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Novartis Pharma Schweiz AG
Selina Kempf
Assistant Hematology
Suurstoffi 14
CH-6343 Rotkreuz

Haem+ Academy

Steven Käser
Event Chair

Steven Käser looks back on 16 years of experience as a trainer & mediator in different contexts, organizations and countries.

He has built two businesses around personal development and has worked as a Presentation and Sales Trainer, Negotiation and Organizational Coach & Meditation, Parkour Trainer and Yoga Teacher.

He offers a mix of trainings founded in globally renowned and licensed training protocols (SPIN Selling® / GTD®) and self-developed customized trainings for his clients.

Throughout his professional career he has focused on teaching tools to overcome personal limitations and gain a deeper sense of responsibility and involvement in life.

He fluently speaks English, German, French and Spanish and has held courses for leading companies in the banking, design & travel industries.

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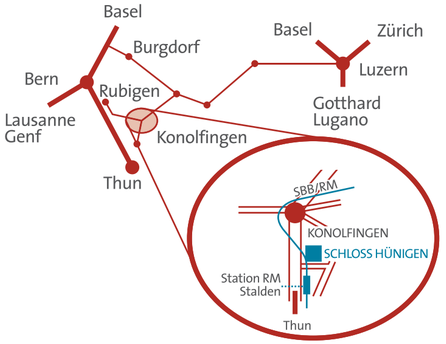
Directions



HOW TO FIND US BY TRAIN:
Swiss railways SBB will bring you to Konolfingen where you change to the RM-train. As the ride to Stalden takes only two minutes, we recommend that you press the stop button immediately after Konolfingen. From Thun you reach Stalden without having to change trains. Please note: Express trains do not stop at Stalden! The Castle Hünigen is located a few steps from the train station.

HOW TO FIND US BY CAR:
From Berne: A6 direction Thun, exit Rubigen, via Münsingen to Konolfingen, in the centre turn right in the direction of Thun and after 700 m in Stalden turn left, signpost Freimettigen / Castle Hünigen.

Pierre Fabre Médicament Oncologie

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NO51804 05/2019

Haem+ Academy

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Manage your time – Getting Things Done

Fr / Sa 20/21 September
Schloss Hünigen
Konolfingen

Pierre Fabre Médicament Oncologie

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Manage your time – Getting Things Done

Time is money, or – even more important – time is quality of life.
We experience an increasing pressure in all our life components: our strictly personal life, work, others. Juggling and keeping all these colorful balls in movement and in the air demands outstanding skills.
Our next Haem+ Academy focuses on *getting things done*, in order to find a balance in our hopefully satisfied and fulfilled life and to counterbalance exceptional and unexpected situations. The aim is not to achieve a finalized formula but to learn techniques in order to deal with increasing demands and challenges.
Hoping to provide you an appealing and pleasant topic, we look forward to see you in September 2019.

Yours sincerely,

Prof. Dr. Dr. Walter Wuillemin
Chair *Haem+ Academy*

PD Dr. Andreas Holbro
Event Chair

Daniela Meier
Novartis Pharma Schweiz AG

Haem+-Board Members (in alphabetical order): *S. Blum, N. Cantoni, J. Goede, F. Hitz, A. Holbro, M. Nagler, K. Samii, G. Stüssi, A. Widmer, W. Wuillemin.*

Pierre Fabre Médicament Oncologie

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GTD is the shorthand brand for "Getting Things Done®", the ground-breaking work-life management system by David Allen that provides concrete solutions for transforming overwhelm and uncertainty into an integrated system of stress-free productivity. GTD enables greater performance, capacity and innovation. It alleviates the feeling of overwhelm, instilling focus, clarity and confidence.

Step by step you will learn how to:

- Capture anything and everything that has your attention and concern
- Define actionable things into concrete next steps and successful outcomes
- Organize information in the most streamlined way, in appropriate categories, based on how and when you need to access it
- Keep track of the bigger picture while managing the small details
- Make trusted choices about what to do in any given moment

Agenda

Day One: Friday September 20th

Time	Session
15.00–15.45	Delegates arrive, check in and register
15.45–16.00	Tea & Coffee
16.00–16.15	Welcome and overview of GTD
16.15–16.40	Why do GTD & the mental model
16.40–17.15	The path of GTD mastery & the productive experience
17.15–18.00	Collecting – corralling all of the 'stuff' & mindsweep
18.00–19.00	Clarifying – Thinking things through
19.30–22.00	Dinner, Hotel Restaurant

Day Two: Saturday September 21st

Time	Session
08.30–08.45	Tea & Coffee
08.45–10.15	Organizing – Design of optimal organizational system & organizing your own stuff
10.15–10.30	Break
10.30–11.00	Reflect – How to do a weekly review in detail
11.00–11.30	Engage – Prioritizing / list handling and gaining control through limiting criteria
11.30–12.00	Resources for successful GTD implementation & closing
12.05–12.15	Program evaluation & closing
12.15	Departure with packed lunches

The course language will be adapted according to the participants language to either German or English. The presentations and exercises will be done in individual language German / French.

Registration form

The self-contribution for the participants will be approximately 270 CHF (assistant physicians approx. 220 CHF). To ensure an interactive session and a maximum of learning the course capacity is limited to max. 15 participants.

Please confirm your attendance before September 12th by returning the registration form either by fax to 041 763 71 03, post or e-mail to selina.kempf@novartis.com:

Novartis Pharma Schweiz AG
Selina Kempf
Suurstoffi 14
CH-6343 Rotkreuz

The course language will be adapted according to the participants language to either German or English. The presentations and exercises will be done in individual language German / French.

Name: .....

Address: .....

City: .....

Postcode: .....

Telephone: .....

E-mail: .....

Signature: .....

☐ assistant physician

self-contribution covered ☐ privately or ☐ by employer / hospital