



'THE 21st CENTURY SECRETARY'

Wednesday 14 May 2003

Programme

- 09:00 Registration
- 09:15 Opening address by **Professor Sue Frost/Freda Bridge?**
- 09:25 Keynote Speaker: **Lynn Pertoldi**, Sue Williams Training Group
An Introduction to Life Planning
- 10:15 Coffee
- 10:30-11:30 Session A (*see overleaf*)
- 11:35-12:35 Session B (*see overleaf*)
- 12:40 Lunch (*Queensgate Restaurant, Catering Building*)
- 13:45-14.30 Keynote Speaker: **Ashley Jackson**, Artist and Entrepreneur
- 14:35 Session C (*see overleaf*)
- 15:50 Coffee, Plenary and Competition Results
- 16:15 Finish

During the conference there will be promotional stands and an opportunity to purchase goods.

Raffle tickets available at a small charge - prizes include: A Day Excursion for two (Red Arrow), Peter's Voucher, Travel Voucher and more

Workshops

Session A - Participants choose one from the following workshops

1. Following on from her keynote address: '**Starting Point**' your first practical steps in developing a Life Plan with **Lynn Pertoldi** of Sue Williams Training Group.
2. **The Positive Revolution:** How we work with others for the benefit of the organisation is of paramount importance in the 21st Century. **Chris Blamires** of the SDG will explain how valuing diversity can help
3. **Footloose:** Do you need to release that tension, stimulate your nervous system? **Lynda Hull** will help you do that with an insight and taster into reflexology.
4. **Be a Cyclor:** Are you doing your bit? **Lisa Hargreaves and Lisa Jeffries** will be looking at effective ways of recycling in the work place.
5. **Frame Yourself :** Have a go at using powerpoint creatively to put yourself in the picture with **Joan Raine**.

Session B - Participants choose one from the following workshops

1. **Using Your Voice:** An opportunity to stretch your vocal chords and develop your voice. Using a variety of techniques the facilitator **Gill Bond** will help you express yourself using your voice.
2. **Networking for Success:** How networking and support can help in your career with **Glynis Jones**.
3. **Virgin on Perfection:** Let the **Virgin Vie** team show you how to present your best profile for handling life and work in the 21st Century.
4. **Team Work Challenge:** a hands-on session with **Ros Hawkins and Diana Elliott**.
5. **Espresso Agresso** a quick route to finding your way around Agresso with **Linda Graham or Yvonne Whiting**.

Session C - Participants choose one from the following workshops

1. Back by popular demand **Tai Chi Taster:** A Holistic Chinese exercise designed to stretch and relax. **Roger England**.
2. **Picture This:** Create your own decoupage picture with **Sue Fonyodi**.
3. **Creating Client Delight** – Their custom keeps us in business so exceeding their needs means that they keep coming back for more, **Chris Blamires** explains how.
4. **Dress for success:** Recognise your potential and develop your identity with **Sandra Rhodes and Colleague** from 'Savoir Faire' Imaging Consultants.
5. **Size really does matter:** a fun workshop with **Hazel Howden Leach** using blackboard