

EMPAN NEWSLETTER

Issue 7

March 2019

The World of Work is changing ... fast!

The world of work is changing fast, with new roles, skills, ways of working and organisational models emerging. It's an exciting time and we want to help build confidence and support the vision and strategic goals of every organisation.

These organisations are made up of people, to stay competitive means you need good people, with the right skills who feel valued and appreciated – the Chamber can provide you with expert analysis of your current situation and support those outcomes with relevant training, consultancy and support. Having the right people in the right positions isn't just crucial to individual businesses, it's of paramount importance to future business growth and the wider economy in general. That's why the Chamber places skills so high on its agenda.

All activities are available to both member and non-member businesses, although as a member you receive a discounted rate. Because we are a membership organisation supporting over 4000 businesses our offer is diverse and aimed to support all levels within a business.

The most important thing is to give us a call and ask! We work with a hugely diverse range of trainers and consultants, all of whom go through our rigorous quality processes and therefore we can quality assure all our delivery and you can be confident knowing that the training is delivered through your Chamber of Commerce.

Open Courses

The Chamber offers a multifaceted range of training solutions to help unlock the potential of your workforce and boost your business performance. From our flagship Director Programme, a six-day modular running twice a year, to half-day fire marshal training, the offer is diverse, supportive and cost effective, bringing skills into the heart of all levels of your business.

Bespoke Training

Flexibility is key when working with companies to support their bespoke training needs and we are able to put together packages of training targeted specifically to meet the needs of your business. A bespoke training package means you can cover as much ground as possible in a short time, gaining skills for specific tasks and getting focused attention for specific staff members. We work with a diverse group of quality assured external providers, and will work with you to ensure the right 'fit' of delivery specialist and company requirements. A dedicated staff member will liaise with you throughout the programme, ensuring all your requirements are met and also completing a quality check with you following course delivery. Training is cost effective and relevant, making good use of time. We can deliver at your premises or hold the training at a venue suitable for you.

Accredited Training

As well as its own unique and comprehensive suite of training offerings, many of the Chamber's training programmes are accredited by other bodies which are nationally and internationally recognized, meaning that you can be sure that our training courses are fully approved and of the highest calibre.

Consultancy and Support

If you need some 1-1 support, strategic support or have a project and need someone to guide you through the process - whatever your requirements, we can help through our consultancy service.

**By choosing the Chamber as your training partner, your business is in safe hands
Trusted | Flexible | Efficient | Valuable - there for you!**





Looking to grow your business?

If you are a small or medium business in Leicester or Leicestershire looking to grow, have you taken advantage of free help from Collaborate for Growth? You might want to develop new products, target new markets or sell more to existing customers. Collaborate can guide and assist you through free, impartial business advice as well as growth workshops. Advice is confidential and tailored to your needs and individual circumstances.

For more information complete the simple enquiry form [here](#) and start your journey to growth.

Collaborate is funded by the European Regional Development Fund and Leicester City Council, Leicestershire County Council, East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire) and the Food and Drink Forum.

EAST MIDLANDS TRAINS

East Midlands Trains free business booking platform

East Midlands Trains has launched a new Business Travel Tool aimed at SMEs which helps to find the most cost-effective fares and book travel quickly and easily using a simple and convenient online portal. Contact [George Selby](#) for further information and to sign up.

Book, website and blog recommendations:

- PA Life
- Exceptional EA
- Practically Perfect PA
- Executive Secretary
- Personal Assistant Tips
- PA-Assist.com
- Deskdemon / PA Enterprise

Take a look at the Chamber's website to see how being a member could benefit your organisation.

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



BRITISH
CHAMBERS
OF COMMERCE
BUSINESS AWARDS

Chamber of the Year

BRAIN TEASER

Can you say 99 words without the letters a, b, c, d, j, k, m, p, q, x or z in 60 seconds? *It is possible!*

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 Jury's Inn East Midlands Airport has a variety of meeting rooms to suit all needs. Contact Joana Borges to arrange a showround.

COMMERCIAL TRAINING

Tuesday 2 April, Nottingham - **Foundation Excel**
Monday 8 April, Nottingham - **Getting started in Marketing**
Wednesday 10 April, Nottingham - **Minute Taking**
Tuesday 16 April, Derby - **Emergency First Aid at Work**
Wednesday 24 April, Chesterfield - **Effective Team Leader**
Thursday 25 April, Derby - **Project Management**
Monday 29 April, Nottingham - **Advanced Excel**
Tuesday 30 April, Derby - **Become a skilled communicator**

EPAA Events

Fellow Training - Elevating the Role of the EA

Thursday 16 May, Belmont Hotel, Leicester - **BOOK**
Featuring world-class trainers - Victoria Darragh, Adam Fidler, Anel Martin and Shelagh Donnelly - this is an event not to be missed.

Negotiating and Influencing Workshops

Friday 19 July, Friars Mill, Leicester - **BOOK**

Friday 16 August, NG2 Nottingham - **BOOK**

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.

Self Care Summit

Friday 11 October, London - **BOOK**

Never has there been a more important time to look at this area for EAs and PAs.

Other Events

Coventry and Warwick PA Forum

Wednesday 3 April - **BOOK**

The Practically Perfect PA Virtual Summits

Friday 5 April and Friday 14 June - **BOOK**

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 2019 have been announced as SkillForce, Twenty Twenty and CHICKS.

Funds raised during the year will be split between the three charities and presented at the Chamber's annual Christmas Lunch.

Skillforce

SkillForce is an education charity that delivers life-changing, character and resilience-focused education programmes to children aged 6-18 using the skills and experience of our predominately ex-Service veteran instructors. Having served their country in the British Army, Navy or the RAF, they are now serving in schools in their communities. Collectively they are helping to improve and indeed transform the lives of over 11,000 children and young people.

SkillForce has a unique dual mission, namely, to develop confidence, resilience and self-worth in young people, particularly those most at risk of social exclusion whilst also helping former Service personnel to transition to civilian life, giving them renewed purpose, a paid job and a new, rewarding career working with young people.

The principal vehicle for the delivery of these vitally important skills is our new Prince William Award for 6-14 year olds. This is the only award programme of its kind and the only programme to bear the name of our Patron, HRH Prince William, The Duke of Cambridge.

The charity also works with 14-19 year olds on confidence, resilience, employability and essential life skills through its SkillForce Prince's Award, the PEP and mentoring programmes.



TECHNOLOGY

Where to go for great GIF and other creative messaging - [here](#)

Ten podcasts every PA should listen to - [here](#)

WORDS OF WISDOM

“Difficult doesn’t mean impossible, it just means you have to work harder”

- St Jerome

“The essence of strategy is choosing what not to do”

- Michael Porter

BOOKS

Fairy Tale Interrupted - Rosemarie Terenzio, PA to John F Kennedy Jr

The President Will See You Now - Peggy Grande, PA to Ronald Reagan

AND FINALLY:

“Be yourself - everyone else is taken” - Oscar Wilde

Supported by:

