



2017 Professional Assistants Forum *The Art of Connecting*

Wednesday 26 July



Zealandia, 53 Waiapu Rd, Karori, Wellington

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Programme

Time	Event
9.30am	Registration and welcome <i>Coffee and tea on arrival</i>
10.00am	Opening remarks <i>Rebecca Dobbs, PACE Chair</i>
10.10am	Redefining attitudes to work relationships <i>Adam Cunningham, Managing Director, Village Accommodation Group</i> Workplace attitudes have an effect on every person in the organisation, from the employees to the company owner. Attitudes help develop the prevailing workplace environment that determines employee morale, productivity and team-building abilities. Adam will share tips on how positive and negative attitudes affect the workplace, and some concepts of how to impact attitudes positively for better business success.
11.15am	Making Life Work - Organising Chaos <i>Lisa O'Neill, Motivational Speaker</i> Modern lives are busy lives: work, family, friends, health, finance, and more. Find out how to manage it all. Lisa will share tips on learning the art of juggling priorities with good planning, so you can feel on top of it all and can do more of what you want. Lisa will teach you to be a talented multi-tasker, to navigate your never ending list of roles, to learn to let the small stuff go, and to prioritise living a life that you love.
12.10pm	Lunch <i>Kindly hosted by Orbit.</i>
1.00pm	Working Smart - Managing your time and energy effectively <i>Chris MacIntosh, Director Sales & Delivery, Priority Management</i> Empower people to consciously and purposefully take control of their work. Chris will share tips and tricks for work management and work flow using the email and calendar tools you have available to enable you to juggle your to do list successfully.
2.00pm	The view from the other side of the desk <i>Karen Fifield - Chief Executive, Wellington Zoo; Kirk Hope - Chief Executive, BusinessNZ and Allan Freeth - Chief Executive, Environmental Protection Authority</i> Our panel of Chief Executives will share their take on the working relationship and what is needed between the CE and assistant to make it a great partnership.
3.10pm	Closing remarks <i>Rebecca Dobbs, PACE Chair</i>
3.15pm	Networking drinks <i>Kindly hosted by Madison Recruitment.</i> Please join us at the end of the day to network with PACE members.

Speakers

Adam Cunningham - Managing Director, Village Accommodation Group

Adam is the owner of several service related businesses throughout New Zealand, including a multi-site hotel and serviced apartment provider, urban backpacker, conference centre, online marketing group and business development consulting company. He has written training material for the service sector for 20 years and trained more than 10,000 people in the art of soft skills.



Adam is also involved in many industry support entities, including being National President of Hospitality New Zealand until October 2016 and Hospitality Industry Advisory Group for government. As an active supporter of sport and the arts, Adam remains a major sponsor of the Wellington Saints Basketball team, New Zealand Arts Festival, New Zealand Fringe Festival, Capital E, Save the Kiwi, New Zealand Opera and the New Zealand Ballet with more than \$240,000 given to these charities through his businesses in the past 12 months. Dad to 3 with only one left to get through the teen years.

Lisa O'Neill - Motivational Speaker

Lisa O'Neill is a keynote speaker and motivator, who has dedicated her life to the art of empowerment. She is the author of two books, Look Gorgeous, Be Happy and Juggling in High Heels.

Lisa works with businesses, large and small, who want polished, professional staff that make a difference to delight their customers. She works with individuals who understand the power of personal presentation and offers a range of public events for people who want to change their lives. She believes we all want to be happy, to have energy, to feel amazing but so few know how. How to have, do, and be the vibrant energetic person that they dream of being.

Lisa's keynote presentations are guaranteed to leave you feeling motivated, inspired and full of energy.



Chris MacIntosh - Managing Director Priority Management Wellington

Chris has a lifetime background in facilitation and coaching, initially as a school teacher for eleven years and in business across all levels of organisations from SME's through to large corporates and government departments. His experiences, from sales consultant to Regional Manager in his nine years with Tait Communications and then as Franchise Manager at Telecom for seven years, built a tremendous platform for his acquisition of the Priority Management Distributorship for the Wellington region in NZ over sixteen years ago.



Since then Chris has excelled as a facilitator, consultant and coach delivering the wide range of programmes Priority Management offer, training new facilitators and coaches and managing the business. He brings enthusiasm, passion and energy aplenty as a facilitator and believes strongly that true learning comes from within a person. Empowering people to create the freedom for what matters most means that the full focus of the facilitator is on the learner and their specific needs.

Karen Fifield - Chief Executive, Wellington Zoo

Karen has been the Chief Executive of Wellington Zoo for 10 years and is a Member of the New Zealand Order of Merit MNZM for Business and Animal Welfare. Karen is a member of the NZ IUCN Committee, the NZ Animal Behaviour and Welfare Consultative Committee, the Zoo and Aquarium Association Australasia Board and the Sustainable Business Council Advisory Board.

Karen won the 2009 HER Business Wellington award for outstanding business leadership and sustainability and the 2010 HER Business NZ National award for outstanding business leadership. Karen was 2010 Wellingtonian of the Year in the environment category. Karen was a finalist in both the 2014 and 2015 Westpac/Fairfax Media NZ Women of Influence Awards in the Social Enterprise category and the Board and Management category respectively.



Photo Credit: Lucy Aitchison

Kirk Hope - Chief Executive, BusinessNZ

Kirk Hope is the Chief Executive of BusinessNZ, New Zealand's largest business advocacy body, advocating for New Zealand's success through sustainable market-led growth. Kirk previously led the New Zealand Bankers' Association and Financial Services Federation after holding a range of senior positions at Westpac, including Head of Government Relations and Regulatory Affairs.

A barrister and solicitor with a master's degree in law focused on regulation of financial services, Kirk also holds a post graduate honours degree in political science. For five years he was a member of the Commercial and Business Law Committee of the New Zealand Law Society.



Allan Freeth - Chief Executive, Environmental Protection Authority

Allan Freeth took up the role of Chief Executive of the Environmental Protection Authority (EPA) in September 2015. He has extensive experience of both governance and management, and is well-known across New Zealand's business, cultural, and public sectors.



Dr Freeth's previous managerial roles include seven years as Chief Executive of TelstraClear Limited (2005–2012), and five years as Chief Executive/Managing Director of Wrightson Limited (to 2004). Prior to that, he held senior management roles in Wrightson Rural and at Trust Bank New Zealand Limited.

He is currently Chair of Triplejump, and was Chair of Housing New Zealand Corporation until July 2015, and Chairman of the Advisory Board of Global Film Solutions until April 2017. He is also active in the not-for-profit sector with previous roles as Chair of Queen Margaret College, and Save the Children New Zealand, Deputy Chairman of Film NZ, and a Director of the Malaghan Institute. At present he is Deputy Chairman of Crimestoppers, and acts as an advisor for a number of charities associated with child and youth organisations.

Dr Freeth holds a BSc (1st class Honours) degree in Zoology, a Doctorate in Philosophy in Population Genetics, and an MBA with Distinction.

Logistics

TRANSPORT

Shuttle vans will be available to pick you up from the main entrance of Wellington Railway Station at 8.45am and bring you to Zealandia. After the Forum, there will be two shuttles at 3.15pm and 4.00pm to take you back to the railway station. There is no charge for this service.

If you prefer to drive, Zealandia has free parking available. We would also encourage you to car pool with friends/colleagues where possible.

REGISTRATION

The registration desk will open at 9.15am. Tea/coffee and something light to eat will be available on arrival. Please be seated by 10.00am for the Chair's welcome.

CONCLUSION OF THE DAY

We invite you to stay for drinks and the opportunity to mingle with your colleagues, some of the speakers and our sponsors, Madison Recruitment. There will also be the option to participate in a brief 20 minute guided tour of Zealandia if you're keen. You will need to bring sensible walking shoes and a jacket to keep warm.

CONTACTS ON THE DAY

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