



THE FUTURE

ASSISTANT

EUROPEAN SUMMIT

WEDNESDAY 6TH & THURSDAY 7TH MAY 2020
SHERATON GRAND LONDON PARK LANE

LIST OF CURRENT SESSIONS

FUTURE STAGE

Wednesday:

- How to work with your most important client - Your Exec
- You and your colleagues
- Get ready to engage with the tech of the future
- The 'future' skills that organisations are already looking for
- Assessing your value
- Communicating your value
- Overcoming imposter syndrome

Thursday:

- Power Up! The 6 keys to unlocking your potential
- Train your brain to solve any problem
- Creative thinking
- Visual communication
- How do we train our bosses to use their assistant effectively?
- The how and why of becoming a digital native
- Coping in a high-pressure environment

POMODORO ROOM

Wednesday:

- What new environments should event planning Assistants be looking for?
- How to cater for every event
- Event trends
- Managing interruptions
- Productivity tools

Thursday:

- Scheduling ninja skills
- Managing emails
- Stop being bored by board papers
- Top travel tech
- Event management and ticketing platforms

MASTERCLASSES

Wednesday:

- Shirwyn Weber: How to become a strategic business partner
- Amanda Vinci: Building your strategic partnership
- Nicky Christmas: How to make your Executive successful

Thursday:

- Antoinette Dale Henderson: Leading with gravitas and unleashing your potential
- Amanda Vinci: Understanding the power of CONTEXT
- Richard Newman: Using the power of business storytelling

[BOOK YOUR PLACE NOW](#)