



MELBOURNE EA GROUP

6TH BIRTHDAY BONANZA

An online celebration packed with guest speakers, prize giveaways, instant value adds, cocktails, games and a whole lot of fun!

FRIDAY 13TH NOVEMBER

Birthday Bonanza 12.30pm - 5pm

Names, Games & Rock 'n' Roll 7pm - 9pm

Program

12:30 PM - OPENING



YOUR HOSTS

CARMEL BOND (MEAG)

&

HOLLY BAILEY (THE EA INSTITUTE)



12:45 PM

SHELAGH DONNELLY

@ EXCEPTIONAL EA (CANADA)

HOW TO BE PRODUCTIVE AND EFFECTIVE
WORKING REMOTELY OR AS PART OF A
HYBRID TEAM



2:00 PM

STEUART SNOOKS

@ E-MASTERY

THE SCIENCE OF WRITING
EFFECTIVE EMAIL



3:00 PM

AMANDA VINCI

@ THE EA INSTITUTE

FROM SURVIVAL TO ULTIMATE FULFILMENT IN
YOUR CAREER



4:00 PM

NICKY CHRISTMAS

@ PRACTICALLY PERFECT PA (UK)

WORKING AS A STRATEGIC ASSISTANT -
MEETING AND EXCEEDING EXPECTATIONS



5PM - DAY SESSION CLOSE

NAMES, GAMES & ROCK 'N' ROLL

7PM TO 9PM

VIRTUAL INTERACTIVE FUN

WEAR YOUR BEST
FRIDAY 13TH OUTFIT

WITH *BRIHONY DAWSON*



MELBOURNE EA GROUP

Carmel Bond



FOUNDER

@ MELBOURNE EA GROUP

CO-FOUNDER

@ CONNECT EA

PROJECT COORDINATOR

@ GROCON

Melbourne EA Group (MEAG) was founded by Carmel in November 2014. As an EA, Carmel often felt isolated and sometimes overwhelmed in her role.

After speaking on a panel at an EA conference, Carmel came up with the idea of starting an EA group as it was clear there was a gap in the market, and that Melbourne needed a place for assistants to come together, socialise, support, connect, inspire, learn and grow. Carmel made it her mission to fill this gap – and so MEAG was born.

in 2020, Carmel joined forces with Jordan Leask from TIXSTAR Group to create the first online marketplace that connects our EA audience with business suppliers directly.

Connect EA provides EA's with solutions for any requirements in the easiest way.

Carmel is an extremely passionate EA – named Morris Jones Secretary of the Year 2017 - and a bit of a social butterfly – so it made sense to combine her genuine love of people with her strong career ambition. Originally starting as a passion project, MEAG has grown into one of Melbourne's premier professional networking communities.

Carmel also works as Project Coordinator/EA to Head, BtR at **Grocon** - Creating amazing and enduring real estate.



MELBOURNE EA GROUP

connect ea



Holly Bailey



CLIENT RELATIONSHIP MANAGER @ THE EA INSTITUTE

Holly Bailey brings to her role at **The EA Institute**, an insightful, energetic, and positive approach, that is reflective of her attitude to life.

Holly is the Business Development Manager at The EA Institute and the Lead Facilitator inside The High Performers Network.

A self-professed network-a-holic (aka social butterfly), Holly loves developing creative solutions and opportunities for collaboration.

Holly brings to the table more than 10 years' experience supporting Senior Executives in high level Executive Assistants roles, with significant experience working in the professional services and legal industries.

As an advocate for the empowerment and advancement of women, she is also Founder of 'Play like a Girl', a movement dedicated to the empowerment girls through sport.

Holly is a certified practitioner of several human behavioural tools, including Meta Dynamics, and is an Accredited EDISC Consultant and trainer. Holly recently completed a negotiation program at Harvard Business School.

Holly is dedicated to continually learning and growing to ensure she can bring her best to any endeavour, in order to help others succeed and excel.

the
EA
institute



Shelagh Donnelly



HOW TO BE PRODUCTIVE AND EFFECTIVE WORKING REMOTELY OR AS PART OF A HYBRID TEAM

Most assistants left their offices in early 2020 to work from home given the COVID-19 pandemic. For many, what was initially perceived as a short term arrangement remains in effect. As we wind down this most extraordinary year, new norms continue to form. Some EAs and PAs are back in office environments (or never left), yet may have colleagues and other stakeholders who work remotely.

A number of EAs and PAs anticipate returning to office environments in the months ahead. Some look forward to hybrid career arrangements, working in office “bubbles” and at home. Yet other EAs and PAs may work remotely on an ongoing basis. Practices that began as short term accommodations may become a way of life, and so this is a good opportunity to think about effectiveness.

As 2020 has reminded us, some things are beyond our control. You can, however, control your attitude and manage your professional relationships. Join Shelagh for this look at how you can positively impact your executive and employer, and add value through self management.

KEY LEARNING POINTS

- CONTROLLING WHAT YOU CAN, AND RESOURCES THAT HELP YOU ADD VALUE
- SELF MANAGEMENT, WHETHER IN THE OFFICE OR WORKING REMOTELY
- RELATIONSHIP MANAGEMENT



Steuart Snooks



THE SCIENCE OF WRITING EFFECTIVE EMAIL

These days, more and more communications are being sent via digital, written channels rather than as spoken or verbal conversations.

Despite a plethora of other tools, the majority of these messages are being sent via email (circa 80%).

The challenge these days is to be able to write messages that:

- get attention
- engage interest and
- stimulate a timely response from the reader

... in about 2 to 4 seconds!

This presentation will give an overview of the key elements for writing email that gets results and enhances your reputation as a clear communicator.

KEY LEARNING POINTS

- LEARN KEY ELEMENTS FOR WRITING EMAIL THAT GETS RESULTS
- ENHANCE YOUR REPUTATION AS A CLEAR COMMUNICATOR.



MELBOURNE EA GROUP



Amanda Vinci



FROM SURVIVAL TO ULTIMATE FULFILMENT IN YOUR CAREER

Amanda Vinci is an Internationally Accredited Coach, Practitioner of Meta Dynamics, Accredited EDISC Consultant, Leadership Enthusiast and International Keynote Speaker, Trainer and Founder & CEO of The EA Institute.

Although not traditional in her approach – Amanda operates from enabling people to see something different, allowing creative thinking to thrive while disrupting traditional EA training methods. She inspires people to become their best and understand how to inspire others to be their best.

Amanda is a life-long learner who continually strives to keep learning. Her ongoing research includes areas of artificial intelligence, neuroscience, human behaviour, the psychology of emotion, patterns of thinking and mindset.

This session will show you how to move from survival to ultimate fulfillment in your career. What makes this so effective is that it focuses on the different stages of career development as an EA. If you've been looking for a new way to define what development you need, this is the place to start.

KEY LEARNING POINTS

- MOVE FROM SURVIVAL TO ULTIMATE FULFILMENT

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Nicky Christmas



WORKING AS A STRATEGIC ASSISTANT - MEETING & EXCEEDING EXPECTATIONS

Most assistants will have a good understanding of the technicalities of the role but may struggle to understand what their boss really expects from them. It is certainly never nice to hear your boss say phrases such as 'Back to the drawing board' or 'this is good but not quite what I wanted'.

In this session, Nicky will cover exactly how Assistants can understand their Executive's expectations and ultimately exceed expectations.

We will discuss communicating effectively, understanding objectives and aligning tasks with the strategic direction of the organisation.

KEY LEARNING POINTS

- UNDERSTAND & EXCEED EXPECTATIONS
- ALIGN TASKS WITH STRATEGIC DIRECTION

PRACTICALLY PERFECT PA
THE ONLINE RESOURCE FOR EXECUTIVE AND
PERSONAL ASSISTANTS



Reign & Shine Events Catering

reign & shine
Events

MELBOURNE ATTENDEES ONLY



EAT ME THROUGH THE DAY

Inclusions:

- 1 75g Hey Tiger Chocolate block
- 2 Mini Rice paper rolls
- 1 Mini Chicken sandwich
- 1 Vanilla Choux

EAT & DRINK ME IN THE EVENING

Inclusions:

- 1 120ml Espresso Martini
- 1 125g Maffra Aged Cheddar
- 1 125g Bleu d'Auvergne AOP
- 1 125g L'Artisan Fondant
- 12 Water Wheel Crackers



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EXCEPTIONAL EA



PRACTICALLY PERFECT PA
THE ONLINE RESOURCE FOR EXECUTIVE AND
PERSONAL ASSISTANTS

NAMES, GAMES & ROCK 'N' ROLL

WITH BRIHONY DAWSON

FRIDAY 13TH NOVEMBER FROM 7PM

Hosted by one of the most sought after and cheekiest MC's in town, Names Games & Rock 'n' Roll is the best time you can possibly have at work or with your friends...Except for that ONE Christmas party that time... It's an engaging and fun-filled hour of power, that combines your love of music, games & general knowledge in a laugh out loud, sixty-minute, virtual event. If you're looking to put back the smiles that COVID stole, then look no further than Names, Games & Rock n Roll.



**SHOW US YOUR BEST
FRIDAY 13TH OUTFIT**

B/D
BRIHONY
DAWSON



MELBOURNE EA GROUP

Available to 100 participants only