



Executive & Personal Assistants Association

MEMBER NEWSLETTER

JULY 2017

Dear Members,

We hope everyone has had a great July! It has been a tremendously busy few months for EPAA. I can't believe some of the things that have happened for the association and in many ways I can, because myself, the team and our boards have worked really hard to get us to the point we are now at.

What I will say is, we have a very special population among our membership! To see and hear so many EAs and PAs finding their voices and being more vocal about the right here and now and the future is something we should never take for granted. We must keep speaking up about the issues we need to and tackle them head on.

We enjoyed a visit from Peggy Grande, Former EA to President Ronald Reagan for a week during June. I want to say a huge thank you to Yvonne Darling and the Colt Technology EAs and PAs for hosting our networking evening with Peggy as our guest speaker. We also supported UK charity the Alzheimer's Society on the night and raised over £100.

Public Sector PA Conference

Over 100 EAs and PAs from across various government departments, NHS trusts, local councils and even the Royal Household were in attendance! We had an extraordinary day at the Department for Business Energy and Industrial Strategy, who were our hosts. The programme of speakers once again included Peggy Grande as our keynote, but with some boss presence too!

We have to give a salute to Leigh Thomson-Persaud FEPAA (EA to CEO of Civil Service) and Gill Quirk FEPAA (EA at Ministry of Defence) for getting these bosses to come along and they came in the shape of;

- **John Manzoni - CEO for Civil Service**
- **Lesley Hume - Head of the Fraud, Error & Debt Team, Cabinet Office**
- **Mike Smith, Head of Secretariat & Finance - Ministry of Defence**

All three had a significant contribution to make to proceedings and were open about the way the profession was perceived and what the future could look like.

We also welcomed to the stage Adam Fidler, UK Workplace Bullying Expert Jo Brown and a panel of EAs including Gill and Leigh, in addition to Sarah Last (Foreign & Commonwealth Office). Leigh did a fantastic job with her team in event managing the day with us and all on a top of a workload that included a General Election, Brexit and much more... We cannot thank you enough Leigh!

What I will say to our public sector members, is that I know you are undergoing so much change right now and for the foreseeable future! You are working under exceptionally challenging circumstances but keep up the great work and we appreciate it!

To the rest of our membership, do you think your boss might be up to the challenge of speaking at a future EPAA event? perhaps you might want to do a combo on stage?

Then get in touch and let us know.

Renewals:

If you have renewed your membership and have yet to receive your new certificate and letter, please do let us know [here](#). There has been some issues with sending such items through the post recently and we are concerned that some may be missing.

Backdated Newsletters: can be found in the members' area of our website.

It was fantastic to see some coverage of the **Not Just a Girl's Job** campaign in PA Life Magazine! [Click here to read the article](#).

We are undertaking some vital and important work for the profession at the moment and I am confident this profession is going to be in far better shape in the coming years.

Enjoy August and fingers crossed for a BBQ Summer!

Until next time....

Victoria Darragh
Founder



Exciting news.....

We are delighted to be meeting with the Education & Skills Funding Agency during August, who made contact with us regarding the government schemes on apprenticeships.

We can make no promises to you all and have no idea where this might take us at this stage. The point to make, is that we are on the right track and those baby steps are starting to happen!!

We will keep everyone updated as and when we have something significant to report on.

WeAreTheCity Rising Star Awards 2017



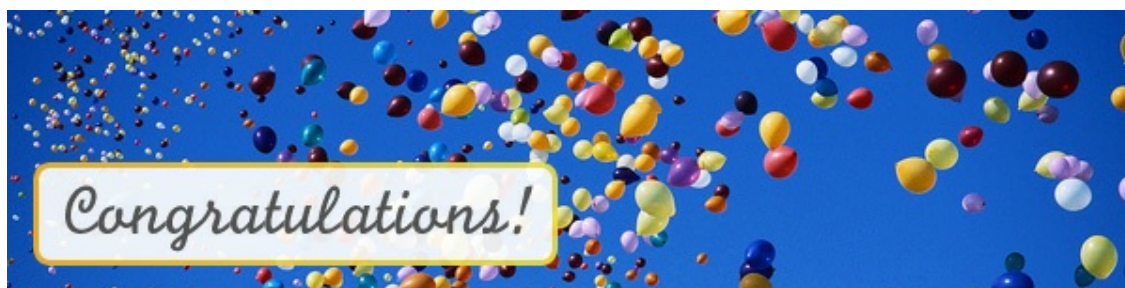
It is fair to say we had a HUGELY successful evening celebrating the winners of this year's WeAreTheCity Rising Star Awards 2017!

Sponsored by The Times & Sunday Times, the evening was a roaring success with over 200 people in attendance from across sectors and professions.

We made sure we did not go unnoticed as a profession and the room was full of loud cheers as our EA/PA winners went to collect their awards! We were also commended and another cheer went up, when our work and campaign for the Not Just a Girl's Job was mentioned.

Do not under estimate how important these awards are in promoting what is good and great about our profession. The exposure levels for the winners and EAs/PAs more generally is very high and in front of all the right people! It certainly led to the Managing Director of The Times & Sunday Times, coming over to talk to us and finding out more about our work. Not to mention boasting about his own PA - just what we like to hear!

A big congratulations once again to EPAA's Chair Katie McEwen, Fellow Members Jane Brazzill, Debra Jacobs and Emily Walker and Elizabeth De Silva for their amazing success.



It was a busy month on the award front, as we extend further congratulations to the following members on their recent success!

Yvonne Darling - London PA Awards - Networking PA of the Year

Declan Halton-Woodward - London PA Awards - Private Individual PA of the Year

Fellow Training Day 2017 - Bristol



We want to say a massive thank you to all those who made the journey to Bristol for our recent Fellow Training Day! Wow - what a truly amazing day was had by all and we are very happy to have seen so many travel from across the United Kingdom to be there! This had doubled in size from last year's day and saw just over 90 EAs and PAs attend. Also a special thank you to EPAA Member Marlene Merget from DZ Bank in Germany who made the trip over to meet and learn from and with her fellow members.

Some more thank you's go to Debs Eden, who worked incredibly hard with us, to bring this to her home city of Bristol. Not only did Debs do a tremendous amount of work on the event management side but also spoke and introduced two senior level speakers to the programme too! This saw Darren Ryemill, CEO of Opus Recruitment give us a very candid look at his life as a CEO and entrepreneur and his words of wisdom for the future too. Joining him was Matthew West, Entrepreneur Development Manager from NatWest who also gave some very valid points and words of advice for attendees.

We also thank Mr Adam Fidler, who once again gave an exceptional presentation to the audience and we know he enjoyed every minute of it.

We enjoyed an excellent networking dinner and drinks sponsored by Indigo Planning, with PwC West hosting at their fabulous offices in Bristol. Thank you to Jane Brazzill and Tracey Williams plus many others for helping and sponsoring this side of the event.

Missing from our jazz hands photo above is Debra Jacobs of Royal Bank of Scotland - thank you Debra and next year you MUST be in the group photos!

SAVE THE DATES

We are excited to announce the dates for 2018's Fellow Training Days, and at the



SAVE THE DATES
**EPAA FELLOW
 TRAINING DAYS 2018**

12TH MARCH - GLASGOW
 14TH MARCH - LEEDS
 16TH MARCH - LONDON

request of our members, are now bringing this day to more UK cities!

It will be the same programme for each day and full booking details will be live on our website in September.

Training, Learning & Development



Thank you to all members who gave up their time to complete the recent Time to Train survey. The survey has now closed and our report will be launched on Monday 4th September.

It is clear that significant changes need to be made to this area in the UK, with 61% of survey respondents saying the PA industry is not meeting your needs!

The feedback has been very candid and we very much appreciate this! This will help the Association and we hope other learning providers for the future, in ensuring that we have training that is fit for purpose in the future.



Adam Fidler Academy



Executive & Personal Assistants Association

**Executive PA Development
 & Training Day**

Wednesday 27th September 2017

Manchester

For full programme and to book





EPAA Third Sector PA Conference
Friday 29th September 2017 - Chester Zoo

For full programme and to book



UK EA/PA Profession - where do we really go from here?
"The conversation of the year"
Monday 23rd October 2017
Royal Bank of Scotland - London



Full details and to book

EPAA NATIONAL EA/PA CONFERENCE
20TH AND 21ST SEPTEMBER 2018
Host city is Manchester

Our national conference for Executive & Personal Assistants is a bi-annual event.

We hope to see as many of you as possible making the journey from across the UK to join us in Manchester! Please do register your interest [here](#) and get these dates in the diary.

This is **YOUR** conference, so please do tell us of any topics you would like to see in 2018, potential speakers and anything else you think might be of value to your peers across the country. Email [here](#)

OpenLearn

Over 1,000 free courses, interactives, videos and more via Open University's Open Learn

Recently in our Facebook Group we shared a free two hour course with Open Learn on how to build a business case.

Given the lack of training budget and time for many to come out of the office and continue learning, this is a hugely valuable resource, which we recommend our members take advantage of!

In particular, the 'Money & Business' section has some very relevant courses for EA/PA professionals, from managing projects, to innovation to learning about corporate governance.

You might want to take into account that you receive a Statement of Participation for each online course you take. For those who join our CPD programme, you will be able to use this as part of your submissions and towards your credits!



[For more information click here](#)



Latest blog from the Founder

Catch up with the latest blog via LI, on why you don't need to work for someone famous or indeed a CEO to have a highly successful EA career!

It's about keeping an open mind and looking at role content and the integrity of the person you are supporting.

[Read blog here](#)

CPD WITH EPAA



EPAA New Team Member

We are delighted to welcome Jacquie Steel to the EPAA Team as our 'CPD Programme Coordinator'

Email:
cpd@epaa.org.uk

We apologise, as the launch of our CPD programme has been slightly delayed. We are

just awaiting for two of our members to complete the user testing on the systems and then we will finally be able to launch this to the membership!

As we have lightly touched upon before, this is NOT mandatory. It will be your decision as a member of EPAA, as to whether you want to commence this journey of CPD. What we will say now, is that it will give you the opportunity to work towards becoming a practitioner of the EA/PA profession....

As you can see above, we have a very new and welcome addition to the EPAA Team! Jacquie is not only a hugely experienced EA now VA, she has significant experience of CPD programmes and is a true champion of the cause. We know the members who join the programme will be in very safe hands with Jacquie and you will have our full support on your CPD journey!

More information coming very soon.

UK Regional PA Network Focus



Development & Networking Evening

13th September 2017

Join Guernsey PA Connect for their next event at Beau Séjour Leisure Centre.

With guest speaker Sally Lloyd, who will spend a bit of time talking about her journey from valley girl to award winning PA, as well as talking about the advantages (and disadvantages) of using new technologies in the workplace. Sally will share her tips and tricks and top 'hacks' to getting the job done faster and more efficiently (if you believe that's possible!).

[To book click here](#)



'UK Regional PA Networks Day' by Cathryn Smith FEPAA (EA & Office Manager - Indigo Planning)

Just a couple of months ago, we brought together various regional PA network leaders from across the UK. Many of which are starting their journey or not long into forming a local network. Cathryn was an attendee on the day and her blog shares her thoughts on what the day represented.

[Read blog here](#)

