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| **Personāla apmācību centra "Agenda" semināru jaunumi** |

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| Labdien!Šoreiz piedāvājam apmeklēt divus Lailas Majores vadītus seminārus-treniņus: logo |

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| **2018.gada 26.septembrī (plkst. 10.00 - 16.00)**  |

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| [**Prasmīga vadītāja attiecības ar padotajiem**](http://xtxm.mj.am/lnk/AMQAABS902sAAAAAAAAAACN_atwAARpXhPwAAAAAAACeWABbfQFXBU-icVLsT5Cs97k_s3TDVAAAoI4/1/hYlcf2qrM2Q38RsVKx5yDw/aHR0cDovL3d3dy5wYWNhZ2VuZGEubHYva3Vyc2ktc2VtaW5hcmktcGxhbnMvMzYwNC1hdHRpZWNpYmFzLXZhZGl0YWpzLXBhZG90aWU) logo |

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| Galvenās tēmas:  |

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| 1. Vadīšana, vadības stili un modeļi2. Vadītājs – saimnieks savā uzņēmumā, struktūrvienībā3. Vadītājam nozīmīgās prasmes un to attīstība4. Komunikācija un saskarsme ikdienā  |

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| [Uzzināt vairāk](http://xtxm.mj.am/lnk/AMQAABS902sAAAAAAAAAACN_atwAARpXhPwAAAAAAACeWABbfQFXBU-icVLsT5Cs97k_s3TDVAAAoI4/2/pMgg9FtzM8sD0lkFemBdqQ/aHR0cDovL3d3dy5wYWNhZ2VuZGEubHYva3Vyc2ktc2VtaW5hcmktcGxhbnMvMzYwNC1hdHRpZWNpYmFzLXZhZGl0YWpzLXBhZG90aWU) |

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| **2018.gada 10.oktobrī (plkst. 10.00 - 16.00)**  |

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| [**Kolektīva saliedēšana un pozitīvas atmosfēras uzturēšana ikdienā**](http://xtxm.mj.am/lnk/AMQAABS902sAAAAAAAAAACN_atwAARpXhPwAAAAAAACeWABbfQFXBU-icVLsT5Cs97k_s3TDVAAAoI4/3/lHyYAwUNNWAN4y5Q-cxARA/aHR0cDovL3d3dy5wYWNhZ2VuZGEubHYva3Vyc2ktc2VtaW5hcmktcGxhbnMvMzYwNy1rb21hbmRhcy1zYWxpZWRlc2FuYQ) logo |

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| Ne vienmēr ir iespēja komandas saliedēšanai atvēlēt papildus līdzekļus un vairākas dienas, pieaicinot trenerus šī uzdevuma izpildei. Tāpēc ar šī semināra palīdzību dalībniekiem būs iespēja **iemācīties kā pašiem attīstīt radošas idejas kolektīva pozitīva mikroklimata uzturēšanai ikdienā, komandas veidošanai un saliedēšanai.** |

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| Galvenās tēmas:  |

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| 1. Kolektīvs un komanda2. Pozitīvu mikroklimatu veidojošie faktori 3. Kas “nogalina” komandas garu?4. Kolektīva tradīcijas un to loma komandas veidošanā un saliedēšanā 5. Kā atšķirt, kad laiks komandas veidošanas stratēģijai, kad saliedēšanas?6. Komandas veidošana un saliedēšana ikdienā7. Svētki kolektīvā |

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| [Uzzināt vairāk](http://xtxm.mj.am/lnk/AMQAABS902sAAAAAAAAAACN_atwAARpXhPwAAAAAAACeWABbfQFXBU-icVLsT5Cs97k_s3TDVAAAoI4/4/aMlCiBuG5ywZy9vFxYz1rA/aHR0cDovL3d3dy5wYWNhZ2VuZGEubHYva3Vyc2ktc2VtaW5hcmktcGxhbnMvMzYwNy1rb21hbmRhcy1zYWxpZWRlc2FuYQ) |

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| Tāpat atgādinam par iespēju apmeklēt šādus seminārus: cid:9300415742-2 |

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| 2018.gada 29.augustā (plkst.10.00 - 16.00)  |

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| [**Seminārs - diskusija "Likuma prasības un labā prakse darba tiesiskajās attiecībās"**](http://xtxm.mj.am/lnk/AMQAABS902sAAAAAAAAAACN_atwAARpXhPwAAAAAAACeWABbfQFXBU-icVLsT5Cs97k_s3TDVAAAoI4/6/1dQTz6wsf0vTUOcECeLNGQ/aHR0cDovL3d3dy5wYWNhZ2VuZGEubHYva3Vyc2ktc2VtaW5hcmktcGxhbnMvMzY2OS1kYXJiYS10aWVzaXNrby1hdHRpZWNpYnUtamF1dGFqdW1p) |

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| 2018.gada 13. un 14.septembrī (plkst.10.00 - 17.00)  |

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| [**Excel automatizācija ar VBA programmēšanu (makrosi)**](http://xtxm.mj.am/lnk/AMQAABS902sAAAAAAAAAACN_atwAARpXhPwAAAAAAACeWABbfQFXBU-icVLsT5Cs97k_s3TDVAAAoI4/7/QSHOUP7jWoaSufZBxeaX5w/aHR0cDovL3d3dy5wYWNhZ2VuZGEubHYva3Vyc2ktc2VtaW5hcmktcGxhbnMvMzYxNi12YmEtbWFrcm9zaQ)  |

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| 2018.gada 18. un 25.septembrī (plkst.10.00 - 16.00)  |

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| [**Personāla dokumentu saturs**](http://xtxm.mj.am/lnk/AMQAABS902sAAAAAAAAAACN_atwAARpXhPwAAAAAAACeWABbfQFXBU-icVLsT5Cs97k_s3TDVAAAoI4/8/J885h5XApOqAgAB8tF35jg/aHR0cDovL3d3dy5wYWNhZ2VuZGEubHYva3Vyc2ktc2VtaW5hcmktcGxhbnMvMzU4MC1wZXJzb25sYS1kb2t1bWVudHUtc2F0dXJz)  |

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| 2018.gada 19.septembrī (plkst.10.00 - 16.00)  |

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| [**Saskarsmes māksla publiskajā telpā**](http://xtxm.mj.am/lnk/AMQAABS902sAAAAAAAAAACN_atwAARpXhPwAAAAAAACeWABbfQFXBU-icVLsT5Cs97k_s3TDVAAAoI4/9/b5L4U0P4J304IAWa5cxJkg/aHR0cDovL3d3dy5wYWNhZ2VuZGEubHYva3Vyc2ktc2VtaW5hcmktcGxhbnMvMzY4NS1wcmV6ZW50ZXNhbmEtcHVibGlza2EtcnVuYQ)  |

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| **Par citiem plānotajiem semināriem variet uzzināt mūsu mājaslapas sadaļā**[**Semināru un kursu plāns**](http://xtxm.mj.am/lnk/AMQAABS902sAAAAAAAAAACN_atwAARpXhPwAAAAAAACeWABbfQFXBU-icVLsT5Cs97k_s3TDVAAAoI4/10/SE5b7BCww22HL0Dzm_2YBQ/aHR0cDovL3d3dy5wYWNhZ2VuZGEubHYva3Vyc2ktc2VtaW5hcmktcGxhbnM) |

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| [**PIETEIKTIES UZ SEMINĀRIEM**](http://xtxm.mj.am/lnk/AMQAABS902sAAAAAAAAAACN_atwAARpXhPwAAAAAAACeWABbfQFXBU-icVLsT5Cs97k_s3TDVAAAoI4/11/9hVMxdjpLxDvdILH7uVYsg/aHR0cDovL3d3dy5wYWNhZ2VuZGEubHYva3Vyc2ktc2VtaW5hcmktcGxhbnMvcGlldGVpa3RpZXMtc2VtaW5hcmllbQ) |

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| Ja rodas papildus jautājumi, zvaniet 22010175 vai rakstiet uz e-pastu pacagenda@pacagenda.lv |

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| Izmainīt jaunumu saņemšanas uzstādījumus, vai atteikties no jaunumu saņemšanas [varat šeit](http://xtxm.mj.am/lnk/AMQAABS902sAAAAAAAAAACN_atwAARpXhPwAAAAAAACeWABbfQFXBU-icVLsT5Cs97k_s3TDVAAAoI4/12/U3KS9upCYrZ2vPs3EIhRKA/aHR0cDovL3d3dy5wYWNhZ2VuZGEubHYvdW5zdWJzY3JpYmU)  |

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| Labdien!Ko šobrīd dara Jūsu projektu vadītāji? Noteikti, kā allaž, tur roku uz pulsa.  Projektu vadības slavas gājiens vēl nav beidzies, jo praktiski neviens uzņēmums bez projektu vadības kompetencēm ilgtermiņā izdzīvot nevar.Aicinu uz **4 unikāliem un pārbaudītiem** dažādu formātu **projektu vadības treniņiem.**Nenokavējiet pieteikšanos:* [**Projektu vadības darbnīcām** (pieredzējušajiem)31. oktobrī un 7. novembrī](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=3973cc0e&e=97bdbebf)
* [**Projektu vadīšanas pamatiem**](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=fbe00b1f&e=97bdbebf) (tiem, kam ir neliela pieredze) 6. un 7. novembrī
* [**Projektu vadīšanas meistarklasei**](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=95db8916&e=97bdbebf) (sagatavošanās IPMA sertifikācijai)  3., 4., 17., 18. un 31.oktobrī  (tiem, kas vēlas būt starptautiski atzīti)
* **ISTQB kursam:** [Certified Agile Tester - Foundation Level Extension with certification](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=27960f0c&e=97bdbebf)  4,5,6. septembrī (tiem, kam ir nepieciešama starptautiska pieredze un sertifikācija)
* Iesakām: mūsu draugi no IT klastera aicina ambiciozus nozaru uzņēmumus [piedalīties Hakatonā](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=49ad8d05&e=97bdbebf) un kopā meklēt risinājumus saviem izaicinājumiem.

Vadītāji izvēlas ilgtermiņa programmas:[Biznesa Klase  no 28. septembra](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=430d0339&e=97bdbebf)[Digitālā Kompetence Biznesam  no 19. oktobra](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=272112cd&e=97bdbebf)[Produktīva Ražošanas Vadīšana](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=491a90c4&e=97bdbebf)  no 19. septembra un 30. novembra |

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| [Kaspara Bindara](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=fb5716de&e=97bdbebf) raksts par projektu vadības klupšanas akmeņiem jeb ko uzlabot un mainīt, lai projekti ritētu *"kā pa diedziņu":* |

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| [Pētera Rimša](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=9fcc1aeb&e=97bdbebf) raksts Delfi.lv: Ārpakalpojuma projektu vadītājs – vai iespējams Latvijā?[Lasīt.](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=f47ef9bf&e=97bdbebf) |

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| Raksts: Pēteris Rimšs |

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| **PROJEKTU VADĪBAS TRENIŅI:** |

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| Projektu vadibas darbnicas |

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| [**Projektu vadības darbnīcas**](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=3973cc0e&e=97bdbebf)31. oktobris un 7. novembris (13:00 - 17:00) 265 EUR + PVNPraktiskas, uz diskusijām vērstas darbnīcas **projektu vadītājiem, kam ir pieredze un pamatprasmes, taču nepieciešams restarts, pieredzes apmaiņa, jaunas zināšanas un idejas rezultātiem.** |

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| [Apskatīt projektu vadības darbnīcu saturu](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=3973cc0e&e=97bdbebf) |

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| Projektu vadibas pamati |

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| [**Projektu vadīšanas pamati**](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=fbe00b1f&e=97bdbebf)6. un 7. novembris (9:00 - 17:00) 398 EUR + PVNIntensīvs divu dienu kurss **projektu vadītājiem, kam nepieciešami rīki, sistēma** un pieredzējušo padomi. |

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| [Apskatīt kursa saturu](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=fbe00b1f&e=97bdbebf) |

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| [**Projektu vadīšanas meistarklase**](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=95db8916&e=97bdbebf)[(Sagatavošanās IPMA sertifikācijai)](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=95db8916&e=97bdbebf)3., 4., 17., 18. un 31.oktobrī (9:00 - 17:00) (5 dienas) 1200 EUR + PVN(IKT uzņēmumiem ESF līdzfinansējums)Intensīvs 5 dienu kurss ļaus apgūt praktiskus rīkus un projektu vadīšanas esenci, kas palīdzēs **sagatavoties starptautiskajai IPMA projektu vadītāju sertifikācijai.** No projekta vadītāja lomas un kompetencēm līdz reāla projekta simulācijai grupās. |

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| [Apskatīt kursa saturu](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=95db8916&e=97bdbebf) |

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| [**ISTQB® Certified Agile Tester - Foundation Level**](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=2808fdac&e=97bdbebf) [**Extension with certification**](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=2808fdac&e=97bdbebf) 4. - 6. septembris**Dalības maksa: 860 EUR**  + PVN\*IKT uzņēmumiem pieejams ESF līdzfinansējums šīm mācībām un sertifikācijai Starptautiski atzīts kurss ar pasniedzēju - praktiķi no Izraēlas. Mr. Alon Linetzki ir pasaulē atzīts testēšanas eksperts ar vairāk kā 33 gadu pieredzi IT nozarē un 23 gadu praktisku darbību testēšanā, virzot vērienīgus attīstības un testēšanas projektus telekomunikāciju, finanšu un IT nozarēs.Pieteikšanās līdz 28. augustam [KIC mājaslapā](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=2808fdac&e=97bdbebf) vai rakstot uz kic@kic.lv  |

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| [More about ISTQB course](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=2808fdac&e=97bdbebf) |

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| **Nozaru uzņēmumus aicina pieteikties X-industriju hakatona rudens iesaukumam**Rīgā, 2. - 30. oktobrīJa esi ambiciozs, inovācijas mīlošs un atvērts uzņēmums, kas ir gatavs pārbaudīt savus spēkus, piesakies šeit:  [https://www.x-hackathon.com](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=46337fa5&e=97bdbebf). **Dalība hakatonā ir bez maksas.**Hakatonu rīko Latvijas IT klasteris, un tas ir praktisks 5 pasākumu cikls, kura laikā, kopā strādājot IT un citu nozaru uzņēmumiem, tiek radīti jauni digitāli risinājumi un veicināta uzņēmumu izaugsme. Tā formāts ir vienkāršs - **nozares uzņēmums jeb Jūs prezentējat savu biznesa izaicinājumu, IT uzņēmums, ņemot vērā savas kompetences, meklē tam risinājumu.**Pieteikšanās atvērta līdz 14. septembrim [šeit](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=49ad8d05&e=97bdbebf)[vai sazinoties ar](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=46337fa5&e=97bdbebf) [inese.murniece@itbaltic.com/](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=4c93f199&e=97bdbebf) +371 26180773. |

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| [Pieteikt uzņēmumu šim pasākumam](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=49ad8d05&e=97bdbebf) |

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| **DARBINIEKU VADĪBA** |

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| [**Darbinieku vadīšanas pamati**](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=46846264&e=97bdbebf)18. un 19. septembrī398 EUR + PVNPieprasītākais kurss darbinieku vadīšanas jomā pie mums un vispār. **Rīki, instrumenti un pieejas koncentrētā mini izdzīvošanas komplektā** vadītājiem. |

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| [**Основы руководства сотрудниками**](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=f4c9e47e&e=97bdbebf)7. un 21. novembrī398 EUR + PVNTikpat vērtīgs un saturīgs treniņš kā darbinieku vadīšanas pamati, tikai krievu valodā. Kopā ar Narvesen Latvija mazumtirdzniecības vadītāju Krīvu Lodi. |

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| VADĪTĀJI IZVĒLAS ARĪ: |

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| * [LEAN - praktiski rīki efektivitātes uzlabošanai](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=9af26677&e=97bdbebf)28. septembris un 5. oktobris
* [Kā saprasties un sadarboties ar **ārzemju partneriem (Starpkultūru komunikācija)** 1. novembrī](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=9052e84b&e=97bdbebf)
* [Kā prognozēt savu un komandas spēju potenciālu un robežas? (**VADĪBAS NEIROPSIHOLOĢIJA: Structogram treniņš®**)](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=008267d0&e=97bdbebf)13. un 14. novembrī
* [Kā **plānot laiku** laicīgi? Klasiskā un digitālā laika plānošana  29. un 30. novembrī](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=6eb9e5d9&e=97bdbebf)
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| ILGTERMIŅA PROGRAMMAS struktūrvienību un uzņēmumu vadītājiem: |

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| [**Digitālā Kompetence Biznesam 3#**](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=272112cd&e=97bdbebf)(uzņēmējiem un vadītājiem, kas vēlas **izmantot tehnoloģijas** savā labā)19.10.2018. - 26.03.2019.[**Produktīva Ražošanas Vadīšana**](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=491a90c4&e=97bdbebf)**11#**(augstu novērtēta programma **resursu efektīvai izmantošanai ražošanā)**19.09.2018 - 07.03.2019. (Grupa gandrīz pilna)30.11.2018 - 08.05.2019. Nenokavējiet pieteikšanos![**Biznesa Klase 61#**](http://list.mlgn2ca.com/track/click?u=94c8e4495d11846b18dd44998eed4968&id=430d0339&e=97bdbebf)**(galvenais, kas jāzina labam vadītājam** - mūsdienīga alternatīva augstkolu izglītībai)28.09.2018. - 29.03.2019.Šīm grupām šobrīd pieejams ESF līdzfinansējums vairāku nozaru uzņēmumiem. |

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| Dodiet ziņu, ja kāda no tēmām aktuāla! Un, ja ir kāda cita mācību vajadzība, nekautrējieties atrakstīt vai piezvanīt.Ieva**Ieva Balode**Pārdošanas un produktu attīstības vadītājaMob:+371 264 62 997; Tel:+371 67 240 562Komercizglītības  centrs;  Skolas  iela 11, Rīga[www.kic.lv](http://www.kic.lv)     Jūsu partneris ceļā uz izaugsmi! |

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