



The EA of the future

Professional development and networking
forum 17 September 2015

You are invited to the inaugural professional development and networking forum for Executive Assistants/Personal Assistants hosted by Sydney Water.

Network, learn, share and grow

Sydney Water is proud to host our first forum to support the profession of Executive Assistants/Personal Assistants. We are inviting Executive Assistants/Personal Assistants from other organisations to join us for an opportunity to network, learn, share and grow together.

When: Thursday 17 September – 9.00 am – 3.30 pm

Where: Sydney Water, 1 Smith Street, Parramatta

Register: www.eaofthefuture.eventbrite.com.au Registration is free - limited seats available.

The EA of the future - Agenda

8.30 am Registration and coffee/ tea on arrival

9.00 am Welcome and Introduction

Lizzie Wagner,
Director The Lizzie Wagner
Group
Mary Zuber, Sydney Water

9.30 am Succeeding as a woman in business

Sandra will talk about the evolving role of the EA, her professional journey and passion for supporting women in business

Sandra Gamble
General Manager Business
Strategy and Resilience
Sydney Water

10.00 am Sailing through your workday

Jim Mitchell, who is passionate about sailing, will give an interesting perspective on how you can transfer life skills into the workplace.

Jim Mitchell
Chief Financial Officer
Sydney Water

10.30 am Achieving the nirvana of work/life balance

Explore practical strategies to achieve work/life balance and how progressive organisations are supporting their employees to be happy, healthy and productive.

James Wallace,
Wellbeing Project Manager,
Sydney Water
Michelle Buckmaster
EA CEO, AON Hewitt

11.00 am Morning tea

11.20 am Q&A panel

Join a lively discussion with our expert panel of EAs. We'll open up our Ideas Bureau to discuss our challenges and opportunities, the role of technology, and how to excel as an Executive Assistant/Personal Assistant – Partners in Business.

Lauren Scott Sydney Water

Katie LeRoy Sydney Water

Tania Rizoski Ove Arup

Brenda Patterson Urban Growth NSW

Gayle Edwards Zurich Australia

Facilitated by Lizzie Wagner and Mary Zuber

12.00 pm Networking lunch

12.30 pm Maximise the use of technology to be an efficient and effective Executive Assistant/Personal Assistant.

This power packed presentation will demonstrate how to get on top of things and use technology more effectively to manage workloads, maximise productivity, and reduce stress.

Mario Halouvas,
Learning and Development
Manager,
Priority Management

1.30 pm Interpersonal effectiveness skills

A unique and interactive session to give you practical skills that will help you build relationships and influence both professionally and personally.

Lizzie Wagner

The Lizzie Wagner Group

David Villanti

Actor/coach

2.30 pm Closing address: The profession of the Executive Assistant/Personal Assistant now and into the future

Aloisie Krasny

EA to the Chief Financial Officer
Sydney Water

3.00 pm Farewell afternoon tea and close of conference

Enquiries

Email: aloisie.krasny@sydneywater.com.au Tel: 02 8849 6434

About our speakers

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|  | <p>Lizzie Wagner is a much sought after international speaker with over 25 years' experience as a trainer, events manager and presenter for fashion and television. She has trained corporate professionals, CEO's, models, actors, politicians, TV and sporting celebrities on image and presentation. Lizzie was a finalist in the Telstra business women's Awards, Lifetime Achievement Award and the International MAXI Awards and BOMA Australia awards for event management. Lizzie travels yearly to outback Australia working on indigenous empowerment programs.</p> |
|  | <p>Mary Zuber is Senior Advisor Employee Engagement and Communication at Sydney Water. Prior to joining Sydney Water, Mary had over 20 years' experience as a marketing and communications professional who has worked in retail, hospitality, shopping centre management, film and television for organisations including Dymocks, Civic Video, Balmain Tigers, Jones Lang La Salle and United International Pictures. Mary is a strong advocate for diversity and women in leadership.</p> |
|  | <p>Sandra Gamble BE (Elec) (Hons), MBA, FAID, is Sydney Water's General Manager of Business Strategy and Resilience, following her time at Jemena Limited where she was General Manager, Regulation and Strategy. As a result of her extensive experience in the gas and electricity industries, Sandra has worked as a sought after consultant for government (including NSW treasury), regulators and businesses on utility reform, market development and corporate regulatory strategy.</p> |
|  | <p>James K Mitchell B Com FCPA MAICD is the Chief Financial Officer of Sydney Water. Before joining Sydney Water, Jim ran Synergy, Western Australia's largest energy retailer, who supplied electricity and gas to over 1 million customers. Prior to that, Jim held roles at Ergon Energy, MIM, Australian Industry Development Corp and Thiess. With his passion for sailing he was part of the crew on 'Papillon' in the 2014 Sydney to Hobart Yacht Race where they came 17th in the fleet of 117 boats.</p> |
|  | <p>Michelle Buckmaster is a Senior Executive Assistant to the CEO, Asia Pacific, Middle East & Africa for Aon Hewitt Consulting and is an advisory member of the Aon Charitable Foundation. Michelle's career over the past 20 years has been predominantly in the finance industry, for companies such as KPMG and PKF, supporting senior Executives in Australia and UK.</p> |
|  | <p>James Wallace is Sydney Water's Wellbeing Project Manager. James has worked in management roles for over 15 years, across a range of industries including government, banking, customer service, and communications. His focus is to implement sustainable programs that will measurably improve physical, mental, financial and career wellbeing.</p> |
|  | <p>Tania Rizoski is Personal Assistant to the Australasia Region CFO and Company Secretary. Tania has over 12 years' experience working as a Personal Assistant to Senior Executives within globally recognised organisations. Tania founded and Chairs the Arup Regional PA Network comprising of all EA's and PA's within Arup Australia and Singapore. She was nominated for and successfully participated in the Arup Future Leaders Program and was Executive PA Magazine's PA of the Year Awards Runner-up in 2014.</p> |

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|  | <p>Gayle Edwards is Executive Assistant to the CEO Life & Investments Zurich Australia. Prior to this, her role was Executive Assistant to the Executive General Manager of Business Lending at NAB, with responsibility for supporting the EGM in managing his team of approximately 155, most of whom were located in Melbourne. Gayle holds a Certificate in Financial Markets from the Securities Institute of Australia as well as an Advanced Secretarial Diploma from the Metropolitan Business College.</p> |
|  | <p>Brenda Patterson is the Executive Assistant to the Head of Retail Transition at Urban Growth NSW. Originally from Canada, Brenda has been living in Australia for 20 years. She has worked for a number of multinationals such as Pepsi-Cola, Pfizer Pharmaceuticals and Canon Australia. Key achievements include being part of the 10,000 Home Sites project which was a Finalist in the Premier's Public Sector Awards for 2014.</p> |
|  | <p>Lauren Scott is Business Support Officer, Corporate Services & Procurement Sydney Water. Lauren has spent over 10 years working in administration including several years supporting four directors at Rentokil as an Executive Assistant. Lauren loves working in challenging roles that allow her to develop her skills further and network with other EAs/PAs.</p> |
|  | <p>Katie LeRoy is the Business Support Leader for the Transformation Team at Sydney Water. She supports the General Manager, Transformation and also leads the area's business support team. Katie has a Bachelor of Business Marketing, and over 13 years of experience within Sydney Water, holding EA roles across the organisation including supporting the CIO, CFO and General Manager Corporate Services.</p> |
|  | <p>Mario Halouvas is Learning and Development Manager Priority Management Australia. With over 10 years' experience as a Facilitator and Executive Coach, Mario combines his extensive corporate and performance expertise to build quick and lasting rapport with the people he trains. In his role at Priority Management Australia, Mario conducts training needs analysis, develops tailored programs for clients, and delivers executive programs to help people work effectively.</p> |
|  | <p>David Villanti re-trained as an actor in 2002 after 24 years in the Australian Army. Since then he has performed in a wide range of productions on stage, in film and television including the Channel Nine crime series <i>Abe Saffron</i> and the popular series <i>Rake</i>. He has appeared in <i>Families of Crime</i>, <i>Rake</i>, <i>Special Rescue Operations</i> and is the face of the Royal Lifesaving campaign for swimming, Samsung and Canberra tourism. His extensive experience sees him deliver corporate "live role play" covering, communication skills, general negotiation skills and conflict resolution.</p> |
|  | <p>Aloisie P Krásný is the Executive Assistant to the Chief Financial Officer of Sydney Water. She spent 20 years living in the UK where she worked for the Rothschild Family and the European Bank for Reconstruction and Development assisting the Czech Director and working with diplomats and politicians. Since her return to Australia she has worked as EA to the CEO of Prudential Insurance and the Deputy Director-General of the NSW Cabinet Office. Aloisie was nominated as a Finalist for Executive Magazine - PA of the Year Awards 2014.</p> |