

Annual Executive Assistant Conference

Date: 7 December 2009
Time: 8.45 am to 4.45 pm
Venue: University House at the ANU, ACTON

Acorn has had a close relationship with the Canberra Executive Assistant community for many years. Over 3,000 EAs have attended our workshops and conferences over the years and many have recommended our workshops to colleagues. As a thank you we will be running a one day Annual EA Conference in December with speakers on a range of relevant topics. This will be a fun event with lots of time for networking and catching up with friends and colleagues.

The modern Executive Assistant is a key member of the Australian Public Service (APS). No agency could operate without the EA's who support the senior managers and their teams. This conference is to provide EA's with information and a range of new skills to make them even more effective.

This will be for EA's of any level or experience and will bring together some of the most experienced speakers in Canberra. There will be speakers on a range of topics who understand the Australian Public Sector and will bring some of the most up to date thinking in their field.

The speakers are trainers and consultants from the Canberra region who are familiar with the APS and the role of EA's. They are professionals in their fields who will give you new insights into your roles.

The conference will cover the following topic areas:

- What Managers Want from their EA
- The Advantages of Being an EA – How to make the most of the opportunity
- New Technology for EAs and their Manager – Office 2007, iPod, Wireless
- Being Assertive and Influencing Others
- Improving Productivity for You and Your Manager
- Being a Success and Keeping Your Life – Balancing Work/Family and Self



Schedule

08:30am – 09:00am	Registration/Coffee
09:00am – 09:45am	What Managers Want from their EA
09:45am – 10:30am	The Advantages of Being an EA – How to make the most of the opportunity
10:30am – 11:00am	Morning Tea/Networking
11:00am – 12:00pm	New Technology for EAs and their Manager – Office 2007, iPod, Wireless, Facebook, Youtube, Twitter
12:00pm – 01:30pm	Lunch/Networking
01:30pm – 02:45pm	Being Assertive and Influencing Others
02:45pm – 03:30pm	Improving Productivity for you and Your Manager
03:30pm – 04:00pm	Afternoon Tea/Networking
04:00pm – 04:30pm	Being a Success and Keeping Your Life – Balancing Work/Family and Self
04:30pm – 05:00pm	Christmas drinks



University House

The conference will be fully catered for, with lunch and refreshments, in the relaxing environment of University House in the grounds of the Australian National University.

Comments from previous conference attendees

- “Very useful information I can actually use”
- “I liked the group involvement sessions the best”
- “Great day for personal development”
- “Engaging speakers on an interesting range of topics”
- “Good for networking and making contacts”
- “University House is a fantastic venue, great food”



Enrolment Form – Annual EA Conference

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to courses@acorntraining.com.au

Venue: University House: ANU (Please note that if numbers fall below a certain level the conference will be held at an alternate location. Attendees will be advised if the location changes.)

Course date: 7 December 2009

Time: 9.00 a.m. to 4.45 p.m.

Attendee	Email Address
1.	
2.	
3.	
4.	
5.	
6.	

Organisation _____ Branch/Division _____

Address _____

Phone No _____ Fax No _____

Payment Details

Total price \$237 x _____ attendees = \$ _____

1. Credit Card (Amex, Diners, Visa, MasterCard)

Name _____ Card No _____

Expiry date _____

2. Invoice

Signed off by _____ Name _____

Email invoice to: _____

Terms: Payment is due on or before the day of the course. Cancellation is accepted more than seven days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day incurs an administrative fee. We suggest you send a substitute if you can't come at the last minute.

ABN 34073999185