

PERSONAL & EXECUTIVE ASSISTANTS CONFERENCE 2021

4 June 2021

Swissotel Sydney
68 Market Street, Sydney



TIME	TOPIC
8.30am	Registration Desk & Conference Opening
9.00am -9.15am	Welcome to the Conference Linda Scott, President LGNSW
9.15am – 9.45am	The Role of the Executive Assistant
9.45am -10.30am	The 10 best career insights and capabilities Amanda Phillips
10.30am -11.00am	Morning Tea
	CONCURRENT SESSIONS
11.00am- 11.45am	Workshop A: Improving workplace communication Greg Crowther
11.00am- 11.45am	Workshop B: Personal Branding for career success Evelyn Lunstrom & Louise Bernardi
	CONCURRENT SESSIONS
11.45am - 12.30pm	Workshop A: Leadership – take the next step Carole Webb
11.45am - 12.30pm	Workshop B: Key Considerations when planning an Event Natalie Young
12.30pm - 1.30pm	Lunch
1.30pm – 2.15pm	Embracing Social Media Deanna Varga
2.15pm – 2.30pm	Your Financial Future
2.30pm- 3.15pm	High Performance Habits Chelsea Pottenger
3.30pm - 4.00pm	Close & Networking Opportunity