

Get the tools and techniques needed to implement a successful expatriate programme

Expatica HR presents

BEST PRACTICES FOR MANAGING YOUR INTERNATIONAL WORKFORCE

12 June 2003 ♦ Living Tomorrow Centre
Brussels, Belgium

This exclusive event gives you the **opportunity** to learn from **experts and your peers** in a setting that encourages discussion, dialogue and **problem-solving**. Whether you are new to **international HR and expatriate management** or have worked in the field for years, you can take the **information** and techniques learned here and **apply them** to your company.

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Our two-track system allows you to choose which sessions best fit your needs and interests. You may attend sessions in the fundamentals track (A) or the strategy track (B) at any time throughout the day.

Benefits of attending

At this exclusive event, you will learn how to:

- Answer employee questions about cost-of-living allowances and your compensation structure.
- Identify members of your workforce you may not have previously considered for an international assignment.
- Efficiently manage all types of expatriates, including those on short-term and commuter assignments.
- Understand the real costs and value of your expatriates.
- Avoid common mistakes in tax and work/residence permit paperwork.
- Navigate EU regulations that affect labour mobility, plus how to prepare for EU enlargement.

Programme Schedule

8.00: Registration begins

9.00: Welcome and introductory lecture

9.45 - 11.00: SESSION 1 (Tracks A and B)

11.00 - 11.30: BREAK

11.30 - 12.45: SESSION 2 (Tracks A and B)

12.45 - 14.00: LUNCH

14.00 - 15.15: SESSION 3 (Tracks A and B)

15.15 - 15.45: BREAK

15.45 - 17.00: INTERACTIVE SESSION:
Role of culture in the workplace

17.00 - 18.00: Closing reception

For programme updates, visit
www.expatica.com/conference

About Expatica HR

Expatica HR is a critical online tool for European human resource managers with expatriate employees. We help our professional readership manage their expatriates better through feature articles on cost management, family and spouse support, relocation, cross-cultural training, pensions, tax issues and career management. We also publish the latest international and local HR news and invaluable cost-of-living indices.

VISIT US AT WWW.EXPATICA.COM/HR

Track A: Fundamentals

9.45 - 11.00 - Session 1

► How to efficiently handle Belgian work/residence permits and the tax system

Time-consuming government forms and bureaucratic procedures are among the most frustrating aspects of the expatriate process, but must be handled correctly.

In this workshop, you will:

- find out the latest changes to permit and tax laws that affect expatriates.
- learn from case studies that illustrate common work/residence permit problems.
- receive guidelines to help you avoid making costly tax mistakes.
- learn how to work within the system to your advantage.

Speakers: To be announced

11.30 - 12.45 - Session 2

► EU labour mobility - what you need to know

The European Union, which will admit 10 new members in 2004, has made it clear that labour mobility is key to economic success. But the laws that encourage labour mobility and protect EU workers are not always easy to understand.

In this workshop, you will learn:

- which EU laws and directives apply to your Europe-based workforce.
- how employees with non-EU partners are affected by these laws.
- how to comply with laws and directives.
- how EU enlargement will affect your mobile workforce.

Speakers: To be announced

14.00 - 15.15 - Session 3

► Understanding compensation and COLA (cost-of-living allowances)

Although compensation packages have changed as companies seek to cut costs, compensation is a fundamental part of any assignment.

In this workshop, you will learn:

- the basic elements of all expatriate compensation packages.
- the meaning of key compensation and COLA terms.
- how to answer employee questions about these terms and your compensation structure.

Speakers: To be announced

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Track B: Strategy

9.45 - 11.00 - Session 1

► Choosing the most effective employee for an international assignment

A successful expatriate assignment starts with choosing the best person for the job. This is one of the most difficult tasks you face in this process.

In this workshop, you'll learn:

- the different personality tests and what they measure.
- how to compile a list of "must-have" qualities for a particular assignment.
- effective techniques for interviewing potential expatriates.
- how to identify members of your workforce you may not have previously considered for an international assignment.

Speakers: Geert Jan Eissens, Corporate HR manager, CSM
Mary van der Boon, managing director, global tmc

11.30 - 12.45 - Session 2

► Measuring the return on investment of an expatriate programme

Since expatriates are among the most expensive employees, and companies are more cost-conscious than ever, HR managers must know if they are getting a good return on investment (ROI).

In this workshop, you'll learn how to:

- measure and track expatriate ROI in financial terms.
- evaluate ROI without a balance sheet, using non-financial criteria.
- determine which ROI criteria fit best with your company and assignment goals.

Speakers: Yvonne McNulty, PhD candidate - thesis topic expatriate ROI, Monash University
Rick Guzzo, human capital strategy consultant, Mercer HR Consulting

14.00 - 15.15 - Session 3

► Improving your management of different types of assignments and assignees

Most companies have more than one type of international assignment. But HR is not always involved in managing these different assignees and their financial costs.

In this workshop, you will:

- understand the different types of assignments and why they are generally used.
- learn how to determine if a certain transfer fits in with your company's strategic aims.
- learn how to work with line managers to actively manage each stage of an assignment.
- learn how to develop cost-benefit analyses for each type of international worker.

Speakers: Rusty Livock, director of relocation and EAP, Motorola EMEA
Expert to be announced

Interactive session

15.45 - 17.00

► Role of culture in the workplace

Our cultural heritage affects the way we do business. Having a more conscious understanding of our unspoken preferences helps us reflect on the effect this "auto pilot" has in other cultures. This interactive workshop will show you how to improve the effectiveness of expatriate employees and multi-cultural teams in the corporate world.

Speaker: Hilly van Swol-Ulbrich, managing director, CONSULTus



About our host sponsor

Vlerick Leuven Gent Management School has deep academic roots. Founded by professor André baron Vlerick in 1953 and associated with both Ghent University and the Katholieke Universiteit Leuven, it offers a unique reservoir of knowledge. The school benefits from the amassed knowledge of the two biggest Belgian universities, both older than Belgium itself, each having a strong reputation in fundamental research.

Since its founding 50 years ago, the School has grown into a leading management school offering a wide variety of training programmes – executive education & MBA – as well as a range of services in a multicultural environment. Its close connections with the international corporate world lead to practice-based research in co-operation with numerous companies and organisations.

About Living Tomorrow

Living Tomorrow is a vision of how people will be living and working in the future without regard to present-day constraints and without regard to traditional divisions among disciplines. This vision is realised by the interaction of the ideas of leading edge companies, prominent institutions and organisations. The LivTom complex allows you to walk around in today's future, which will become tomorrow's reality.

For more information

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