



# CORPORATE PA SUMMIT

**ONE DAY. A LIFETIME OF INSPIRATION.**

15 May 2018, Cordis Hotel Auckland



## YOUR SUMMIT WORKBOOK



The Corporate PA Summit. NZ's #1 EA conference, with the most relevant and cutting-edge topics from the most motivational speakers in the business.

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# CORPORATE PA SUMMIT

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15 May 2018, **Cordis Hotel, Auckland**

Dear attendee,

Thank you for attending the Corporate PA Summit Auckland 2018. We are here to be of service to you during the conference, so please don't hesitate to call on myself, Cass, Lauren or Louisa for any questions you may have during the event.

The workbook you are reading contains short biographies of the presenters you will hear today, as well as a full program of events and important information about the day. Before we start, we just have a few housekeeping points to take note of:

- **Badges.** You will have been given a badge at registration; please make sure you wear your badge at all times whilst in the conference area, for security purposes.
- **Evaluation forms.** You will find a form on your desk. It is invaluable to our speakers, and to us, to know what you think, so please fill this in before you leave.
- **Lunch.** A buffet lunch will be served in the pre-function area of the main conference room. Staff will be on hand to direct you at the appropriate times.
- **Questions.** You are encouraged to ask questions at the end of each presentation, should you wish to. Please wait for the hand-held microphone, and state your name and company before asking your question.
- **Mobile phones.** Please, as a courtesy to our speakers, have these either turned off or on silent.

We very much hope you enjoy the event, and we look forward to your feedback.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Matthews', written over a light blue circular background.

James Matthews  
Director  
ThinkTank Media

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## ABOUT THINKTANK MEDIA

ThinkTank Media specialises in business to business conferences and training. The conferences and training we offer are designed to help our customers stay at the forefront of their industry.

ThinkTank Media is owned and operated in Australia, led by an experienced management team based in Sydney. Our purpose is to provide you with events that will help you reach the top - or stay at the top - of your chosen field.

## THE THINKTANK TEAM



**Lauren Hindmarsh**  
Operations Director



**Cass Brownlow-Davies**  
Corporate Partnerships  
Manager



**James Matthews**  
Director

Please come and find us if you have any questions or need anything throughout the event. You can contact us after the event on 09 801 1200, or by email at [info@thinktankmedia.net](mailto:info@thinktankmedia.net).

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## UPCOMING THINKTANK EVENTS

### THE CORPORATE PA SUMMIT

Designed to help EAs and PAs become the best they can be, professionally and personally, the Corporate PA Summit has been running since 2005 and welcomes thousands of top EAs every year.

**Held annually in Sydney, Melbourne, Perth, Auckland, Los Angeles and Chicago**



**CORPORATE PA**  
**SUMMIT**



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### THE CORPORATE HEALTH & WELLBEING SUMMIT

Focused squarely on improving productivity and business performance through a healthy, happy and invigorated workforce.

**Held annually in Sydney, Melbourne and Auckland**



**CORPORATE**  
**health & wellbeing**  
**SUMMIT**



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# CORPORATE PA SUMMIT

## WELCOME TO THE CORPORATE PA SUMMIT AUCKLAND 2018

**14-16 May 2018**

Cordis Hotel, Auckland

14 May 2018 Pre-Summit Masterclass

**The EA/PA Stress Mastery Challenge: Finding balance  
and boosting your performance + productivity with  
Dr Adrian Medhurst**

Crystal Ballroom

15 May 2018 Summit Day

**The Corporate PA Summit 2018**

The Great Room

16 May 2018 Post-Summit Masterclass

**Communication, Negotiation and Resilience 101 for  
the EA with Amy Scott**

Crystal Ballroom

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## THE SUMMIT PROGRAM

08.30 Registration and Welcome Coffee

**09.00 Opening remarks from the chair**

NADINE HIGGINS

**09.10 Tackling change, not only to survive, but to thrive**

RT HON SIR JOHN KEY GNZM

**10.00 Connecting courageously with different personalities**

AMY SCOTT

10.45 Morning coffee

**11.15 EA Case study: Be a gateway, not a gatekeeper and other lessons from the front row**

PEGGY GRANDE

**12.00 Juggling life: Achieving work-life balance and experiencing fulfilment**

LISA O'NEILL

12.45 Lunch break

**13.45 Nutrition for peak performance and wellbeing**

NADIA LIM

**14.30 Busting stress and boosting wellbeing**

DR ADRIAN MEDHURST

15.15 Afternoon tea

**15.45 Technology and time management focus**

KRISTY LOBB

**16.15 Sponsor prize draws**

**16.30 Finding your true voice**

DR ELIZABETH LOMBARDO

17.15 Closing remarks from the chair followed by networking drinks

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# CORPORATE PA SUMMIT

**9.00 - 9.10**

**OPENING REMARKS FROM THE CHAIR**

## **NADINE HIGGINS**



News presenter and reporter Nadine Higgins has been appearing on screens for nearly a decade.

She's been a presenter for TVNZ, and host on Breakfast, Business, Seven Sharp and One News.

Today, she's delivering news on Newstalk ZB, writing a regular column for the Sunday Star Times and is a popular fill in on TV3's The Project.

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# CORPORATE PA SUMMIT

**9.10 - 10.00**

**TACKLING CHANGE, NOT ONLY TO SURVIVE,  
BUT TO THRIVE**

**RT HON SIR JOHN KEY, GNZM**



Rt Hon Sir John Key was Prime Minister of New Zealand from 2008 to 2016, winning three general elections as leader of the centre-right National Party. He led the country through the aftermath of the global financial crisis and a series of devastating earthquakes in New Zealand's second-biggest city. When he retired from office New Zealand had one of the highest growth rates and best fiscal positions of any advanced economy.

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# CORPORATE PA SUMMIT

**10.00 - 10.45**

**CONNECTING COURAGEOUSLY WITH  
DIFFERENT PERSONALITIES**

**AMY SCOTT**



Passionate about empowering people, families, businesses, organisations, teams, workplaces and communities everywhere, Amy is a proud born & bred rural NZ Central Otago girl. Following a career as a practising lawyer, Amy changed direction. She has since had over 10 years experience as a communication consultant, speaker, trainer, mentor, coach and facilitator.

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# CORPORATE PA SUMMIT

**11.15 - 12.00**

**EA CASE STUDY: BE A GATEWAY, NOT A  
GATEKEEPER AND OTHER LESSONS FROM  
THE FRONT ROW**

**PEGGY GRANDE**



President Ronald Reagan chose Peggy Grande to work at his side for 10 years, and together they created a powerful partnership. Serving as his post-presidency Executive Assistant, Peggy was the liaison between Ronald Reagan personally and his staff, the public, local dignitaries and world leaders. She had a front row seat to history and got to know Ronald Reagan the man, not just the president.

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# CORPORATE PA SUMMIT

**12.00 - 12.45**

**JUGGLING LIFE: ACHIEVING WORK-LIFE  
BALANCE AND EXPERIENCING FULFILMENT**

**LISA O'NEILL**



Lisa is a well known speaker, presenter and MC. With 20 years experience in the fashion industry Lisa knows a thing or two about personal presentation and how to look your best.

She is passionate about people living big happy lives and regularly speaks and mentors people around the importance of their personal brand.

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# CORPORATE PA SUMMIT

**13.45 - 14.30**

**NUTRITION FOR PEAK PERFORMANCE  
AND WELLBEING**

**NADIA LIM**



As a budding young cook, Nadia was 12 years old when she came up with the idea of 'Nude Food', and it has been her mantra ever since. It's been a big ride for the Otago University qualified dietitian and former MasterChef NZ winner over the last few years. She has six best-selling cookbooks, is one of the founders of My Food Bag and has her own lifestyle Magazine 'Nadia' which was launched in October 2016.

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# CORPORATE PA SUMMIT

**14.30 - 15.15**

**BUSTING STRESS AND BOOSTING  
WELLBEING**

**DR ADRIAN MEDHURST**



Adrian is a psychologist, author and thought leader on a mission to optimise performance and wellbeing for people and organisations. Adrian's expertise extends from a doctorate in organisational psychology, over 10 years in corporate consulting, university lecturing and dedicated ongoing scientific study and practise in performance psychology, wellbeing science, organisational innovation and mindfulness meditation.

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# CORPORATE PA SUMMIT

**15.45 - 16.15**

**TECHNOLOGY AND TIME MANAGEMENT  
FOCUS**

**KRISTY LOBB**



Kristy started her career as a PA/EA whilst travelling the world in her twenties.

She spent almost ten years working in the Advertising Industry before making the leap to the Technology Sector. Kristy has worked with Russell Stanners, CEO of Vodafone NZ for 7.5 years.

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# CORPORATE PA SUMMIT

**16.30 - 17.15**

**INSPIRATIONAL CLOSING KEYNOTE**

**ADDRESS: FINDING YOUR TRUE VOICE**

## **DR ELIZABETH LOMBARDO**



Dr. Elizabeth Lombardo is on a mission to free people from their inner critic to create the health, wealth and happiness they crave.

Her unique ability to help men and women unlock their own, unique personal happiness code has made her America's most interviewed celebrity psychologist, with over 75 radio and TV appearances on shows like Dr. Oz, The TODAY Show, Steve Harvey and CNN.

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**WE HOPE YOU ENJOYED THE  
SUMMIT!**

**WE LOOK FORWARD TO YOUR FEEDBACK  
AND WE HOPE TO SEE YOU AGAIN IN 2019!**

May 2019, Cordis Hotel, Auckland



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