

	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm
<b>Keynote Theatre</b>	PA Club Breakfast 8:30am - 9:35am		The Power of profile 10:30am - 11:30am	The game-changing EA 12:00pm - 1:00pm		Keynote Panel 1:30pm - 2:30pm	Your office in 2030: A glimpse into your exciting PA future 3:00pm - 4:00pm	What's hot in events in 2020? New trends and what they mean to you. 4:15pm - 5:00pm	
<b>Personal Development Theatre</b>		Why you are the best person you have met 10:00am - 11:00am	Managing Clever People in the Workplace 11:15am - 12:15pm		Managing your manager, interruptions and stress 1:00pm - 2:00pm		Behavioural Styles 2:15pm - 3:15pm	Peak Performance. Have you got the winning mentality? 3:30pm - 4:30pm	
<b>Wellness Theatre</b>		Silencing Your Inner Critic 10:00am - 11:00am	Unleash your true potential with Goal Mapping 11:15am - 12:15pm		Vibrant Energy with Nutrition 12:30pm - 1:30pm	Be the change! How to reach peace of mind in today's fast-paced world. Handy tips for EA's 1:45pm - 2:45pm	How To Balance Your Inner Female and Male Energy 3:00pm - 4:00pm		
<b>Key Skills Theatre</b>		Matter of minutes 9:45am - 10:45am		Magic Moments with Microsoft 11:30am - 12:30pm	Meet and Greet Microsoft Office 365 12:45pm - 1:45pm		Create Excel-lent Spreadsheets 2:15pm - 3:15pm	Save 90 Minutes a Day Using Outlook 3:30pm - 4:30pm	
<b>Evolution Theatre</b>		Making your Meetings more Efficient with Today's Technology 10:15am - 11:15am		Future-proof your career with influence 11:45am - 12:45pm		Conducting a personal S.W.O.T. 1:15pm - 2:15pm	Learning to lead 2:30pm - 3:15pm	Evolving Your Role- what do you want, and how to get it 3:45pm - 4:45pm	
<b>Event Management Theatre</b>		Making big savings on large scale events 10:00am - 11:00am		Hottest venues for the year ahead 11:15am - 12:15pm	People are the core of your IT security: Some simple ways to ensure they don't let in the bad guys 12:45pm - 1:45pm		PA as an event organiser 2:15pm - 3:15pm		

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<b>Keynote Theatre</b>	<b>VA Brekfast</b> LinkedIn or Lose Out? Effective marketing for VAs 8:30am - 9:45am		<b>Personal Branding –</b> Wake up your wardrobe to communicate 'Brand You' 10:15am - 11:15am	<b>Keynote Panel</b> 12:00pm - 1:00pm		<b>Career Change to</b> Career Almgamation 1:30pm - 2:30pm	<b>What every PA needs</b> to know when booking business travel 3:00pm - 4:00pm		
<b>Personal Development Theatre</b>		<b>What you don't know</b> how others see you 10:00am - 11:00am	<b>Conflict Management</b> 11:15am - 12:15pm		<b>Reinforce positive</b> perceptions 1:00pm - 2:00pm	<b>The HELLO strategy</b> to networking 2:30pm - 3:30pm	<b>Gaining Confidence</b> at Work by Being More Assertive 3:45pm - 4:45pm		
<b>Wellness Theatre</b>		<b>Healthy Hacks for a</b> Busy Schedule 10:00am - 11:00am	<b>Bibliophilla in the</b> workplace: How a greener office can impact staff well being 11:15am - 12:15pm	<b>Burnout Is Not The</b> Price You Have to Pay for Success 12:30pm - 1:30pm	<b>The imperfect PA: A</b> celebration of being authentic in the workplace 1:45pm - 2:45pm	<b>How Colour Can</b> Affect Your Wellness and Success 3:00pm - 4:00pm			
<b>Key Skills Theatre</b>		<b>Event Management 4.0</b> 9:30am - 10:30am	<b>Advanced strategies</b> to skyrocket your productivity using Microsoft Outlook 365 11:30am - 12:30pm	<b>Top Time Busting Tips</b> for Microsoft Office 12:45pm - 1:45pm	<b>Save 90 Minutes a</b> Day Using Outlook 2:15pm - 3:15pm	<b>Rock your profile -</b> Personal branding for management assistants 3:30pm - 4:30pm			
<b>Evolution Theatre</b>		<b>The future of technology</b> for admins - Top ten Apps 10:15am - 11:15am	<b>Adding value to</b> the business 11:45am - 12:45pm	<b>Making your Meetings</b> more Efficient with Today's Technology 1:15pm - 2:15pm	<b>How to Handle Change</b> - what happens when it all goes wrong and how to move on 2:30pm - 3:30pm	<b>Raising the Profile</b> of the PA/EA 3:45pm - 4:45pm			
<b>UK VA Theatre</b>	<b>Speak up and win</b> more clients! 10:15am - 11:05am	<b>Bland or Brand</b> - How important is your VA business name 11:15am - 12:05pm	<b>Understanding</b> how to make GDPR and your legal docs work for you 12:15pm - 1:05pm	<b>Digital Marketing</b> - Climb Online with Mark Wright 1:45pm - 2:35pm	<b>UK VA Awards - Grand</b> Finals VA Voice Awards 2020 UK VA Awards 2020, including UK Best Newcomer 2020 and UK Outstanding VA 2019 2:45pm - 3:25pm	<b>Deal or No Deal? Closing</b> the sale (and more!) 3:30pm - 4:30pm			

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