

# Bachelor Office Management of the year 2009 Award

## How to enter?

Participating in this competition is very easy!

Send the following documents by email ([info@secretary-plus.be](mailto:info@secretary-plus.be)) before 18 February 2009 to the attention of Véronique Plumet:

- Your Curriculum Vitae, in English or French or Dutch
- Your motivation letter. Please write your letter in your mother tongue and use no more than 250 words.
- Your answers to the following questions:

**Question 1:**

What will be, according to you, the role of the Management Assistant in 2015?

Please answer in another language than your mother tongue (English, French or Dutch)

**Question 2:**

If one aspect from the programme Office Management should be changed or added, what would you suggest?

Please answer in another language than your mother tongue and than the language used for your answer to question 1 (English, French or Dutch)

**Important to note:**

**Only the subscriptions submitted before 17 February 2009 at 24:00 will be taken into account!**

Mention your first & last name on each page that will be sent for entering this competition.

All the details relating to the competition/selection procedure are available in the [rules](#).

## First selection!

The names of the candidates that made it through the first selection are known!

Tessa Aerts - Karel de Grote Hogeschool (Antwerp)  
Lore Bellinkx - Karel de Grote Hogeschool (Antwerp)  
Elly Boudry - Katho (Kortrijk)  
Céline Cornez - Haute école provinciale de Mons Borinage (Mons)  
Ine De Boeck - Karel de Grote Hogeschool (Antwerp)  
Robin De Meyer - Hogeschool Gent (dpt Aalst)  
Sally De Smedt - Xios Hogeschool Limburg (Hasselt)  
Robbe De Vester - Karel de Grote Hogeschool (Antwerp)  
Jessica Deckers - Xios Hogeschool Limburg (Hasselt)  
Stéphanie Decock - Katho (Kortrijk)  
Lindsey Devriendt - Katho (Kortrijk)  
Jirka Eeckelaert - Plantijnhogeschool (Antwerp)  
Hélène Goemaere - Hogeschool W-VL Simon Stevin (Bruges)  
Ineke Hulselmans - Katholieke Hogeschool Mechelen (Mechelen)  
Laurence Jansen - ECSSAC Hel (Liège)  
Anne Kieszkowski - Hasselt  
Heidi Leemans - Karel de Grote Hogeschool (Antwerp)  
Anneleen Lijnen - Karel de Grote Hogeschool (Antwerp)  
Elien Maertens - Katho (Kortrijk)  
Maïté Martens - Haute école provinciale de Mons Borinage (Mons)  
Julie Michel - ECSSAC Hel (Liège)  
Jessica Mirandolle - Haute école Libre Mosane (Saint Claire)  
Marie Outers - ECSSAC Hel (Liège)  
Evelien Peelmans - Katholieke Hogeschool Kempen (Turnhout)  
Laure Rabaey - Hogeschool Gent (Gent)  
Sofie Rogiers - Katholieke Hogeschool Brugge (Oostende)  
Karen Serry - Hogeschool Gent (Gent)  
Emily Simon - Universiteit Brussel (Koekelberg)  
Eva Solomé - Artevelde Hogeschool (Gent)  
Anaïs Stiel - ECSSAC Hel (Liège)  
Vanessa Szczepansk - Haute école provinciale de Mons Borinage (Mons)  
Els Van Bogaert - Karel de Grote Hogeschool (Antwerp)  
Sara Van Boxstael - Hogeschool Gent (Aalst)  
Griet Van Cauwenberge - Artevelde Hogeschool (Gent)  
Annelies Van Erom - KHLim (Diepenbeek)  
Isabel Van Moer - Plantijnhogeschool (Antwerp)  
Leen Van Nuffel - KaHo Sint-Lieven (dpt Aalst)  
Hanne Van Riel - Karel de Grote Hogeschool (Antwerp)  
Sarah Vandezande - Katholieke Hogeschool Leuven (Heverlee)  
Tessa Vanhoesen - Artevelde Hogeschool (Gent)  
Els Wellens - Xios Hogeschool Limburg (Hasselt)  
Stine Werbrouck - Katho (Kortrijk)  
Tamara Willems - Katholieke Hogeschool Kempen (Geel)

We would like to thank all students who participated!

## Second selection!

Each year Secretary Plus organises the Bachelor Office Management of the year Award, a competition aimed at students in their last year of Office Management. What is the main goal? The students compete during four selection rounds, in the end the top three students who demonstrate the strongest skills will be crowned as winners!

The second stage in the competition, including computer and language tests, has been finalised. The results have been analysed thoroughly. Today the names of the 15 students who move on to the next round are known. These 15 participants will take part in an in-basket exercise.

Secretary Plus congratulates the 15 students who move on to the next stage of the competition (alphabetical order):

Tessa Aerts - Karel de Grote Hogeschool (Antwerp)  
Robin De Meyer - Hogeschool Gent (dpt Aalst)  
Ineke Hulselmans - Katholieke Hogeschool Mechelen (Mechelen)  
Heidi Leemans - Karel de Grote Hogeschool (Antwerp)  
Anneleen Lijnen - Karel de Grote Hogeschool (Antwerp)  
Evelien Peelmans - Katholieke Hogeschool Kempen (Turnhout)  
Laure Rabaey - Hogeschool Gent (Gent)  
Karen Serry - Hogeschool Gent (Gent)  
Emily Simon - Universiteit Brussel (Koekelberg)  
Sara Van Boxstael - Hogeschool Gent (Aalst)  
Griet Van Cauwenberge - Artevelde Hogeschool (Gent)  
Annelies Van Erom - KHLim (Diepenbeek)  
Leen Van Nuffel - KaHo Sint-Lieven (Aalst)  
Sarah Vandezande - Katholieke Hogeschool Leuven (Heverlee)  
Tessa Vanhoesen - Artevelde Hogeschool (Gent)

Congratulations!

## Third selection!

The third stage of our competition - an in-basket exercise - has been finalized. The results of the fifteen participants are known!

Of these fifteen, ten finalists have been selected for the last round: an interview with a jury composed of:

- Mrs. Annelies Vanden Broecke – HR Manager, Secretary Plus
- Mrs. Jackie Merckx - Consultant RH
- Mrs. Debbie Williams – docent, Berlitz
- Mrs. Marianne Wagner – Relationship Manager, Crédit Agricole Asset Management

Secretary Plus congratulates the ten finalists of our 2009 edition (in alphabetical order):

Tessa A. - Karel de Grote Hogeschool (Anvers)  
Robin D. - Hogeschool Gent (dpt Alost)  
Heidi L. - Karel de Grote Hogeschool (Anvers)  
Laure R. - Hogeschool Gent (Gand)  
Karen S. - Hogeschool Gent (Gand)  
Emily S. - Universiteit Brussel (Koekelberg)  
Sara V. - Hogeschool Gent (Alost)  
Annelies V. - KHLim (Diepenbeek)  
Leen V. - KaHo Sint-Lieven (Alost)  
Tessa V. Artevelde Hogeschool (Gand)

We would like to thank all the participants who didn't make it to the final round for their interest in the competition. Secretary Plus wishes them the best of luck in completing their education!

## Selection procedure

Four rounds to select the three best candidates in the Bachelor Office Management of the year 2009 competition!

First selection round:

30 candidates are selected by Secretary Plus on the basis of their CV, motivation letter and answers to the following questions:

- **Question 1:**  
What will be, according to you, the role of the Management Assistant in 2015?  
Please answer in another language than your mother tongue (English, French or Dutch)
- **Question 2:**  
If one aspect from the programme Office Management should be changed or added, what would you suggest?  
Please answer in another language than your mother tongue and than the language used for your answer to question 1 (English, French or Dutch)

Second selection round:

15 candidates are selected on the basis of the results of their language tests (English and/or French and/or Dutch) and their computer tests (Word, Excel & PowerPoint).

Third selection round:

10 candidates are selected on the basis of the in-basket exercise results.

Fourth selection round:

3 winners are selected by a jury on the basis of an interview.

**The composition of the jury will be announced at 29 May 2009 at the latest.**

All the details relating to the competition are available in the **rules**.

## Prizes

The 30 participants will receive beautiful prizes!

The 15 candidates that are eliminated after the second selection round will receive the following prize:

- 1 course to be chosen from the Open Academy Plus program

The 5 candidates that are eliminated after the third selection round will receive the following prizes:

- 1 course to be chosen from the Open Academy Plus program
- 4 movie tickets
- 1a FNAC gift card of 30 Euro

The 7 finalists who do not win the competition will receive the following prizes:

- 1 course to be chosen from the Open Academy Plus program
- 4 movie tickets
- a gift card of 150 Euro, offered by our partner Kursaal Oostende for a spectacle of your choice organized by our partner

The 3 winners will receive the following prizes:

- 1 course to be chosen from the Open Academy Plus program
- an Award
- a gift card of 150 Euro offered by our partner **Kursaal Oostende** for a spectacle of your choice
- a gift card of 795 Euro organized by 'Kursaal Seminars' and offered by our partner **Kursaal Oostende** for a seminar of your choice
- an employment contract of indefinite duration with the SECRETARY PLUS DIRECT TEAM
- a city trip for 2 persons to Barcelona, offered by our partner **Next Travel**:
  - dates of your own choice, subject to availability, except for school holidays
  - valid until 30 June 2010
  - includes:
    - flights for 2 persons (to and from Barcelona)
    - 2 nights in a double room with breakfast at a 4-star hotel

## Partners

Secretary Plus thanks its partners!



**KURSAALSEMINARS.BE**

## Palmares

### Bachelor Office Management of the year 2008 Award

In 2008 (already) the third edition of the competition 'Bachelor Office Management of the year Award' took place. The names of three winners were announced at the exclusive location of 'Hof ter Musschen' in Brussels. Ann de Baetselier, the presenter, congratulated the winners: **Melissa Deft, Tinne Ooms and Katrien Van Mulders.**



### Bachelor Office Management of the year 2007 Award

The second edition of the competition took place in 2007. The 3 winners were: (from left to right) **Fatiha Habbaz, Veerle Lauwaert and Deborah Cahay.**



### Bachelor Office Management of the year 2006 Award

2006, Secretary Plus Management Support organized for the first time the competition 'Bachelor Office Management of the year Award'. The three winners of this first edition were: (from left to right) **Katleen Jordens, Valérie Falise, Christine Van den Eynde (General Director), Chantal Vancolard.**



# Rules

## Article 1 – Organization.

SECRETARY PLUS MANAGEMENT SUPPORT N.V., having its registered office at 6 Place Stéphanie, 1050 Brussels and registered on the Central Database of Enterprises under no. 0447.485.645, is the organizer of the “BACHELOR OFFICE MANAGEMENT OF THE YEAR 2009 AWARD” competition, starting on 8 December 2008 and the announcement of the 3 winners and prize distribution being planned for 23 June 2009.

## Article 2 – Applicability.

These competition regulations apply to all “BACHELOR OFFICE MANAGEMENT OF THE YEAR 2009 AWARD” competition participants. Participation in the competition implies acceptance of each of the provisions of these regulations and of each decision taken by the organisers. SECRETARY PLUS MANAGEMENT SUPPORT N.V. has the right to change the rules at any moment provided that the participants are informed.

## Article 3 – Subscription Requirements.

The competition is open to:

3.1 anyone attending a ‘*Bachelor Office Management / Secretariat – A1 education*’ (no Master education) at this moment at a Belgian school of higher education and receiving their A1 ‘*Bachelor Office Management / Secretariat*’ diploma in 2009.

3.2 anyone having a good active and passive knowledge of the Dutch, French and English language.

## Article 4 – Subscription Procedure.

The subscription period starts on 8 December 2008 and ends on 17 February 2009 at 24:00.

Those wishing to participate must present their Curriculum Vitae to the organizer before 18 February 2009 together with a motivation letter. The candidate can choose to write the Curriculum Vitae either in the Dutch, French or English language. The motivation letter has to be written in the candidate's mother tongue and shall contain no more than 250 words.

At the moment of subscription the candidates have to answer two questions that can be found in the [selection procedure](#). These questions must be answered in both of the languages other than the candidate's mother tongue (English, Dutch or French).

The Curriculum Vitae, the motivation letter and the answers to both questions are the first source of selection.

Naturally, the participants must be unengaged, available and present at the dates of the selection rounds and prize distribution.

## Article 5 – Competition Procedure.

The competition consists of four selection rounds:

### 5.1 First Selection Round:

During the first selection round SECRETARY PLUS MANAGEMENT SUPPORT N.V. will select from all timely and duly subscribed candidate participants, 30 candidates that will go through to the next selection round. This selection will be based on the above-mentioned motivation letter that has to be filed upon subscription, the Curriculum Vitae and the answers given to both questions. (more information in [Selection procedure](#)) The names of the 30 selected candidates will be published on the website [www.secretary-plus.be](http://www.secretary-plus.be) on 20 February 2009.

### 5.2 Second Selection Round:

This round will take place from 23 February 2009 until 17 April 2009.

During this round the candidates' language knowledge (Dutch and/or French and/or English) and computer knowledge (Word – Excel – PowerPoint) will be tested. These language and computer tests will be held at the branch of SECRETARY PLUS MANAGEMENT SUPPORT N.V. closest to their domicile, after making an appointment with the candidates. The results will be automatically shown by the

computer, which allows selecting the candidates that will go through.

The 30 candidates take the tests of Word, Excel and PowerPoint. The candidates with mother tongue English take the Dutch and French tests to find out their knowledge of these languages. The candidates with mother tongue Dutch will take the English and French tests to find out their knowledge of these languages. The candidates with their mother tongue French will take the English and Dutch tests to find out their knowledge of these languages.

On 23 April 2009 the names of the 15 selected candidates will be announced on the website [www.secretary-plus.be](http://www.secretary-plus.be). These 15 candidates will go through to the third selection round.

#### 5.3 Third Selection Round:

This round will take place on 5 or 7 May 2009 and consists of an in-basket exercise.

An in-basket exercise is an assessment exercise during which candidates have to process a large amount of information within a limited period of time. The candidates are asked to fill in for the executive secretary of a company. Only the information found in the secretary's pigeon hole or mailbox is available.

This in-basket exercise was developed by Unique Hr-Consult specifically for executive secretaries / management assistants.

The following competencies are measured by the in-basketed exercise:

- Agenda Management
- Organizing
- Feedback
- Establishing Priorities
- Analysing
- Initiative
- Autonomy
- Sense of Responsibility
- Discretion
- Survey
- Forming a Judgement
- Structure and Order

The in-basket exercise test, which is done completely in writing, is corrected by Unique Hr-Consult by means of a structured correction key.

On 28 May 2009 the names of the 10 finalists will be announced on the website [www.secretary-plus.be](http://www.secretary-plus.be).

#### 5.4 Fourth Selection Round:

This final selection round contains an interview by a professional jury experienced in Human Resources subjects (*see article 6 for more information on the composition*) during which the finalists' competences will be probed.

The interview will be conducted in three languages (French – English – Dutch). The participating candidates will be judged both by their way of expressing and the answers they give. The interview can be compared to a job interview.

#### Article 6 – Composition of the Jury.

The 3 winners are finally selected in the fourth selection round by a jury composed of:

**The composition of the jury will be announced by 29 May 2009 at the latest.**

#### Article 7 – Announcement of the Winners and prize distribution.

The three candidates passing the four selection rounds will be declared winners and their names will be announced at the prize distribution ceremony with reception on Tuesday-night 23 June 2009. This ceremony will take place in the area of Brussels. The precise location will be announced early June.

#### Article 8 – Prizes.

The 15 candidates that are eliminated after the second selection round will receive the following prize:

- 1 course to be chosen from the Open Academy Plus program

The 5 candidates that are eliminated after the third selection round will receive the following prizes:

- 1 course to be chosen from the Open Academy Plus program
- 4 movie tickets
- a FNAC gift card of 30 Euro

The 7 finalists who do not win the competition will receive the following prizes:

- 1 course to be chosen from the Open Academy Plus program
- 4 movie tickets
- a gift card of 150 Euro offered by our partner **Kursaal Oostende** to be used for one of the spectacles organized by our partner.

The 3 winners will receive the following prizes:

- 1 course to be chosen from the Open Academy Plus program
- an Award
- a gift card of 150 Euro offered by our partner **Kursaal Oostende** to be used for one of the spectacles organized by our partner
- a gift card of 795 Euro offered by our partner **Kursaal Oostende** to be used for one seminar of your choice organized by 'Kursaal Seminars' and offered by our partner.
- an employment contract of indefinite duration with the SECRETARY PLUS DIRECT TEAM
- a city trip for 2 persons to Barcelona, offered by our partner **Next Travel**:
  - dates of your own choice, subject to availability, except for school holidays
  - valid until 30 June 2010
  - includes:
    - flights for 2 persons (to and from Barcelona)
    - 2 nights in a double room with breakfast at a 4-star hotel

The employment contract of indefinite duration, which can be inspected upon request, must take effect no later than 30 September 2009; otherwise the contract will be null and void.

Prizes cannot be exchanged for cash or any other benefits in kind, nor transferred to third parties.

#### Article 9 – Publication.

The participants agree that their name, picture and information will be published on the website [www.secretary-plus.be](http://www.secretary-plus.be) and in the press.

#### Article 10 – Cancellation.

If the number of participants is less than 20 at the closing of the subscription period, the competition will automatically be cancelled. The participants will be informed of this cancellation by letter.

#### Article 11 – Disputes.

Participation in the competition implies acceptance of each of the provisions of these regulations and of each decision taken by the organiser. The jury judges objectively. There is no recourse or appeal against the jury's decisions. There will be no correspondence entered into about the results.