

Virtual Summit Schedule

Friday 20th September 2019

(ALL TIMES ARE IN GMT+1)

10:00 Introduction

Introduction from Nicky Christmas on what to expect at today's Virtual Summit

Nicky Christmas, Founder and Editor of Practically Perfect PA

10.15 How to become a super-connected assistant

As Assistants, we are already seeing the fundamental changes in the organisations we work for and in the wider economy. Many roles are shifting to becoming more "connection" based.

In our opening session, Anel will set the stage for the transition we will all have to make over the next few years. In detail Anel will:

- Explore and unpack the desirable skills you will need over the next few years
- Help you to develop an action plan to future-proof your career
- Provide you with practical tips on the mindset and preparation required to be a premium level assistant

After this session, you will feel more confident about the future and you will understand how to prepare for it.

Anel Martin, International Speaker, Author and Certified Coach

11.00 Setting Goals That Will Help Your Career Thrive

In this session, we will look at how creating a career plan can have a significant impact on your success. Using the 10-point 'don't just be' plan, we will show you how success doesn't have to be stressful.

Laura Capell-Abra, Business and Career Coach, No More Ifs Or Buts

11.30 Smashing Spreadsheets

In this session, Shelley will show you 9 top tips and techniques to help you work more effectively with Excel 2016/2019. In particular, you will learn:

- The basics of building a formula and presenting your data beautifully.
- How to complete lists with ease and how to see trends in your data visually
- Learn how to create a people graph – an infographic of your Excel data.

Shelley Fishel, Founder of Tomorrow's VA

12.00 Break

Take a break and grab a coffee.

12.15 Essential Networking Tips for Assistants

During this session, Nicky, who is recovering from networking-phobia, will share her networking journey and explain why it is so important for Assistants and the benefits you can get from networking with your peers. During the session, Nicky will cover how Assistants can:

- Develop their career through networking opportunities
- How to conquer small talk with good questions
- How to work the room
- Never feel out of place at a networking event

Nicky Christmas, Founder and Editor of Practically Perfect PA

12.45 PA Panel Session: Hardly ever see your boss? No problem. How to be super effective with a remote boss.

Working remotely is becoming more and more common these days and it is likely that many Assistants will have some, if not all, of their team working from home or other locations. They may even have Executive's who live in different cities around the world.

When an Assistant rarely sees their Executive the challenge to work smarter is an everyday struggle.

How do Assistants cope with the distance, lack of face time and building rapport? We speak with two Assistants who deal with the situation every day to find out how we can work smarter and more effectively with absent Executives.

Hayley Lawrence, PA and Administrative Support, Necker Island
Matthew Want, EA at Marcham Publishing

13.20 Break

Another chance to take a break from your screen!

13.40 I am helping my organisation build a digital Assistant. AI and the Executive Assistant.

Every week there are new articles about artificial intelligence and what it means for the future of work. Will robots take our jobs? Will software tell us what to do? Will assistants be necessary?

In this session, you'll get the opportunity to hear from an assistant who is helping build an AI that is already taking away some of his tasks. Jeremy Burrows is EA to the Founder & CEO of Capacity – an artificial intelligence software company building an AI-native knowledge sharing platform to help employees do their best work.

The most common question Jeremy gets is “How does it feel building an AI product that will replace you someday?” Join us for this session to hear how we can answer this question as we dive into the topic of artificial intelligence and the future of assistants. Jeremy will also give us an exclusive live look at a few examples of tasks the Capacity Platform is taking off his plate today.

Jeremy Burrows, EA at Jane.Ai and Founder of Go Burrows

14.10 Become an effective communicator

We are born to communicate. But for many people we don't feel like “born communicators” Often we have to ask ourselves, are we really communicating effectively?

In this session, Heather will give you tips that will enable you to:

- Communicate intelligently to improve relationships, be truly professional and feel good about yourself;
- Understand the different ways we communicate, including written communication;
- Interact effectively on social media and understand techniques to influence colleagues and managers.

Heather Baker, Director of Baker Thompson Associates

14.40 The ABC of Leadership for Assistants

A Leader? Me? Most Assistants don't see themselves as leaders, but the leadership attributes that great bosses have are exactly the ones Assistants should be learning so that they can understand the challenges, speak the same language and become competent business partners for their Executive.

In this session, Helen will share her ABC of Leadership for Assistants that you can adopt to start your own leadership development – or simply to take over leadership of your own life.

Helen Monument, EA at Shell and Founder of Monumental Assistants

15.10 Break

Check your emails, go for a walk, grab a coffee!

15.40 How to Develop Your FAST Plan of Attack as The Innovative Admin

Being able to implement your ideas – regardless of how big or small – is a key part of being The Innovative Admin™. Yet many assistants struggle with implementation because they're too busy, overworked, or underprepared. During this session, you'll learn Julie Perrine's FAST formula for implementing anything – from organizing your next board meeting to developing your professional portfolio.

Key takeaways:

- How to break down complex assignments using the FAST formula.
- Tips for creating an implementation plan to achieve your goals.

- Visual examples of how to simplify complicated assignments with specific plans of action.
- Technology tools for capturing ideas and implementing your action plan.

Discover how to implement your ideas and become more innovative!

Julie Perrine, Founder and CEO of All Things Admin

16.25 Feeling overwhelmed with your workload?

In this session Annie will take you from feeling overwhelmed by your ever-increasing-workload to a place of optimism and self-assurance, knowing you are completing high-priority tasks and projects in optimal order.

Annie will focus on:

- How to set your priorities with confidence
- How to organize your time in order to stay ahead of your workload

You will leave this session with highly actionable solutions to a number of time management challenges that are unique to assistants.

Annie Cromer, EA and Founder of Whole Assistant

16.50 Break

Last break of the summit, time for a quick refuel?

17.00 My EA Journey

In order to truly be a successful professional EA, it takes curiosity, vulnerability, courage, strategic thinking and an authentic partnership. Anyone can be the best they can be, however, it's the choices we make and the people we surround ourselves on our journey that will ultimately underpin our success.

Sharing my journey with you will provide you with what I have learnt along the way over the last twenty-five years, including:

- What it takes to be a successful EA
- What is a true partnership

- What it takes to develop a strategic partnership and add greater value to your business
- The importance of your personal brand

Dimitra Zographos, CEO The EA Circle

17.30 Don't want to be pigeon-holed? Learn how to move your EA career into new industries and sectors

In this session, Veronica will demonstrate how to successfully transition your EA career from one sector/industry to another. You will learn how to:

- Overcome the barriers/ roadblocks in your way to switching sectors
- Identify and elevate your USP/in-demand transferable skills
- Maximise your chances of success by providing practical tips on searching and applying for jobs

After the session, you will be able to create an action plan to pursue your EA career in another sector/industry with confidence!

Veronica Richards, Executive & Business Assistant, Coach, Speaker

18.00 Finish