



PA, Executive Assistant and Secretaries Conference 2012

Date:

Oct 17, 2012

Course Duration:

1 day

Venue:

Taunton

Description:

To inspire PAs, Executive Assistants and secretaries about their job roles, enhance skills to meet future challenges, and provides an opportunity for networking across sectors, the exchange of ideas and the sharing of best practice.

This one-day conference is an opportunity to be inspired by others' achievements and to share your experiences. 95% of 2011 delegates rated the conference good or excellent. "the variety and quality of speakers was excellent ..."

Content:

Under development

- confirmed **Sue France**, UK Chair for European Management Assistants (EUMA), Winner of the Times PA of the Year 2006.
- confirmed **Nick Fewing**, Director The Colour Works. The Colour Works approach enlightens and enhances individual, team and organisational performance through interactive and energising workshops on human behaviours.
- A session with a range of organisational leaders "speed dating with senior executives" including **Stuart Brown**, Chief Executive Mendip District Council; **David Fletcher**, Executive Director, SW European Partnership, **Gary Orr**, Chief Executive Yarlinton Housing Group and **Ken Wenman**, Chief Executive, South Western Ambulance Service NHS Foundation Trust.

TRAINING DETAILS**Course Ref:**

LG/12/721

Closing Date:

05/09/2012

Course Administrator:

For enquiries about our events, email training@swcouncils.gov.uk or telephone 01823 270101

Related Courses:**Price**

£99 Member £110 Associate Organisations;
£150 Non Member Organisations

Book 4 places for the price of 3.

(All prices subject to VAT)

Event Category:

Learning and Development

