

# office\*

\*PERSONAL ASSISTANT

\*OFFICE MANAGER

\*EXECUTIVE SUPPORT

11-12 MAY 2016

EXCEL | LONDON

## Seminars selling out fast for office\* 2016

With the full seminar line-up now announced, office\* – the award-winning business event for executive office support professionals, taking place at the new venue of London ExCeL on 11-12 May, is tracking ahead on seminar bookings for 2016.

Renowned for attracting world class speakers offering the best tailored training on the latest management techniques, prospective attendees are being encouraged to book their places as soon as possible, as many sessions are anticipated to sell-out well in advance of show opening.

The office\* CPD accredited seminar programme boasts 20 new speakers across four dedicated theatres – including theatres hosted by Pitman Training, The IAM (The Institute of Administrative Management), and *Executive Secretary Magazine*. Aiming to broaden knowledge and core business skills, seminar highlights this year include:

- The psychology of business leaders and how to work with them effectively: Rosemary Parr, Global PA Association & Training Academy
- Taking the fear out of Excel: Paul Pennant, Today's PA
- The neuroscience of resilience: Sue France, S&S in2training
- The helpful PA – why saying “no” is an absolute “yes” for the busy PA: Lindsay Taylor, author of *A-Z Pearls of Wisdom for Executive PAs*
- Timesaving (and jaw-dropping) productivity tips using Microsoft Office: Vickie Sokol Evans, Microsoft certified trainer
- Confident life skills: Garth Delikan, certified life coach
- SP2PB – self-preservation to prevent burnout: Angela Garry, Pica Aurum
- PA meets publicist – how to enhance your creative thinking and marketing skills: Jo Swann, Chocolate PR
- Leadership & the PA: Jane Sunley, Purple Cubed

“Beyond sharing the latest timesaving Microsoft shortcuts and best practices, I’m really looking forward to connecting with many of the assistants, administrators, and vendors that will be there – not to mention the show room itself. It’s beautiful and vibrant,” says Vickie Sokol Evans, founder of RedCape

“Looking out across the theatre I was in awe at how much power, expertise and knowledge were in my audiences! office\* is a wonderful opportunity to really reach out and connect with the most important people who run the circus of any business – the assistants who perform magic and miracles on a daily basis to, quite simply, get things done,” says Angela Garry, CEO & PA Trainer at Pica Aurum, Author *The PA & EA Circus* and *Brave PAs*.

“The atmosphere at office\* is friendly, welcoming and there is always such a buzz in the air. I love imparting my knowledge, as well as learning from others. And, of course, the networking with like-minded people is phenomenal. I look forward to visiting the exhibitors and learning what they have to offer, as well as attending the many free Keynotes, which are always interesting and relevant. It’s one of the highlights of my year!” says Sue France, co-owner of S&S in2training.

Full timings and seminar summaries for Wednesday 11 May are available at: [www.officeshow.co.uk/seminars/2016-05-11](http://www.officeshow.co.uk/seminars/2016-05-11).

Full timings and seminar summaries for Thursday 12 May are available at: [www.officeshow.co.uk/seminars/2016-05-12](http://www.officeshow.co.uk/seminars/2016-05-12).

Alongside its comprehensive conference programme, notable headline Keynotes have also been confirmed, including Libby Moore, former EA/chief of staff to Oprah Winfrey, Samantha Cox, former EA to Sir Richard Branson, and Bianca Miller – finalist in the BBC’s *The Apprentice* series.

### National PA Survey 2016

Aside from the wealth of new business products, services and venues being unveiled at office\* 2016, visitors to the show on opening day (National PA Day) will be the first to see the results of the 6th annual National PA Survey, which provides a fascinating insight into the role of modern PAs.

The National PA Survey 2016 is available to complete online

at: [https://diversifiedfeedback.co1.qualtrics.com/jfe/form/SV\\_cBkCKXbQZodxEQB](https://diversifiedfeedback.co1.qualtrics.com/jfe/form/SV_cBkCKXbQZodxEQB).

To read a summary of the 2015 results, please visit [www.officeshow.co.uk/office-show-announces-the-results-of-national-pa-survey-2015](http://www.officeshow.co.uk/office-show-announces-the-results-of-national-pa-survey-2015).

### Register free for office\* 2016

“Those who are able to, should attend office\*, as the breadth of things that can be experienced and learned in two days is like no other event. You could focus on office\* as purely networking, or you could seek some inspiration from truly superb free guest speakers, or do, as I did, and sign up for paid seminar sessions,” says Christopher Dodds, EA to director of risk and compliance, Alliance Trust Investments.

“I took away a great deal of knowledge, and it was also a cost effective way for me to build some hours towards my CPD. By the time I walked

out the sessions, I knew things I never would have worked out on my own (which I was able to share with my colleagues), and have since saved myself hours upon hours in my working life," he concludes.

office\*'s exceptional educational content, and comprehensive list of exhibitors, has already proved a compelling draw for many pre-registered visitors. Among them are office support professionals from: Pfizer, Ministry of Defence, Crossrail, British Airways, American Express, Channel 4, Deloitte, Barclays, BBC, Royal Bank of Scotland, Transport for London, University College London, and JD Wetherspoon. Over 4,000 attendees are expected to fill the aisles for 2016.

The next edition of office\* will take place at ExCeL London, on 11-12 May 2016. Admission to the Keynote programme is non-bookable and included with free show entry. Seminar cost vary, but can cost as little as £29 per session if booking six or more.

For further information and to register in advance, please visit [www.officeshow.co.uk](http://www.officeshow.co.uk) and quote priority code DVIS14 (direct link: <https://registration.n200.com/survey/3lzwu5vhccmo?actioncode=DVIS14>).

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#### **Media enquiries and press pass requests:**

Emma-Louise Jones, Head of PR

t: +44 (0)1273 645134

e: [ejones@divcom.co.uk](mailto:ejones@divcom.co.uk)

Website: [www.divcom.co.uk](http://www.divcom.co.uk)

Twitter: [www.twitter.com/DiversifiedUK](http://www.twitter.com/DiversifiedUK)

Sharna Waid, PR Executive

t: +44 (0)1273 645144

e: [swaid@divcom.co.uk](mailto:swaid@divcom.co.uk)

#### **office\* exhibitor enquiries:**

Sarah Cooper, Event Manager

t: +44 (0)1273 645143

e: [scooper@divcom.co.uk](mailto:scooper@divcom.co.uk)

Website: [www.officeshow.co.uk](http://www.officeshow.co.uk)

Twitter: [www.twitter.com/officeshow](http://www.twitter.com/officeshow)

Facebook: [www.facebook.com/pages/office/116716991701373](https://www.facebook.com/pages/office/116716991701373)

LinkedIn: [www.linkedin.com/groups?gid=3319575](http://www.linkedin.com/groups?gid=3319575)

David Maguire, Group Event Director

t: +44 (0)1273 645127

e: [dmaguire@divcom.co.uk](mailto:dmaguire@divcom.co.uk)

#### **Notes:**

*office\* won 'Best PA Industry Event' 2014 at pa-assist.com's Members Voice Awards in 2014. office\* was shortlisted for 'Best UK Trade Show Exhibition (under 2,000m<sup>2</sup>)' at the Association of Event Organisers (AEO) Excellence Awards in both 2013 and 2014.*

*High resolution images are available upon request:*

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