



THE ASSISTANT ROOM LIVE

EVENT GUIDE

SELF-LOVE + CONFIDENCE



THE ASSISTANT ROOM LIVE

INTRO

The Assistant Room is a global membership platform dedicated to improving the lives of Personal and Executive Assistants through the power of personal connections. We act as your big sister providing unbiased, in depth support to professionals at all stages to focus on their skills, build their networks and take their career to the next level.

Since our inception we have worked with thousands of professionals around the world to overcome problems, gain new skills, build their global network, exceed their own expectations and achieve greatness.

Whether you are a team assistant to five Directors, a PA to the board or you look after a jet setting celebrity, we are here for you.

We are thrilled to see you here today at The Assistant Room Live 2020. Our mission with all of our events is to help you develop your skills during a full day of growth and self-love, mingling with top assistants online and sit in on thought provoking talks from TEDx speakers, psychologists, career gurus and award winning Executive Assistants. We want you to take your professional knowledge and personal well-being to the next level and be part of the most empowering series of live events London has to offer.

We wish you all the best for today and hope you have fun meeting and learning from our line up of inspirational speakers and guest instructors. Make sure you engage with our opinion polls, Q+A sessions and show us lots of love on social media with [#theassistantroomlive](https://twitter.com/theassistantroomlive)

Lots of love,

The Assistant Room team x



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AGENDA

9:30am

Ballet Barre Class with Samantha Woodhouse

Join Samantha Woodhouse, a professionally trained ballet dancer previously dancing principal roles including The Sugarplum Fairy, Swanilda in Coppelia and who has collaborated with Principals from the Royal Ballet, for a 40 minute class that will tone and shape your body with an elegant workout targeting your legs, glutes and core.

11:30am

Cultivating Inner Strength: Breathing your way to inner power and confidence with Yoga + Breathwork Teacher Emily Callow.

In this 40 minute session, Emily will be introducing techniques that teach us how we are able to cultivate inner power and confidence by focusing the mind through 'prana' the breath, our life force. Covering 2/3 pranayama and breathing techniques that are short, simple and available to us anywhere at any time of the day, we will be learning how to either calm or energise ourselves depending on what it is we feel that we need in that moment

2pm

How to Disrupt Your Inner Critic and Believe in Yourself with Expert Executive Assistant panel featuring Kelsea Lindsey, American Express Global Business Travel + Melissa Hume, First State Investments

Learn how to disrupt your inner critic and harness your inner power and strength to believe in yourself at work. With expert insight from two inspirational top Executive Assistants who have overcome some of the toughest personal challenges in life, we will be digging deep into their stories and the biggest lessons they have learnt along the way.



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5pm

The Cocktail Lounge

Welcome to the cocktail lounge! Let's get the party started! Join this online session with expert mixologists from The Cocktail Service who will be teaching you how to make two cocktails. What you will need:

Tom Collins

RECIPE (PER COCKTAIL) Gin / Vodka / Rum - 50 ml

Sugar Syrup / Gomme - 15 ml

Fresh Lemon Juice - 20 ml

Soda Water - 125 ml

GLASS - Hi-Ball

ICE - Cubed

GARNISH - Lemon Slice wrapped around a Maraschino Cherry pierced by a Skewer

Mule

RECIPE (PER COCKTAIL) Gin / Vodka / Rum - 50 ml

Fresh Lime Juice - 15 ml

Ginger Beer - 150 ml

Angostura Bitters - 3 dashes

GLASS - Hi-Ball

ICE - Cubed

GARNISH - Lime Wedge



TAR

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6pm

7 Steps to Easy Self Love with Theresa Fowler CEO The Thought Shifter

Do you ever feel overwhelmed with the idea and pressure of making everyone around you happy? Do you always put others before you, wishing you had more time to spend on yourself but unsure how to make time in your busy schedule? In this session, Theresa will guide us through everyday tips and techniques you can use to increase the feeling of self love in your life.

6:50pm

The Power of Adversity with Personal Branding Coach and TEDx speaker Hannah Power

The topic of her TEDx talk, this talk aims to inspire those who may be struggling or dealing with adversity and low confidence to find strength and power through the pain. In this talk, Hannah shares her own story of being kidnapped and raped whilst on holiday and the journey of healing she went through to find inner peace, self-love, and happiness.

7:30pm

Power At Work: What is it, how is it evolving and how can you access yours to unleash your full potential? With Antoinette Dale Henderson: Speaker, Executive Coach and Founder of The Gravitas Programme

Many people have a narrow definition of power and believe you either have it or you don't. In fact, power is multifaceted and can be used positively and negatively, shaping every interaction we have.



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In this talk, Antoinette will share insights from her new book, *Power Up: The Smart Woman's Guide to Unleashing Her Potential* and offer a fresh perspective on how we can all channel this valuable force for change, both personally and within organisations.

You'll come away with insights into how you can tap into your own inner strength, communicate more powerfully and propel yourself forward towards your goals.

Antoinette is a TEDX speaker and is regularly quoted in the media about leadership, communication skills and furthering the cause of women in business. Her latest book, *Power Up*, is shortlisted in the 2020 Business Book Awards in the 'exceptional book that promotes diversity' category.