

update

N° 15 – April 2013

Changes in Office Management team

We welcome our new Assistant Office Manager, Manuela Ettekovén, who started on 1st April! Ramona will replace Anka as Office Manager.

For questions about guests, student-assistants, orders for software or computers and for the website, please contact **Manuela**.

Ramona is available for financial and personnel matters and any general questions or requests you may have.

There are also some changes in the task division at the secretariat:

Nita will assist with all matters concerning teaching: grades, exams, theses, etc.

Gerda will help you with your leave card and requests for reservations and catering.

Kim will take care of your reimbursement requests and special orders for office supplies.

Of course all of us will help you with any questions you have! If you send your e-mails to te-secr@ese.eur.nl it will always reach the correct person.

If you would like to have more information, please don't hesitate to contact Ramona.

Secretary Day 2013

On 18 April the secretariats of many different departments of the ESE will celebrate Secretary Day together with a lunch and cake-making workshop in Rotterdam.

Therefore the secretariat at H12-01 will be **closed on 18 April** from 12.00h until the end of the day.

Guests?

We don't have much space to house long or short term guests, which means good planning is very important!

Please let us know if you would like to invite guests, even if it's for only a day, so we can try to find a suitable workspace for them.

Courses and training

The HRM department offers the following courses:

- Coaching on targets for managers and for supervisors of PhD students
- Time Management
- Authentic and Assertive Academics
- Feedback training
- Academic Leadership for Professors
- Acquisition

Please contact the HRM department (Sytske Martens, martens@ese.eur.nl) for more information about courses.

Thesis supervision

Starting thesis supervision? Please remember to send the student to the secretariat to fill in the application form!

Agenda

- 18 April
Secretary Day 2013
- 30 April
Queen's Day (EUR closed)
- 9 May
Ascension Day (EUR closed)
- 21 May 15.00h
Meeting with the Dean