coaching/facilitation skills are: Leadership Skills and Styles; Goal Setting/Strategic Decision Making, Managing Expectations and Performance, Creative Problem Solving, Public Speaking and Presentation Skills; Team Leadership and Team Building; Change management; Self Management including Personal Effectiveness/Time Management/; Stress Management and Resilience; Respectful Workplace/Dignity at Work (Bullying/Harassment).