

20
23



EA Signature Series

The Visionary EA

Harnessing the future

Shangri-La, Sydney
26 & 27 June 2023

Welcome from EAN!

It is with great pleasure that we invite you to 2023's EA Signature Series. The past 12 months have seen an explosion of new technologies designed to both support, as well as disrupt the modern workplace. At every turn we hear about new ways of working, new apps increasing productivity and speculations about what the future holds. What's certain is as these technologies mature, EAs need to be ahead of the game, use them for their own purposes, lest we be disrupted out of a job.

Reports from leading organisations such as the OECD and the World Economic Forum are showing that success in future working practices will require a commitment to lifelong learning and an emphasis on human skills such as creativity and emotional intelligence. These are precisely the intangible elements that make a great EA and are vital for executive office success. At this conference, we are examining the future of the EA role from a wider technological aspect, and a human perspective.

As the Executive Office becomes more integrated with new and emerging technologies, the demand will be for more unique human connections in the workplace. The EA is perfectly positioned to be that relationship hub within the organisation.

We look forward to this evolution of the Executive Assistant and Executive Office Management, and welcome you to join us as we navigate the future.

Natasha Cannon



EXCEPTIONAL SPEAKERS



Dr Sarah Morrison
Co-CEO, Morrisc, Keynote Speaker & Passionate Information Security Professional



Gary Bertwistle
Keynote Speaker, author, Host of The Mojo Radio Show Podcast & Mojo Journal



Vanessa McCamley
Principal Consultant, Keynote Speaker, Author, Facilitator & Coach



Elijah Arranz
Skydiving Accident Survivor, Motivational Speaker, Social Media Coordinator & Happiness Ambassador



Nigel Collins
Keynote Speaker, Innovator & Change Maker

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SYDNEY

Sydney Schedule

Day 1

Future-Proof Workplace

1.00 PM

WELCOME

1.10 PM

The DNA of the Executive Office



David Thomson

1.30 PM

What's ahead? Trends for the Future of Work



Ashley Fell

2.15 PM

The Secure Executive Office: EA Cyber Hygiene at the Security Coalface



Dr Sarah Morrison

3.00 PM

BREAK

3.30 PM

Face-to-Face, Hybrid & Remote - The Importance of Connection and Community



Vanessa McCamley

4.15 PM

Keynote – Innovating through Disruption – Applying the Innovative Mindset



Gary Bertwistle

5.00 PM

Engage, Discover & Connect

Day 2

Future-Proof Career

9.00 AM

WELCOME

9.15 AM

Human Skills to Thrive in the hybrid NOW!



Nigel Collins

10.00 AM

Growth & Wellbeing: Finding balance in an uncertain world



Leona Watson

10.45 AM

BREAK

11.15 AM

Collaborating with Strangers – The Key to Building Teams

Interactive Session

12.00 PM

Keynote – Opportunity from Disruption



Elijah Arranz

Analytical and creative thinking remain the most important skills for workers in 2023

WORLD ECONOMIC FORUM
FUTURE OF JOBS 2023 REPORT

Day 1 - 26 June

FUTURE-PROOF WORKPLACE

Numerous reports indicate we are going to experience the greatest rate of workplace change and disruption over the next 5 years. You need to be prepared for the new challenges and opportunities that will arise. It's no longer appropriate to have a wait and see approach. Today we look at what's coming and how the EA can develop their role to ensure workplace relevancy and longevity. It's time to be ahead of the curve and create the workplace of the future – Now!

1.00 PM WELCOME

1.10 PM THE DNA OF THE EXECUTIVE OFFICE



As workplaces evolve, so does the role of the Executive Assistant. This first session will set the stage for how to approach your role in this new environment. Using our DNA model of the Executive Assistant, we want to focus your mindset to what's ahead.

- Evolving the skills of the EA role
- Having impact in the new workplace
- The mindset to thrive in the future

David Thomson

1.30 PM WHAT'S AHEAD? TRENDS FOR THE FUTURE OF WORK



The future of work will be increasingly dependent on the seamless incorporation of available technology into all aspects of the workplace and the change management that accompanies it. Understanding the key trends and technologies that are likely to shape the future of work and your role is paramount. This session will look at how the EA can prepare their team and Executive for shifts in the working landscape and the changes that lie ahead, while looking after your own needs.

- AI is here - Automation and artificial intelligence
- Remote work, virtual collaboration and the future of the office
- Adapting to trends, and building a diverse skill set
- Leading intergenerational teams

Ashley Fell

SYDNEY

Day 1 - 26 June

FUTURE-PROOF WORKPLACE

2.15 PM THE SECURE EXECUTIVE OFFICE: EA CYBER HYGIENE AT THE SECURITY COALFACE



EAs are the frontline for targeted cyber-attacks. Whether through digital means, or human social engineering, hackers know EAs are the gatekeepers. As our networks move to the cloud and across multiple technology channels the modern EA must know how to maintain data security. Are you still sharing board papers in DropBox? Sending internal documents to third-party apps, or using the same password across all your logins? Chances are, there are holes in your security. This session will educate you in how to spot them, what to do about them and ways of working in the future. Secure your place now!

- Where are the threats?
- Phishing, ransomware, and threats from the inside
- Best practices for protecting sensitive information
- Rules of thumb to secure your digital assets
- Incident response planning

Dr Sarah Morrison

3.00 PM BREAK

3.30 PM FACE-TO-FACE, HYBRID & REMOTE - THE IMPORTANCE OF CONNECTION AND COMMUNITY



Why does work feel so much harder now? Habits built during the pandemic have persisted and often strain our abilities to perform. Excessive reliance on technology has dulled our ability to connect person to person. It's time to tame technology and get back to connecting as human beings.

The EA will be the relationship hub within the new workplace, the glue connecting colleagues, teams and stakeholders. Lets place the focus on the human skills that AI can't replicate, and ensure we work with both our head and heart.

- Building community as culture
- Foster meaningful connections in remote and hybrid settings
- Developing your role as the relationship hub
- Communicating to influence and connect

Vanessa McCamley

4.15 PM KEYNOTE – INNOVATING THROUGH DISRUPTION – APPLYING THE INNOVATIVE MINDSET



The human-machine frontier has arrived and brings with it extensive workplace disruption and new opportunities. People need to develop new skills and refine existing specialties. Developing an innovative mindset is key to standing out in the new organisation. But what is innovation and how do you do it?

In this session we will look at what it takes to create new perspectives and re-invent the status quo. Chances are, as an EA you already utilise innovative tools, needing to problem solve and rectify other people's issues. Here you will build on that and give you a framework to develop and hone your innovative mind.

- How to think about innovation
- Finding the opportunities in disruption
- Building synergies within the workplace
- Generating innovative ideas from outside your industry

Gary Bertwistle

5.00 PM ENGAGE, DISCOVER & CONNECT

We can discover more about a person through play than we can through conversation. This fun session will get you energised, out of your seat and connecting with your peers.

Day 2 - 27 June

FUTURE-PROOF CAREER

At the 2023 World Economic Forum Growth Summit it was stated "AI won't take your job. It's somebody using AI that will take your job."* The one certainty is, AI technology is disrupting the modern workplace, and with it the management of the Executive office.

Today we look at what the future holds for the EA, as the role matures in this new technological age. Upskilling is key, but so is refining the fundamentals. Utilising technology to allow humans to connect, not isolate.

The EA is the relationship hub in the organisation. The go-to, connecting across each layer of hierarchy and organisational division. Being that Point of Human in a complex myriad of apps, channels and tech is the EAs greatest strength.

It's not just about upskilling in technical competencies, but also in emotional intelligence, creativity, and critical thinking.

Today we'll highlight new ways for working and approaching your career.

* Professor Richard Baldwin - 2023 World Economic Forum's Growth Summit

9.00 AM WELCOME

9.15 AM HUMAN SKILLS TO THRIVE IN THE HYBRID NOW!



Digital natives think, learn, and understand the world differently. Yet most people resist change in the workplace, especially with the rise of hybrid working. However, adopting a growth mindset can help overcome this shifting your thinking to seeing digital transformation as an opportunity. This session explores practical ways to be more adaptive, by adopting a growth mindset to embrace change in today's workplace.

- The importance of adopting a growth mindset
- Be adaptive and focus on consistent development
- Have better business conversations

Nigel Collins

10.00 AM GROWTH & WELLBEING: FINDING BALANCE IN AN UNCERTAIN WORLD



Is Wellbeing working for you? What about for your Executive? Many sacrifice their physical and mental health for their job. Short term bursts are okay. But over the Long haul, decisions take longer, patience, respect and confidence levels plummet, and you lose sight of your Why.

Leona will take you through her own journey and it's simpler than you think and it starts with ONE decision. Just one! This session promises to be both raw and uplifting, to future-proof everyone's wellbeing against guaranteed changes & upheavals. Let's get everyone firing again!

- Plan like an Optimist for the times you'll be a Pessimist.
- The importance of self-awareness & boundaries.
- How to get REAL about the wellness of yourself and your team.

Leona Watson

Day 2 - 27 June

FUTURE-PROOF CAREER

10.45 AM BREAK

11.15 AM **COLLABORATING WITH STRANGERS – THE KEY TO BUILDING TEAMS**


This session will get you up and engaged with your peers.

We all know teams get results when they are cohesive and like-minded. But what happens when they are not aligned? Better than herding cats, this session will highlight your skills to motivate, engage and remain energised.

Holding people accountable whilst building trust and respect is key to high performance. A lively session which will increase your self-awareness with a focus on what it takes to connect teams and individuals.

Interactive Session

12.00 PM **KEYNOTE – OPPORTUNITY FROM DISRUPTION**



Albert Einstein stated, "In the middle of every difficulty lies opportunity". Challenges and obstacles are opportunities for growth and improvement, rather than reasons to simply give up and quit. Elijah Arranz is an amazing human being. He has had more than his share of challenges. At 14 years old he was involved in a tragic sky diving accident which left him with a severe traumatic brain injury.

He's here to share his story and show you, that with the right mindset, we can use the difficulties we encounter to our advantage, and every obstacle presents a chance for us to learn, adapt, and become stronger. This closing session reaffirms how powerful our mindset can be.

The EA role is continuing to evolve and mature, becoming something more than what many thought of as "just an admin". This process started decades ago, and with the addition of new technologies continues to support and define the EA career path. You will leave this session feeling inspired and determined to uncover the opportunities hiding within workplace disruption. Elijah is living proof that your mindset can be your greatest resource and asset.

Elijah Arranz

12.45 PM CLOSE OF EVENT

I would highly recommend attending the EA Signature Series. The speakers are very informative and taking half a day out of the office is much more achievable than a full day or more. I think this is a brilliant format for EAs to gain information and connect with their peers.

EA - NSW

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DAVID THOMSON



David has a unique mix of training, facilitation, instructional design and coaching skills at all levels combined with over 18 years of strategic business and sales experience.

With extensive knowledge of organisational & behavioural psychology, David draws from being a certified hypnotherapist and counsellor, therefore truly rounding off the mix of psychological, behavioural and in-depth strategic business acumen. He is not only able to provide participants with highly effective tools and methodologies on what to do, but also able to raise their awareness on why they do what they do. This provides the additional benefits of greater insight and heightens the participant's emotional intelligence in the process.

David has worked at Executive Assistant Network for over six years and aims to take the "fluff" out of training and provide easily adaptable knowledge that EAs can apply to excel in the workplace.

DR SARAH MORRISON



Sarah is a cyber-security expert with a background in Criminology and has over two decades of cyber-security industry experience. She earned her PhD in Russian Information Operations and has a deep understanding of threat actors and their motivations. This knowledge, coupled with her extensive real-world experience, provides a deep understanding of how different types of threats can affect your business.

Her passion for security has led her to serve as a trusted advisor to countless boards and Audit and Risk Committees (ARC), providing insight into the current threat landscape, risk profile, security stance, and most importantly, how to protect against them.

ASHLEY FELL



Ashley Fell is a social researcher, TEDx speaker and the Director of Advisory at McCrindle. She is the author of two books on leadership and generational insights, titled Work Wellbeing and Generation Alpha. She is also the host of McCrindle's podcast, The Future Report.

In addition to delivering keynote presentations at conferences, Ashley is booked to conduct training days, facilitate panels and deliver workshops across an array of industries. From generational change to the impact of technology, from key demographic transformations to social trends, Ashley delivers research-based presentations analysing global megatrends.

With academic qualifications in communications, an ongoing role in deploying and analysing national research studies, and with her position leading the advisory team at McCrindle, Ashley brings robust, research-based content to her engaging presentations and consulting.

VANESSA MCCAMLEY



Vannessa is a Principal Consultant, Keynote Speaker / Host, Author, Facilitator and Coach specialising in the Neuroscience of leadership, self-leadership, resilience and peak mental performance. She was an award winning senior executive at the top of her game when she realised that top performers (including herself) were burning out and companies are suffering as a result. There had to be another way! She found this through the science of neuroscience and neuroplasticity.

Author of Rewire for Success, she applies the latest scientific discoveries to your greatest asset – your brain. A highly credible and in demand voice, attendees are taught to unlock their creativity, innovation and decision-making capabilities, building resilience, communication and the mindset to overcome obstacles and collaborate in new and productive ways.

GARY BERTWISTLE



Gary has always had a passion for innovation, creativity and doing things differently. He is often called upon when companies or individuals lose their mojo. His greatest desire comes from having people and organisations think differently and find new ways to success... to break the status quo and redesign the traditional formula.

Through easy to understand, fun, interactive keynote speeches, he presents in the areas of performance, strategic and personal mojo, marketing warfare, and innovation to improve performance and help individuals perform at their best. His work is helping companies and leaders unlock great ideas and to get their mojo working.

NIGEL COLLINS



Nigel is an accomplished entrepreneur and business consultant with a passion for discovering why businesses succeed. He founded the 'Ingenious Oz Project' to share the stories of successful Australian businesses and authored the book 'Game of Inches.'

He has an MBA with high distinction and is a certified professional speaker and member of several professional organisations.

He works with organisations to shift their mindset and achieve sustainable growth through consistent small steps. When not working, he enjoys spending time with his family and riding his motorcycle.

LEONA WATSON



An award-winning Entrepreneur and ex corporate, Leona founded Cheeky Food Events – Team Cooking, applying the events, business and leadership skills she learnt working at Virgin and Microsoft.

But she also nearly lost her company several times... until she found that elusive 'Balance' and the self-awareness to make the big and small changes necessary to thrive and grow in our crazy, fast, uncertain world.

Leona delivers customised "truth bombs" that pack a punch, challenge and inspire EAs and Leaders to step up and create the balanced workplace, careers and successes they've always aspired to.

ELIJAH ARRANZ



Elijah was just 14 when he sustained a severe traumatic brain injury from a skydiving accident. Since then, he's had his sights set on motivating others to be strong and resilient, carving out a motivational speaking career around the ACT and NSW.

Working at The Rehabilitation Specialists as a much-loved team member, Elijah also has his sights set on competing in the 2028 Paralympics. He spends a lot of time in the gym looking to achieve that goal, having rowed every day for over four years.

As his mother mentions, people often ask themselves: "what would Elijah do?"



SYDNEY

EA SIGNATURE SERIES