



6th Executive PA, Secretary & Admin Forum 2015

Thursday May 21st and Friday May 22nd
Radisson Blu Royal Dublin Hotel

Once again, we are proud and excited to host and produce the highly anticipated

6th Annual Executive PA, Secretary & Admin Forum 2015

We have seen some exciting developments as a result of the 2014 Forum, primarily the initiation of the Administration Professional's Association Ireland, which we have been delighted to be involved in promoting and getting off the ground.

The annual Forum is the only one of its kind in Ireland tailored to this group of office professional. Executive Assistants, Personal Assistants, Office Managers, and others in an office support role attend this event each summer, which has grown year-on-year and is fast becoming a 'not-to-be-missed' event on the calendar.



**Want to know what
it is all about?**

Take a look at our Forum
video and see for yourself

<http://vimeo.com/97463192>

Early Bird rate available until **March 30th**

Charity and group discounts also available.

Contact aisling@zoomin.ie for more, or to book.

CONFIRMED FORUM SPEAKERS



Keynote Speaker: Vanessa Vallely is the author of 'Heels of Steel', a best-seller which tracks Vanessa's 25 year corporate career and imparts tips on how professionals can survive and thrive in the corporate world.

Vanessa is a recognised expert in person-to-person business networking, online branding and she is a sought after motivational speaker.

She is regarded as one of the most well networked women in and out of the City of London and is passionate about sharing her know-how and experiences with others. We are delighted to welcome her to the 2015 Forum to gain an insight into her expert knowledge and career advice..

See www.VanessaVallely.com for more info.

Contact Aisling on
+353(0)85 826 4072
aisling@zoomin.ie

Jacqui Quigley has been working as a PA at PwC, Ireland's largest professional services Firm, for the past 6 years. Her current role involves managing a team comprised of three Partners - along with 35 colleagues ranging in various levels of seniority. She is also a driving force behind the newly established APAI.

A key part of her role requires her to have excellent communication skills and the ability to multi-task, as she has responsibility for a number of key areas.

Jacqui was announced as the PA-Assist 2014 All-Ireland PA of the Year and beat off stiff competition, with one of her key attributes - networking skills - accelerating her to take the title. At the 2015 Forum, she will share her tips and advice that she has learned in her career to date and she will give us an insight into building a networking strategy as a key aspect of your career.



Early Bird rate
€189 ends
March 30th

CONFIRMED FORUM SPEAKERS



Rosanne Reilly is currently an office manager & Executive support at a Global Pharmaceutical Centre of Excellence, however, her career has been varied as a Personal Assistant to some of Ireland's most high-profile residents.

With a strong background in hotels, IT training, Office Management, Events and Project Management, Rosanne jumped at the unique opportunity to become a live-in personal assistant in the British Virgin Islands some years ago, after which she set up her own concierge business personalassistant.ie.

She has spent the past 4 years managing the Global Centre of Excellence in Dublin, creating a positive work culture and inclusive environment for her colleagues.

Rosanne also acts as Executive Assistant within her current role and she has been a driving force behind the newly established APAL.

Among other topics she will share the various challenges she has faced during her career such as redundancies, difficult bosses and managing teams of people.

Business Case Request Form

Previous delegates found this very useful when looking for approval to attend.

It clearly states the reasons you should attend, the knowledge and skills you will acquire, and what it will mean long-term for the office / organisation and most importantly your boss.

Should you feel this is something you require or indeed if you just want to take a look at it, aisling@zoomin.ie will forward it to you. Just ask!



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CONFIRMED WORKSHOP FACILITATORS

The Power of Positive Influence & Advanced Communication Skills with Maria Jose Lynch

Learn how to make a positive impact when communicating with others!

This workshop will help you make the most appropriate personal impact so you can positively influence others and achieve your goals. It is an opportunity to develop your own personal communication and influencing style, building your confidence. In this workshop, you will:

- Understand the different styles and methods people employ when trying to influence a person or a situation
- Know and be able to adapt your own Influencing Style
- Uncover the influencing tactics and their use in negotiations



Outsmarting Outlook for Personal Assistants with Natalie Egan

Natalie Egan of Oracle returns to deliver a highly sought after workshop on how she controls the flow of information streaming into her inbox, as well as those of 3 Directors she manages!

As well as general tips and advice you will receive during this workshop, you can also:

- Create a coding system that works for you
- Discover the 4 Ds essential for controlling your Inbox
- See how the use of colours, flags and folders will help you to stay on top of your mail-load



PLUS!
Workshops on Project Management, and Work-life Balance!