

## Invitation to an ETUI Education training course

29 March 2022

Dear Colleagues,

Developing leadership skills is one of the most powerful decisions you can make to transform your organisation, but also your life. Leadership skills aren't just for your professional career, they will also allow you to grow as a person, and this is because throughout the learning process you will explore your values, you will learn how to communicate better, how to work with people from different backgrounds, and how to inspire others.

This training course is aimed to trade unionists interested in developing their leadership skills. Whether you lead a team, or you just want to improve your leadership skills, in this course, you will build your self-confidence and develop your own inclusive leadership plan.

The course **Boosting your leadership skills** will be held from 17 to 19 May 2022 at the ELL in Brussels.

### Aims

At the end of this course participants will be able to:

- Build and develop their self-confidence;
- Understand the leader they can be and identify the inclusive leadership style;
- Enhance key leadership skills: communication, active listening, critical thinking;
- Develop the skills for teamwork;
- Draft a personal - professional leadership plan;

### Working languages

English – no interpretation provided

### Programme

The draft programme will soon be sent.

### Accommodation and course venue

accommodation will be provided in :  
Hotel Marivaux, Bd Adolphe Max, 1000 Brussels.

The venue of the course is the ITUH building, ground floor, room ELL.  
Bd du Roi Albert II, 1210 Brussels

### Participants

Both new and more experienced trade union officers. Also, those considering running for a leadership position, at regional/sectoral or national level of trade union officers facing a new challenge in their careers or wishing to boost their leadership skills.



## Arrival and departure

Participants are expected to arrive on **Monday 16 May 22 for dinner at the latest and leave on Thursday 19 May 22, after lunch**. Flights are to be booked to/from **Brussels Zaventem airport**, which is the closest airport. No flight departure time before 15.00.

**Please wait for confirmation of your participation by ETUI before making travel reservations**

## How are enrolments processed?

The final confirmation of the participants will be done by the team of trainers bearing in mind the requirements for the target group. The maximum of participants for this activity is 16.

We ask you to bear in mind the recommendations of the ETUC Action Plan for women which call for the proportional representation of women in trade union activities.

## Participants' registration

Please fill in our registration form and use the link : [HERE](#)

**no later than 29 April 2022 eob.**

## Payment

A direct monetary contribution (enrolment fees) to ETUI Education activities is required per participant, the cost is **60€** for the entire course program.

## **IMPORTANT NOTICE as to TRAVEL - ACCOMMODATION – RESTAURANT**

ETUI advises, that, if you have any symptoms or feel unwell, you should not travel and not attend the training.

You ought to respect the country's post-Covid-19 health and safety measures and procedures. Therefore ETUI asks you to check that the original source of the information is an established and qualified provider.

Several official sources of information on Covid-19 are:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.ecdc.europa.eu/en/covid-19-pandemic>

<https://www.ecdc.europa.eu/en/covid-19/external-resources>

[https://ec.europa.eu/info/live-work-travel-eu/health/coronavirus-response\\_en](https://ec.europa.eu/info/live-work-travel-eu/health/coronavirus-response_en)

**Hotel** bookings will still be made by ETUI. It is important to inform us of your correct arrival and departure date.

**Luncheons & dinners** will still be booked by ETUI.

**Travel** : ETUI advises you to buy economy **refundable** flight / train tickets.

ETUI **will not** organise pre-paid flight/train tickets.

**In case you cancel your travel; please do note that you will take care about the refund yourself.**

**Flight tickets** : 100% changeable and refundable flight tickets : the fare conditions to be checked by airline company. Covid insurance is reimbursed by ETUI.

**ETUI will not reimburse business flight tickets.**

An example of Air France :

[https://www.airfrance.be/BE/en/common/page\\_flottante/engagement-air-france-protect.htm#font-color-white-flex-font](https://www.airfrance.be/BE/en/common/page_flottante/engagement-air-france-protect.htm#font-color-white-flex-font)

SAS : <https://www.flysas.com/en/flexible-booking/>

**Train tickets**; second and first class tickets are refundable and exchangeable. Please check the fare conditions by train company.

Due to the Covid period, airline/train companies adapted their policy concerning refund and cancellation of tickets.

For example the Prem's tickets from TGV were not exchangeable and refundable but now we can read the following message on their website : <https://be.oui.sncf/en/tgv>

### Reimbursement of travel and accommodation costs

Costs for accommodation, meals according to the programme, materials will be covered by ETUI Education, only for participants coming from member states of the European Union, Albania, Montenegro, North Macedonia, Serbia and Turkey.

Expenses must be settled in line with the EU guidelines, which means:

- The shortest route of travel is to be chosen using the most reasonable means of transport.
- Travel by car will be reimbursed either:
  - ✓ on the basis of the mileage calculation at a rate of 0,25€ per km.
  - ✓ on the basis of a train return fare (1<sup>st</sup> class fare for regular trains and 2<sup>nd</sup> class for Eurostar, Thalys, TGV or similar)
  - ✓ the cost of lower-class economy air fare

**Whichever is cheapest, will be reimbursed.**

Toll, petrol, insurance costs will **not** be reimbursed.

Only one person can claim reimbursement, independently of the number of people traveling in the same vehicle. Passengers may not claim mileage or equivalent costs.

- **Local transport**, to/from the event venue, is reimbursed on the basis of original tickets.
- **As a rule, taxis are not reimbursed.**

**Other expenses not taken in charge by ETUI either : parking fees, telephone, costs for luggage and excessive luggage, fees for choice of seating in plane, travel insurance, minibar, extra nights, extra lunches, extra dinners, supplement double room and the eventual supplement half/full board.**

### Additional information

Should you need any additional information please do not hesitate to contact Sylviane Mathy, e-mail: [smathy@etui.org](mailto:smathy@etui.org)

Yours sincerely,

Vera dos Santos Costa  
Director  
ETUI Education