



Agence de Transfert
de Technologie Financière,
Luxembourg
Société anonyme

Financial Technology
Transfer Agency,
Luxembourg
Stock company

Luxembourg, 12 February 2015

REF: JT/HL/2015.034

**« Your People are the Heart of your Business »
A special programme for Line Managers**

Dear Madam,
Dear Sir,

In today's fast moving business environment employee engagement is paramount, as is retaining talent within the organisation. Management capability is therefore a top priority for business success.



Line Managers, who are at the heart of the employer/employee relationship and have a vital impact on employee development and engagement should all be equipped with **leadership and coaching skills**. However, investment in essential training and development for them is all too often neglected and they are not always adequately prepared for the requirements of their position.

Organisational performance comes from **productive and well-managed teams**. While the HR Business Partners are increasingly more strategic, the leaders of these teams are required to deal with HR challenges.

The "**Financial Technology Transfer Agency**" (ATTF – www.attf.lu) has developed in cooperation with the "**HR Community of Choice**" (**Luxembourg**) (POG – www.pog.lu) an exciting new programme which will equip line managers with the vision and tools required to successfully address critical people management issues.

When and where?

The seminar "*Your People are the Heart of Your Business – Line Managers & HR, a Business Partnership*", supported by the **Luxembourg Government**, will be organized in **Luxembourg from 31 May to 5 June 2015** (arrival on Saturday 30 May - departure on Saturday 6 or Sunday 7 June : ATTF offers the opportunity to the participants to stay one free day in Luxembourg).



It will be open to **20 participants** selected by ATTF and POG experts. The selection will be based on objective criteria such as the applicants' present function as well as their professional and educational background. The geographical location will not be a selection factor. Please note that a very good knowledge of English is required.

12, rue Erasme • L-1468 Luxembourg • Adresse postale: B.P. 13 • L-2010 Luxembourg
Téléphone: +352 26 86 73-1 • Fax: +352 26 86 73 699 • www.attf.lu • E-mail: contact@attf.lu

R.C. Luxembourg: B72054 • TVA: 1999 2225 923 • TVA IBL: LU 18 1338-45
Banque: BCEELULL • Compte: IBAN LU29 0019 0038 5235 9000



Who should attend?

If you are a **Line Manager** with a maximum of 3 years of experience in this function, aware of your **responsibility to your people** and willing to **get the best out of them**, avoiding pitfalls along the way, this programme is for you!

This event will offer you an unparalleled opportunity to **network with peers** from around the globe, **share experiences** and learn from each other as well as from experienced experts. Dynamic, interactive, concrete and practical are the key words for the seminar's approach.

Accountability for people management issues is now a shared responsibility and our experts will show you how, with a **strong partnership** of mutual trust and common interest with HR, you will be able to **manage staff more effectively**, fairly and in line with your organisation's goals and objectives, for the benefit of all the stakeholders.

We invite you to have a look at the attached documents to get more details on the topics that will be covered and the seminar financial conditions.



If you are interested in the seminar please fill in the attached application form and send it back **by 10 April 2015 to ATTF official Partner in your country**. Please note that ATTF will consider only fully completed forms.

Should you need any further information on the programme, do not hesitate to get in touch with us.

We look forward to welcoming you to Luxembourg for this exciting new programme.
Yours sincerely,

A handwritten signature in black ink, appearing to read 'Hilda Lutgen', written over a light blue background.

Hilda LUTGEN
Project Manager

A large, stylized handwritten signature in black ink, appearing to read 'Josée Thyès', written over a light blue background.

Josée THYES
Director Administration and
National Programmes

Appendices:

- Seminar description
- Provisional programme
- Financial Conditions
- ATTF application form