



THE ASSISTANT ROOM LIVE

# EVENT GUIDE

MENTAL HEALTH + WELLNESS



## 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 taking part in The Assistant Room Live 2020 during the COVID-19 pandemic. Our mission with all of our events is to help you develop your skills, build your confidence, mingle 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 the final Assistant Room Live event of this year 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

Lots of love,

Jess, Founder + CEO at The Assistant Room



## AGENDA

**6.20pm**

Introduction with Jess, Founder of The Assistant Room

**6.30pm**

Yoga at Your Desk with Emily Callow, resident Assistant Room Yoga and Breathwork teacher.

**7.10pm**

Executive Assistant Fireside Chat: Managing Your Mental Health as an Assistant with Danielle Francis FGPA PRINCE2, EA to Chairman EMEA & APAC at Ankura

**7.50pm**

Trigger Mapping + How to Introduce Coping Mechanisms Into Your Daily Routine with Business Psychologist and Psychodynamic expert Danni Haig, Founder of DH Consulting.

**8.30pm**

Event Close