

d Read the schedule and Martin Ebner’s comments. Translate the comments into English and number them to show where they appear in the schedule. (Comment 5 appears two times.)

Schedule: Visit of Jeremy Spicer, Gregory Miller and Kazuo Nagata, Synsys Inc.

Wednesday, 5 July

10.00 Arrival Stuttgart airport, Flight AA17 from NY (JFK). **1**
Transfer by company car to company headquarters Stuttgart.

11.00 Official welcome to Synsys Germany in Conference Room by Dr Martin Ebner. **2**

12.30 Transfer to hotel. Lunch at hotel. Hire car (Hertz) with SatNav delivered to hotel as requested. **3**

19.00 Dinner with Dr Martin Ebner and all heads of department. **4**

Thursday, 6 July

9.00 Transfer to HQ. Meet staff at Synsys Germany. **5**

9.30 Presentation by CEO Jeremy Spicer “Synsys: Light Years Ahead”.

10.30 Drive to Böblingen factory – Synsysus minibus.

11.00 Tour of factory by Frau Schneider of Production Dept.

13.00 Lunch in company canteen. **6**

14.00 Meeting with Product Manager and Head of R&D.

19.00 Evening entertainment at Stuttgart – venue to be confirmed. **7**

Friday, 7 July

9.00 Check out of hotel, drive to HQ. **5**

9.30 Presentation by CFO Gregory Miller: group financial report.

10.30 Presentation by Kazuo Nagata: “The Global Marketplace”. **8**

12.00 Farewell party. **9**

13.00 Drive to Stuttgart airport (Leave hire car at Hertz depot), Departure Flight AA18 to NY (JFK) at 14.45.

- 8** Ist Kazuo oder Nagata der Familienname?
- Hotelzimmer für die 3 Gäste und Mittagessen für 8 Leute reservieren. Hotel Adler wenn möglich.
- Firmenwagen? Synsys Minibus? Mietwagen? Taxi?
- Für Abschiedsfeier kaltes Buffett usw. Bitte geeignete Gastgeschenke kaufen – max 20 € pro Person.
- Herr Knoll bitten, Gäste vom Flughafen abzuholen.
- Konferenzraum reservieren und Getränke organisieren (Sekt, Orangensaft und Kaffee / Tee)
- Tisch reservieren? Restaurant? (nicht Adler)
- Kaltes Buffet bestellen? Oder warmes Essen?
- Herr Spicer will etwas ‘typisch Deutsches’ erleben. Bitte etwas Passendes aussuchen und Tisch für 10 Personen reservieren.

e Discuss Stephen Covey’s time management matrix. Which types of task should managers concentrate on? Which should they avoid?

f Work with a partner. Write a ‘To do’ list for Tanja with tasks based on the matrix. Then compare your list with another pair.

g Work in groups. Decide on gifts (or a gift) for the visitors, and a suitable venue for the Thursday evening entertainment.

Urgent and important	Not urgent but important
Urgent but not important	Not urgent, not important