



# PA & Secretarial Conference 2020

*An essential conference for PAs, EAs, Secretaries, Office Managers and Administrators, providing engaging and energising sessions which will help you gain the edge at work.*

**Tuesday 31 March 2020**

**Hilton Hotel, 303 Deansgate, Manchester**

**Cost to attend: £75.00 + VAT (£90.00)**

*“Really informative, good chance to network”*

*“Everything about it was fantastic.”*

*“Do not hesitate to attend - this was my first one, but most definitely not the last.”*

2019 attendee comments

- 09:00**            **Registration & Refreshments**
- 09:30**            **Welcome and Introduction**  
*Mike Ode, Potential Unearthed*
- 09:35**            **How to be a better PA: Creating and maintaining a successful dynamic**  
*Matthew Taylor, Partner, Eversheds Sutherland and  
President of Manchester Law Society*  
*Tracy Wroe, Legal Secretary, Eversheds Sutherland*
- 10:10**            **Mental Health is Everyone’s Business!**
- What is mental health?
  - Aligning mental health with physical health
  - Looking after and protecting our mental health and wellbeing
  - The case for proactive, preventative action in the workplace  
*Dr Libby Artingstall and Dr Sile McDaid, Team Mental Health*
- 10:55**            **Break & Refreshments**
- 11:15**            **Using social media professionally**
- How to create a social media strategy
  - Curating your online profile
  - Pitfalls to avoid  
*Dan Nolan, The E Word*



**12:00 Resolving Conflict – Are you in or out of the box?**

- Perception Filters – How do others see you in conflict situations?
- An introduction to ‘In and out of the box’ mentality. Do you live in it or out of it?
- Identify useful strategies to prevent your ‘allies’ from fuelling your justification.
- Understand 5 key conflict handling models and identify when it’s best to use each technique

*Mike Ode, Director, Potential Unearthed*

**12:45 Conference close & Networking Lunch**

**Cost to attend:**

£75.00 + VAT (£90.00)

To book your place, please complete the form below and return to  
[VictoriaRidge@manchesterlawsociety.org.uk](mailto:VictoriaRidge@manchesterlawsociety.org.uk) or click here to book online.



**PA & Secretarial Conference – 30424**

Please reserve me .....place/s on the above conference at £75.00 + VAT (£90.00), I will pay by cheque made payable to the Manchester Law Society or by bank transfer to Manchester Law Society at the bank account number: 02014114 Sort Code: 01-05-31 using the delegate name and course or the invoice number as a reference.

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**Please note payment must be received prior to the event.**

Please tick here if you are happy for us to contact you by electronic means (email or SMS) with information about events, services and goods we feel may be of interest to you. Your contact information will not be shared with any third parties.

**Please return the completed form to:**

Manchester Law Society, 64 Bridge Street, Manchester, M3 3BN, DX 14378 Manchester, or email your form to  
[CarlaJones@manchesterlawsociety.org.uk](mailto:CarlaJones@manchesterlawsociety.org.uk) or [VictoriaRidge@manchesterlawsociety.org.uk](mailto:VictoriaRidge@manchesterlawsociety.org.uk)

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