



# Today's PA

CONFERENCE 2018

16<sup>th</sup> – 17<sup>th</sup> August 2018

Chelsea Harbour Hotel  
London SW10 0XG

Educational two-day event  
attended by more than a hundred PAs and EAs each year.

## Day 1 – THURSDAY, 16<sup>TH</sup> AUGUST

9:00 – 17:00

Managing Your Manager Successfully Masterclass

Paul Pennant, Multi Award-Winning  
PA Trainer, Today's PA

## Day 2 – FRIDAY, 17<sup>TH</sup> AUGUST

9:00 – 9:10

Opening Remarks

Paul Pennant, Today's PA

9:10 – 9:55

Resilience – Essential Strategies and Tools  
for the Pressured PA

John Hotowka,  
Achievement Thinking Speaker

9:55 – 10:40

Cavemen and Polar Bears: Effective Management  
of Your Mood and Mindset

Andy Workman,  
Mindset Specialist and Author

10:40– 11:10

Tea & Networking

11:10 – 11:30

The Ever-Evolving Role of the PA

David Clubb, Tate Recruitment

11:30 – 13:00	<b>Expert Panel: What Do Leaders Look for in Their PAs?</b>	<b>David Clubb</b> , Tate Recruitment <b>Charmian Norman-Taylor</b> , The PA Club <b>Alicia Morton</b> , Lloyds Banking <b>Sabrina Kruse</b> , SCOR <b>Andy Workman</b> , Mindset Specialist and Author <b>Paul Pennant</b> , Today's PA
13:00 – 14:00	Lunch	
14:00 – 14:50	Breakout sessions:	
	I. Magic Moment with Microsoft	Paul Pennant, Today's PA
	II. Adapting Your Working Style to That of Your Manager	Sharon Proberts, People Manager and Executive Coach
14:50 – 15:20	Guilt-Free Strategies for Saying 'No'	Paul Pennant, Today's PA
15:20 – 15:50	Tea & Networking	
15:50 – 16:50	<b>Panel: How PAs and Managers Work Together</b>	<b>Chief Inspector Julie Wheatley</b> , Hertfordshire Constabulary <b>Heather McDonald</b> , PA to Chief Inspector Julie Wheatley <b>Adam Taub</b> , Presentation Coach <b>Ilana Bernstein</b> , PA to Adam Taub
16:50 - 17:00	Review & Close	Paul Pennant, Today's PA
17:00	Post-Conference Drinks	

### Your investment

Day 1 and Day 2 - £700 + VAT  
Day 2 - £350 + VAT  
Special rates for group bookings  
(8 delegates or more)

### To book

Visit [www.todaysPAconference.co.uk](http://www.todaysPAconference.co.uk)  
Call us on 020 7622 2400  
Email us at [info@todayspa.co.uk](mailto:info@todayspa.co.uk)

Organiser



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