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Sixth Biennial National Conference

EA/PA of the Year Awards Dinner

23 AUGUST 2006

National Museum of Australia, Canberra

8am	Registration desk opens
	Morning Sessions – Visions Theatre <i>Conference MC – Therese Toohey, Director, ttco Pty Ltd</i>
9am	Welcome <i>Janis Dogan, Acting Chair, Expand Executive Committee</i>
9.05am	Official Opening <i>Dr Jeff Harmer, Patron of Expand, and Secretary of the Department of Families Community Services and Indigenous Affairs</i>
9.15am	Keynote Address – Going Downhill Fast! <i>Michael Milton, Fastest Ever Australian Skier</i>
10.15am	Morning tea
10.45am	Valuing the EA/PA Role <i>Tony D'Arcy, Managing Director, PEP Worldwide</i>
12pm	Lunch
	Afternoon Sessions – Peninsula Room
1.30pm	Death to Superwoman – arise Wonder Woman! – a cautionary tale for women who do too much <i>Virginia Haussegger, ABC Newsreader</i>
2.15pm	Health and Nutrition to Improve Work Performance <i>Dr Manny Noakes, champion of health and wellbeing</i>
3pm	Afternoon tea
3.30pm	Happiness at Work – why should this matter to us? <i>Amanda Horne, executive coach, advisor and facilitator</i>
5–5.30pm	Discussion Session
5.30pm	Conference Close
6.00pm	Pre Dinner Drinks – The Hall
7 for 7.15pm	Conference Dinner – Presentation of EA/PA of the Year Award – The Hall

S P E A K E R S



Michael Milton, Fastest Ever Australian Skier

Michael Milton is one of Australia's best-known and most respected athletes. His four-gold-medal haul at the 2002 Winter Paralympic Games in Salt Lake City endeared him to a sport-loving nation and earned him the title of World Sportsperson of the Year with a Disability. At the 2006 Winter Paralympic Games Michael won a silver medal in the Downhill and retired with a career tally of 23 Paralympic and World Championship medals. Just one month later he was back on the speed skiing track where he took the open Australian Speed Skiing Record, clocking 213.65km/hr. He is officially the fastest ever Australian skier.



Tony D'Arcy, consultant and development professional

Tony D'Arcy is Managing Director of PEPworldwide. Tony has worked as an executive coach with many senior people in the APS assisting them to increase their effectiveness and efficiency.

Many Executive Assistants find it hard to talk about their role, to sell themselves and their work. The major implication of this is that those who see the EA sitting at their desk may not appreciate the amount or the quality of the work they do, and the value that they add to their work area's effectiveness.

This session will cover two areas - the span of the legitimate roles for an Executive Assistant, and the introduction of some simple techniques for helping EAs to sell those roles at selection interviews and performance feedback sessions.



Virginia Haussegger, ABC Newsreader

Virginia is the face of ABC's TV News in Canberra, presenting the national broadcaster's 7pm news each weekday. Her twenty years as a television journalist have taken her around the world, reporting from the Middle East, Europe, Washington and New York. In 2005 Virginia published a book titled *Wonder Woman* - about choices or the lack thereof, for women who are told they can "have it all".



Manny Noakes, champion of health and wellbeing

How diet and exercise affects your ability to work efficiently and effectively. You'll never skip breakfast (or lunch!) again! Dr Noakes is a Senior Research Dietitian at CSIRO in Adelaide, and is a key member of CSIRO's research team looking at diet, nutrition and health. Dr Noakes is leader of the research team that developed the CSIRO's Total Wellbeing Diet which promotes healthy, balanced and satisfying meals that will help most people lose weight safely.



Amanda Horne, Executive coach, advisor and facilitator

An introduction to the latest research and evidence on happiness, wellbeing and life satisfaction. How are these relevant to our work? What are the implications for our relationships with colleagues? Learn practical tips on how to strengthen our positive energy. Amanda, an executive coach, facilitator and corporate adviser, works in the areas of positive leadership and positive organisations. Drawing on over 23 years of corporate experience, Amanda works with CEOs, senior executives, middle managers, and teams in the public, private and not-for-profit sectors to help them create thriving, flourishing work environments.