

Member Survey Results

Thank you to everyone who responded to our recent Member Survey. We have always been proud of the positive feedback we have received from our events but realised that this feedback only came from attendees and not from the whole of our membership.

The results highlighted professional development areas in HR and social media as well as high interest in hearing motivational/inspirational speakers, particularly managers perspective on what they expect from EAs/PAs. We will therefore be focusing our 2019 events around these themes, working with partners to make the best use of funding and shared experiences.

Our newsletter also seems popular as a means of keeping in touch with news from the profession in general, and we will be looking to develop our social media interactions in the coming year. Networking opportunities also featured highly and again we will be working on opportunities for you to regularly meet like-minded professionals.



Manchester PA Network Awards

Huge congratulations to our neighbours, the Birmingham PA Forum, who were crowned External PA Network of the Year at the recent Manchester PA Awards! The awards were attended by over 700 people with EMPAN represented by Lesley Dexter and Varinder Gharial. A fabulous night was had by all, and our congratulations to all the finalists. Take a look at MPAN's [website](#) for more about their awards.

****AND THE WINNER IS****

Congratulations to our survey prize draw winner, Debbie White, who wins a ticket to the Birmingham PA Learning and Development Conference on 6 February!

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World Administrators Summit

The 10th WASummit 2018 was hosted by IMA in Frankfurt in October. With 22 countries present and 41 delegates, subjects debated included “Digital Technology Advances - the Future of the Role” and “Identity and Image of our Profession”. The event ended with a dinner with guest speaker Rhonda Scharf. Further details of the issues discussed and the outcomes are on the WASummit [website](#).

New Zealand was confirmed as the next host country for the WASummit in 2020, with the USA bidding to host in 2022.

EPAA Update

World of Work Survey



EPAA has extended the deadline for completion of its careers survey to Friday 21 December, with the full results live early in 2019. The survey asks questions around education and current experience levels, recruitment processes and dealing with



recruiters, recent experiences of interviews, salary and benefits, and your intention to remain as a business support professional in the future. Please do complete this survey as the feedback will help to drive through any change that is needed.

CHAMBER OF THE YEAR 2018 

East Midlands Chamber picked up the prestigious Chamber of the Year Award at the British Chambers of Commerce Awards in November. Take a look at the website to see how being a member could benefit your organisation.

Events

Negotiating and Influencing Workshops

The landscape for UK Business Support Professionals is changing rapidly and now is the time to ensure your essential skills are up to date and of value for today's executives and organisations. To truly succeed as an EA, you need to master the ability to negotiate and have influence in business. EPAA's one day *member-only* workshop has been put together with this in mind and to ensure you have greater confidence and credibility going forward with your careers.

East Midlands Chamber and EMPAN are delighted to be hosting two of these workshops - 19 July in Leicester and 16 August in Nottingham. For more details and to book, click [here](#).

Fellow Training - Elevating the Role of the EA

EPAA is hosting one of its Fellow Training days in Leicester in May 2019. This will provide guidance, support and practical resources on how to elevate your role within your organisation to one that has meaningful influence and impact on meeting strategic business objectives. Featuring world-class trainers - Victoria Darragh, Adam Fidler, Anel Martin and Shelagh Donnelly - this is an event not to be missed. For more details and to book, click [here](#).

Self Care Summit

Self care is an activity that we do deliberately in order to take care of our mental, emotional and physical health. It encompasses anything you can do to be good to yourself. Never has there been a more important time to look at this area for EAs and PAs.

EPAA's Self Care Summit is taking place on Friday 11 October in London and will feature EPAA's Founder, Victoria Darragh, interviewing one of the UK's most influential and honest former sporting professionals, Frank Bruno. For more details and to book, click [here](#).

Grow

Helping your business grow, whether through optimising processes, upskilling your people or reducing costs through membership benefits

Connect

Whether you want to network, exhibit, learn more about what's going on in your sector through industry forums

Skills

To stay competitive means you need good people, with the right skills who feel valued and appreciated

Influence

Reaching and influencing the right person, whether it's your industry sector peers, your local MP, a specific Government department or simply people who need what you do

International

Whether your business currently operates overseas or not

JOIN

TRAINING

Chamber Business Training Directory

The Chamber's wide range of training programmes are designed to help you train and retain the best talent. Take a look at the new [video](#) and [click here](#) for the current training course programme.

Digital Growth Programme

Benefit from fully-funded workshops, seminars and digital business advice to improve your digital footprint. [Click here](#) for more details.

Adam Fidler Academy

With an emphasis on teaching practical skills and strategies to continuously improve business performance and effectiveness, AFA is the first-choice training institution for those who aspire to be first-class professionals. [Click here](#) for more details.

Vacancies

Chamber and member vacancies, apprenticeships and international student placements. [Click here](#) for more details.



The Derbyshire Hotel's newly refurbished lobby, an ideal place for your informal meetings and to enjoy a Starbucks coffee

EVENTS

HR Forum - Health and Wellbeing in the Workplace

25 January, 8.30-10.30am - Nottingham City Council [BOOK](#)

This event will explore a range of options, focussed around the link between sustainable travel and health and wellbeing, bringing in experts on a range of topics to support business to develop their health and wellbeing offer. You will find out about a range of strategies and support on offer, some with funding attached, which will enable you to implement a range of activities to support this agenda. There will also be an opportunity to try out some of the newest e-bike technology available!

Adam Fidler - Futureproofing your EA/PA Skills

12 February, 5.30-7.30pm - Best Western Yew Lodge Hotel, Kegworth [BOOK](#)

Hays Personal and Executive Assistants welcome Adam Fidler Academy to the East Midlands. Adam provided the commentary for the Hays UK Salary & Recruitment Trends 2019 report and, as part of the launch of the report, he will be discussing future trends in the EA/PA role.



Enjoy 50% off food at the Crown Plaza Nottingham in January

Charity Focus

The East Midlands Chamber Charitable Fund is administered by Chamber member Leicestershire & Rutland Community Foundation and provides a platform for the Chamber to support charitable causes, whilst also managing all the money safely and within charitable law, claiming Gift Aid and so on.



The charities chosen to benefit from the Charitable Fund for 2018 were Hope Against Cancer, Leicester Animal Aid and Rhubarb Farm and the Chamber was delighted to present cheques for £1,205 to each charity at its recent annual Christmas Lunch.

Rhubarb Farm



Rhubarb Farm is a horticultural social enterprise on the north Nottinghamshire and Derbyshire borders, which grows multiple varieties of fruit and vegetables and acts as the means to engage people with multiple and complex needs – from drug and alcohol misusers, people with physical and learning disabilities, physical and mental ill health and ex-offenders to people with dementia and school students expelled or on the brink of expulsion from school. All work on the land, or in construction, office work, carpentry or cookery and usually go home feeling part of a community, which helps their recovery.

Useful Stuff!

Practically Perfect PA

- Tips on good minute taking [link](#)

Executive Secretary

- A road map for the future [link](#)
- Advent calendar with terrific daily offers! [link](#)

PA Life

- The life of an organised PA and the apps you need to download [link](#)

AND FINALLY:

“Smile. It will either warm their heart or tick them off. Either way you win” - Tiachampagne

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WORDS OF WISDOM

“It always seems impossible, until it’s done” - Nelson Mandella

“Your beliefs don’t make you a better person, your behaviour does” - purehappyliife.com

Technology

OneNote - the under-appreciated genius in Microsoft office

Meeting minutes transcription software - independent tests and reviews of the best transcription software

Books

Personal Branding for Brits - Jennifer Holloway

Virtually Painless - Kathy Soulsby

HAYS Recruiting experts in PA & Secretarial