



## INTRODUCING

Welcome to our first ever newsletter! We hope to produce this on a quarterly basis and would welcome your ideas and contributions.

Our theme of "Raising the profile of PAs and EAs" continues this year with a series of events around "Building Confidence in our Profession". Going forward we are now working on an exciting schedule of events for the Autumn so watch this space for some great opportunities!

## CALLING ALL PAs AND EAs

The Executive & Personal Assistants Association (EPAA) needs your help with their latest campaign. Please take the time to complete this important survey and help them shape a better future for the learning and development of UK EA/PA professionals. The survey closes on 26 July.

## EPAA - 'TIME TO TRAIN CAMPAIGN'



## CHAMBER TRAINING OPPORTUNITIES

- [Intermediate Excel](#) – 20 July, Nottingham
- [Minute Taking](#) – 8 August, Nottingham
- [Working Assertively and with Confidence](#) – 16 August, Nottingham
- [Project Management](#) – 17 August, Chesterfield
- [Making the most of LinkedIn](#) – 18 August, Derby
- [Twitter for Business](#) – 21 August, Leicester

Download the 2017 Chamber Training Calendar [here](#)

## UPCOMING CONFERENCES AND EVENTS

[Today's PA Conference](#)

24-25 August, London

[Enterprising Women Business Lunch](#)

20 September, Nottingham

[EPAA Executive PA Development Day](#)

27 September, Manchester

[EPAA Third Sector PA Conference](#)

29 September, Chester Zoo

[EPAA Legal Sector PA Conference](#)

3 November, London

[#AdminChat](#)

Tune in every Thursday for free live training via Twitter

## TAKE THE TIME TO READ ...

Leaders don't have tools to measure team performance



*Nick Fewings*

Why today's EAs need to get more strategic



*Adam Fidler*

Workplace Bullying Survey results



Executive PA Awards 2017 – Your time to shine!



*Nominations close 31 July*

## AND FINALLY ... *hints, tips & funnies*

Outlook - Need to review lots of calendars in one go?

Click the arrows at the top left corner of each individual calendar and they will overlap each other which makes looking for a gap much easier.

Word – Highlight a sentence and shift f3 to change the case.

Excel – If you type January in an Excel cell then drag the square horizontally, the rest of the months appear.

***Being a successful PA requires meticulous organisation, the memory of an elephant and the energy of a bumble bee” – Anon***

We hope that you enjoyed our newsletter - please do pass it on  
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