

## Antonio Mir

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**Enviado el:** jueves, 13 de diciembre de 2012 9:19  
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**Asunto:** meeting at Mallorca

Dear Innmain partner;

A month ago you received an invitation for the annual INNMAIN meeting at the 16<sup>th</sup> and 17<sup>th</sup> of may 2013. In the last meeting of the executive board we discussed the possibility to start 1 day earlier One day before the Annual Meeting, 15<sup>th</sup> of May 2012, we could organize a special Conference aimed to School's Headmasters, with the aim of discussing some topics that are interesting for management

Here are some possibilities:

- 1 The personnel management. The Human Resources (HR) Department
- 2 The academic leadership
- 3 The financial control: Balance sheet and Profit and Loss account
- 4 The Strategic Plan
- 5 The promotion of students and their getting
- 6 The internationalization process in the school
- 7 Decision-making
- 8 The meeting of the Governing Board
- 9 The implementation of ICT
- 10 Ethics in the decision-making
- 11 Teamwork
- 12 Interview techniques
- 13 Leadership and motivation
- 14 The Cost analysis
- 15 How to organize the school' strategies
- 16 Staff evaluation systems
- 17 Fixed and variable remuneration (wages)
- 18 Planning, programming and control
- 19 The negotiation with financial services (Banks, etc.)
- 20 Inventory control
- 21 Information systems
- 22 Investment analysis. Criteria
- 23 Levels of strategy
- 24 How keeping alive the Mission of the school
- 25 Resolution of labour conflicts
- 26 Advertising messages
- 27 Outsourcing of services
- 28 The treatment of the uncertainty
- 29 Dealing with the ownership
- 30 The Timetable of the Director

A Possible timetable for this day can be ::

08.30 Departure from the hotel  
09.15 Arrival. Coffee / tea...  
10.00 SESSION 1  
11.30 BREAK (with snacks...)  
12.00 SESSION 2  
13.30 FREE TIME

14.00 LUNCH  
FREE TIME  
16.00 SESSION 3  
17.30 End of the Conference  
*Two possibilities: a) Return to the hotel b) Go to the Beach (one of the best of the Mediterranean sea)*

Maximum 4 people of an institute can participate at this conference.

**What do you think about this idea?**

If you think it's a good idea and you want to participate at this conference, let me know by e-mail. Also let me know in what topics you are interested.

Other suggestions are also welcome. Maybe you want to organise one of the topics if you have a good practice.

**I hope to receive an answer from you at least the 7 th of January.**

Finally I wish you a merry Christmas and a happy new year. And of course a great INNMAIN year in 2013.

Kindly regards,

Wim Appels  
Afdelingsmanager Engineering, Construction and Maintenance

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