

The company **INTER M & K, Ltd.** in cooperation with the company **LANDIER, Ltd.** would like to invite you to the seminar

### **Solution to Economical Crisis Impact on Firm Organisation** (ORGANISATIONAL STRUCTURES AND MANAGEMENT DOCUMENTATION III.)

**that will be held on 11-13 March 2009**









**at the HORIZONT Hotel, Stará Lesná**

Stará Lesná, 059 60 Tatranská Lomnica; Tel: +421 - 52 - 4467 881 Fax: +421 - 52 - 4467 287  
[www.hotelhorizont.sk/](http://www.hotelhorizont.sk/) e-mail: [repcia@hotelhorizont.sk](mailto:repcia@hotelhorizont.sk)

**The beginning of the seminar: 10h00 (registration from 9h00), closing 14h00**

#### **OBJECTIVE OF THE SEMINAR**

To develop cooperation of specialists dealing with structure optimisation and documentation management, to exchange practical experience and information, and to discuss the following topics

-  **Optimisation of organisational structure during the crisis period Organisational order**
-  **HR management – Organisational controlling**
-  **Need to define process roles, or type positions**
-  **Remuneration**
-  **Harmonisation of management documentation with new competences of organisational structures resulting from implementation of organisational changes**
-  **Innovations and transfer of technologies – European projects**
-  **New directive ST EN ISO 2001:2008**
-  **Maintaining quality management systems**

#### **Presentation training**

-  **Profitability**
-  **Manager coaching**

The seminar is intended for managers, directors and specialists in the area of control, HR development and QMS.

#### **Motto:**

Use the crisis for a thorough “In Look” of the organisation to ensure the appropriate solutions and sources for “Out Look”

The company is registered in the Companies Register of the District Court of Košice 1, Section: Sro, Entry N<sup>o</sup> 6421/V, Slovakia

INTER M & K, Ltd.  
Bernoláková 17  
040 11 Košice  
Slovakia

Tel.: + 42155 6434773  
Mobile: + 421903 411228  
E-mail: [inter@inlook.eu](mailto:inter@inlook.eu)  
[www.inlook.eu](http://www.inlook.eu)

Bank: OTP Banka Slovensko, a.s.  
Account N<sup>o</sup>: 1613685 / 5200  
Business ID N<sup>o</sup> (IČO): 31710239  
Tax ID N<sup>o</sup> (DIČ): 2020946939  
VAT ID N<sup>o</sup>: SK2020946939



### Programme of seminar 11 March 2009

**9h00**

Welcome and seminar papers distribution

**10h00 – 12h00**

Unification of terminology related to organisational management – [www.inlook.org](http://www.inlook.org)

**12h00 - 13h00**

Lunch

**13h00 – 17h00**

Contributions by seminar participants

**17h00 – 20h00**

Informal discussion

### Programme of seminar 12 March 2009

**Section A: MANUFACTURING SECTOR**

**Section B: STATE ADMINISTRATION AND INSTITUTIONS**

**8h00 – 12h00**

Contributions by seminar participants

**12h00 – 13h00**

Lunch

**13h00 – 17h00**

Contributions by seminar participants

**14h30 – 17h00**

Presentation training: **Profitability**

**17h00 – 20h00**

Informal discussion

### Programme of seminar 13 March 2009

**8h00 -10h00**

Presentation training: **Manager coaching**

**10h00– 12h00**

Panel discussion – study examples – successful practical solutions

- *discussion and exchange of experience and information concerning improvement of employees' skills (especially within projects), main focus on the category 25-40 years old (or how to effectively transfer older generation's expertise to them in different work environment)*
- *project – creating type positions by means of InLook system®*

**12h00 – 13h00**

Lunch

**13h00 – 14h00**

**Topic: „ASADOM“**

**Closing**

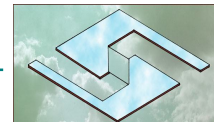
(Coffee break: 10h00 – 10h15 and 15h00 – 15h15)

The company is registered in the Companies Register of the District Court of Košice 1, Section: Sro, Entry N<sup>o</sup> 6421/V, Slovakia

INTER M & K, Ltd.  
Bernolákova 17  
040 11 Košice  
Slovakia

Tel.: + 42155 6434773  
Mobile: + 421903 411228  
E-mail: [inter@inlook.eu](mailto:inter@inlook.eu)  
[www.inlook.eu](http://www.inlook.eu)

Bank: OTP Banka Slovensko, a.s.  
Account N<sup>o</sup>: 1613685 / 5200  
Business ID N<sup>o</sup> (IČO): 31710239  
Tax ID N<sup>o</sup> (DIČ): 2020946939  
VAT ID N<sup>o</sup>: SK2020946939



### Participation fee

The participation fee is **164,- EUR + VAT** per person, it means **195,16 EUR** (5 879, 40- Sk)

Upon the receipt of the invoice, please, send the above amount via **bank transfer** onto the INTER M & K, spol. s r.o. account, **number: 1613685/5200**

at OTP Banka Slovensko, a.s., Štúrova 5, 813 54 Bratislava, SWIFT: OTPV SK BX  
IBAN: SK52 5200 0000 0000 0161 3685

As soon as we receive the filled in application form, we will send the invoice.

### Conditions of registration:

- The binding registration should be done by **6 March 2009**
- It is not possible to cancel the registration, but it is transferrable to another person.

The filled form, which is enclosed to the invitation, send back, please to the e-mail address: [inter@inlook.eu](mailto:inter@inlook.eu) or to the fax number **00421 55 7898170**

### Date and place:

11 – 13 March 2009

Horizont Hotel, Stará Lesná, 059 60 Tatranská Lomnica

Tel: +421 - 52 - 4467 881 Fax: +421 - 52 - 4467 287

e-mail: [recepacia@hotelhorizont.sk](mailto:recepacia@hotelhorizont.sk)

[www.hotelhorizont.sk/](http://www.hotelhorizont.sk/)

### Information :

We have a discount for accommodation :

**1 person** in a double room, breakfast and local fee included: **28,33 EUR** (853,50 Sk),

**Single accommodation**, breakfast and local fee included: **35,33 EUR** (1064,40 Sk).

Each participant covers his/her accommodation and breakfast.

The seminar participants will have a free entry to the AquaCity Poprad during the seminar duration.

We look forward to your participation and we would really welcome your active participation in form of direct presentations, or written contributions, which can be published in the proceedings without having been presented during the seminar.

The list of contributions is published on [www.inlook.eu/EN/index.html](http://www.inlook.eu/EN/index.html) under Actual info.

### Contact person:

Ing. Viktor Šlapka

Mob.: 00421 903 411 228

e-mail: [slapka@inlook.eu](mailto:slapka@inlook.eu)

The company is registered in the Companies Register of the District Court of Košice 1, Section: Sro, Entry N<sup>o</sup> 6421/V, Slovakia

INTER M & K, Ltd.  
Bernoláková 17  
040 11 Košice  
Slovakia

Tel.: + 42155 6434773  
Mobile: + 421903 411228  
E-mail: [inter@inlook.eu](mailto:inter@inlook.eu)  
[www.inlook.eu](http://www.inlook.eu)

Bank: OTP Banka Slovensko, a.s.  
Account N<sup>o</sup>: 1613685 / 5200  
Business ID N<sup>o</sup> (IČO): 31710239  
Tax ID N<sup>o</sup> (DIČ): 2020946939  
VAT ID N<sup>o</sup>: SK2020946939