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Assistants



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## Are you ready for the Dynamic Office?

Tuesday, March 22<sup>nd</sup>, 2016 from 18:30 till 20:00 p.m.  
Hôtel Novotel Kirchberg, 6, rue Fort du Niedergrünwald, L-2226 Luxembourg

Dear Members, dear friends,

The EUMA Luxembourg team is delighted to invite you to our next evening workshop provided by Catharina Biver of SparxFactory.

### What does the term “Dynamic Office” mean to you? Here are a few insights:

Flexible working environments are the future for knowledge-workers. The transition from “fixed-office” to “any-office” represents a new way of working. Our workplace and workflow are more dynamic and demanding than ever. Information overload is increasing over time, requiring new habits and updated skills to keep-up with evolving tools and technology. Embrace this liberating opportunity to “see with new eyes” your work habits, document management systems, use of virtual technology, and communication channels with colleagues. Sign in for tips, tricks and strategies to facilitate success in the “new way of working”.

**Trainer: Catharina Biver** has been providing management training & coaching for over 15 years; this experience coupled with her boundless energy & enthusiasm is a sure recipe for inspiring you to achieve meaningful goals.

### Registration from 18:00.

The presentation will be made in **English** and will start at **18:30**, the evening will be rounded off by a cocktail generously offered by our host Accor Hotels.

**Car parking** under the hotel and at the **Parking Place d'Europe**

**Please register and pay by March 18th by contacting** Marie Ingvarsdottir:

[mhjingvarsdottir@gmail.com](mailto:mhjingvarsdottir@gmail.com)

**Entrance fee: €10.00** for members & **€20.00** for non-members (**please note that the registration fee can not be reimbursed after March 18th 2016**).

Account: EUMA Luxembourg ASBL  
BGL: LU95 0030 8929 0756 0000 BIC: BGLLLLULL  
Communication: “Dynamic Office” – your full name

We are looking forward to greeting you at this workshop!

*The EUMA Luxembourg team: Catherine Johannsson, Sylvie Félix, Sonia Kondrat,  
Marie Ingvarsdottir, Jane Barton*

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