



Greetings!

I hope aside from the weather of course that 2017 has started positively for you.

We have so much exciting work and many partnerships to deliver this year and you will see a number of announcements being made in the very near future. Some of those will be making a tremendous impact on the future of our profession and perception of our roles at large.

Usually we send one email per month to our members, always mindful of how busy you all are. However, as per above we do need to tell you of our new partnerships and various news which will need to be separate to our monthly newsletter.

Workplace Bullying

One of the topics we started to tackle last year was workplace bullying. Thank you to everyone who took time out to complete the survey. The survey identified that nearly 60% of administrative professionals in the UK have experienced this over their career to date! We are re-running our webinar on the UK results - to book please see below.

We are delighted to be working with **Dignity Works** on this issue throughout 2017. Dignity Works is an organisation who provides effective prevention, intervention and resolutions for workplace bullying and harassment. The Director of this organisation Jo Brown, will be speaking at a number of national events for us during the year and will also be running a webinar for EPAA members in February (date for this will be in our next newsletter) on how to tackle this and the appropriate steps to take, should you find yourself in this situation.

We will be running the survey again, as a UK-only initiative later on this year in partnership with Dignity Works. This will allow us to monitor what has happened over the last twelve months. We are also in the process of adding various resources to the members area of our website too.

CPD - Continuing Professional Development

From a Facebook posting earlier this week we agreed to run a webinar for our members on what CPD is and how this can add value to your career. It has come to our attention that many EAs and PAs have never taken part in a CPD scheme or even know what it is or stands for.

Video CVs

The world has been changing at a rapid pace and this also applies to the world of work.

Having worked for a recruiter for over seven years, I am well aware of the conveyor belt process Assistants are often put through. Sending endless CVs out and not getting a response in any shape or form, let alone an interview. It is time for us to help you sell yourselves in a slightly different and more modern way, that is sure to help grab the attention of our employers!

This is something that is being offered to our members as part of your membership package and as nerve wracking as this may sound, we will be on hand to offer full support and guidance. Having a video CV will allow you to be 'seen' and a more direct approach to employers, who are increasingly turning to this method to find great candidates.

The EA/PA profession has historically been reactive to changes in the world of work and now we are being proactive. This is to ensure that our members have the best possible chance of securing a great role.

Member Logins for Website

If you are struggling to get logged on to the members area of our website please contact Georgina Farley [here](#) and she can re set your password and assist with any issues you may be experiencing.

I hope the rest of this month is a good one and I look forward to seeing you at an EPAA event during 2017!

Best regards

Victoria Darragh
Founder



Welcome to EPAA Webinar

We have changed the frequency and timings of the webinars due to member feedback. These will now take place once a quarter and in the evening too.

Our next webinar will take place on Wednesday 1st February at 19.30pm (GMT). To book please click [here](#)

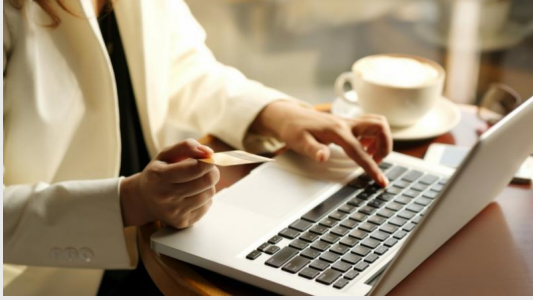


Workplace Bullying Webinar

This webinar will take a look at the full UK results for the recent survey. Victoria will ask talk through her experiences of this and the steps she took in tackling this issue.

Our webinar will take place on Tuesday 7th February 2017 at 19.30pm (GMT). To book click [here](#)

EPAA Acceleration Webinar



Our next webinar is with speaker Vivien Edwards (Cornerstone42 Recruitment) on 'Top Tips for Interview Success' taking place on Wednesday 18th January at 13.00pm. To book please click [here](#)



What is CPD? Webinar

Join our member only webinar on CPD. Victoria will talk through what CPD means and how this can add value to your career.

Our webinar will take place on Tuesday 21st February 2017 at 19.00pm. To book click [here](#)



VIDEO CV

Our first filming day will take place in London on Thursday 27th April 2017.

Slots will be one hour long and need to be booked in advance.

If you are interested please let us know [here](#) along with your preferred time slot. We will be running slots from 8am with the final session commencing at 4pm.

We will also be releasing a date for Manchester in the not too distant future. To register your interest for Manchester please click [here](#)



EPAA Banking & Finance Sector PA Conference

Friday 3rd February 2017

HOSTED BY ROYAL BANK OF SCOTLAND, LONDON

EPAA Banking & Finance Sector PA Conference

This is your LAST chance to book a place on the above conference! Bookings will close at the end of this week.

This is the first of many sector specific conferences that will take place during 2017.

For full conference line up and to book please click [here](#)

EA/PA Profession Movers & Shakers 2017

There has been a massive increase in the number of EAs and PAs moving roles and organisations across the country. Most professions have their own 'movers and shakers' announcements and given we are also a profession too and one of the best and most talented we might add - it was time to start our own!

Please let us know if you are moving roles soon [here](#) because we want to share and celebrate your success.

Our first announcements are below and we wish Louise and Craig all the very best in their new roles!



Louise Whitehead FEPAA

EPAA National Board member Louise Whitehead has recently bid a sad but fond farewell to her team and bosses at Deloitte and is now in post as EA to CEO of TPT Retirement Solutions in Leeds.



Craig Harris MEPAA

Craig Harris has recently departed national children's charity NSPCC and has now commenced his new EA role at UK homeless charity Shelter, at their HQ in London.



**WIN A YEAR'S
CORPORATE
MEMBERSHIP
WITH EPAA!**

TO ENTER PLEASE VISIT

<https://www.surveymonkey.co.uk/r/EPAACorpComp>

The membership is being awarded to a maximum of 10 EAs/PAs

Entries close at midnight 31st January 2017

Conditions apply



We are delighted to be giving away this amazing prize to a team of hard working Assistants. Click on the image above to enter. Our national board members Debbie Grimshaw, Kelly McAulay and Bethany Fovargue will be deciding on the winning organisation and we very much look forward to seeing who that is!



Connect with us

