



THE ASSISTANT ROOM LIVE

EVENT GUIDE

PERSONAL BRANDING + STRATEGIC SUCCESS



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 this evening 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

5.10pm

Introduction with Jess, Founder of The Assistant Room

5.20pm

How to redefine your professional foundation and set your values for long term success With guest speaker Terentia Browne, award winning Founder + Chief Vision Officer at Greenleaf Leaders.

6.10pm

Supercharge your LinkedIn to achieve success on your terms With guest speaker Alexandra Galviz, LinkedIn Top Voice(Named by LinkedIn in the top most influential content creators in the UK) + LinkedIn Learning Instructor

7pm

Expert panel discussion: Beyond the glass ceiling With guest speakers Hallie Warner, Chief of Staff at Adam Hergenrother Companies and Co-Author of The Founder & The Force Multiplier and Scott Chapman EA at Guardian News and Media

7.45pm

Show UP. Rise UP. Wise UP. With guest speaker and entrepreneur Dani Wallace, Business Coach and Managing Director at IATQB8.30pm: Event close