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Motto: "Qualified Translators in the multilingualism world and of the dialogue between cultures"

PRACTICAL SEMINAR

"Principles of effective Self management. Time and Priority Management"

To be held on **May 16, 2011**

Location: Free International University of Moldova, Reading Hall of Romano-Germanic Philology, 4th floor

Main facilitator:

Dr. Karl Josef DOES, Executive Coach & Management Trainer (Team Management, Professional Selling, Communication and Negotiation in Business, Time Management).

Opening Messages:

- **Inesa FOLTEA**, interim president of U.T.A., authorized translator
- **Ludmila HOMETKOVSKI**, PhD, dean of the Faculty of Foreign Languages and Sciences of Communication, ULIM
- **Ghenadie RÂBACOV**, cultural attaché of U.T.A., Senior Lecturer, Faculty of Foreign Languages and Sciences of Communication, ULIM

AGENDA

Time	Details
16:00 – 17:00	Session 1: Principles of effective Self management Personal Stress Profile and Stress Management (Diagnosis by questionnaire, personal options for action)
17:00 – 17:15	Coffee break
17:15 – 18:30	Session 2: Time and Priority Management, FLOW Personal resilience (Crisis-competence)
18.30-18.40	Conclusions

Organizing Committee:

Aliona DOSCA, president of U.T.A.

Inesa FOLTEA, vice-president of U.T.A.

Ludmila HOMETKOVSKI, PhD, dean of the Faculty of Foreign Languages and Sciences of Communication, Free International University of Moldova, ULIM

Ghenadie RÂBACOV, cultural attaché of U.T.A., Senior Lecturer, Faculty of Foreign Languages and Sciences of Communication, ULIM

Marina AMBROSI, Councilor of the Procedure and Protocol Department, U.T.A.