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## Thursday 29 March

- 9.15 am **Welcome**  
**MC: Michelle Zweck**  
Director, MJL People Dynamics
- 9.45 am **Don't Leave Your Brain at the Front Door!**  
**Speaker: Nichole Tierney**  
Manager, OD Consulting, Locher  
Nichole will look at the changing role of the EA/PA/Administration Officer
- 10.45 pm **Morning Tea**
- 11.15 am **Cyberspace Meets Workplace**  
**Speaker: Ms Megabyte**  
MS Megabyte Enterprises  
Yvonne Adele (aka Ms Mega-Byte) will show us how to increase performance levels by doing IT the smart way. She will look at email productivity using Microsoft Outlook 2003 with a preview of 2007.
- 12.30 pm **Lunch**
- 1.30 pm **Cyberspace Meets Workplace continued**  
**Speaker: Ms Megabyte**
- 2.30 pm **Afternoon Tea**
- 3.00 pm **From Money penny to M**  
**Speaker: Wendy Campana**  
Executive Director, Local Government Association  
Wendy will talk about her personal journey from EA to Executive Director and the challenges this journey presented.

- 4.00 pm **Everyday Creativity**  
**Speaker: Leanne Benn**  
Managing Director, Verbal Sculptors  
In this session creativity is demystified and applied to the workplace as participants are introduced to a problem solving tool that challenges assumptions and generates solutions.
- 5.00 pm **Personal Time**
- 6.30 pm **Cocktail Party**
- 7.00 pm **Casino Royale Conference Dinner**  
**Speaker: Li Cunxin**  
World renowned ballet dancer and author of bestseller, *Mao's Last Dancer*.  
Invite your Executive to attend the dinner and take the opportunity to hear Li and network with other Executives, Executive Assistants and Office Administrators. See registration form for details.

## Friday 30 March

- 7.00 am **Shake your Groove Thing**  
**Speaker: Peter Gaston,**  
Fitness Trainer and Lecturer
- 9.00 am **Welcome**  
**MC: Janelle Hynd,**  
Director, MJL People Dynamics
- 9.15 am **Organising Chaos and the Chaotic**  
**Speaker: Kris Cole**  
Bax Associates  
Kris will talk about managing upwards, recognising and meshing in with the boss's preferred style, and smart thinking about time management .

- 10.30am **Morning Tea**
- 10.50 am **Organising Chaos and the Chaotic continued**  
**Speaker: Kris Cole**
- 11.30am **Health and Well Being**  
**Speaker: Dr. Norman Swan**  
Dr Swan will speak about the latest research into what keeps us healthy and improves our well being
- 12.30 pm **Lunch**
- 1.30 pm **Be Your Own PR Company**  
**Speaker: Janelle Hynd**  
Director MJL People Dynamics  
Janelle will assist you to identify opportunities for growing your profile and profession, while reaping the career rewards!
- 2.30 pm **Afternoon Tea**
- 3.00 pm **Making Your Own Mark!**  
**Speaker: Jodie Ensor**  
Founder, Mud Drum Australia  
Jodie will share her journey through the Mud, a story of growth from the garden shed to the globe.
- 4.00 pm **Plenary**
- 4.30 pm **Close**

## *From Moneypenny ...to M*

## Testimonials from 2003 Congress

### Aim of Congress

- ◆ Facilitate and encourage networking between Public and Private Sector Executive Assistants and Office Administrators for ongoing outcomes.
- ◆ Provide exposure to high quality and topical speakers.
- ◆ Celebrate the professionalism and importance of Executive Assistants and Office Administrators.

### Target Group

Executive/Personal Assistants and Office Administrators in all levels of government and the private sector.

### About the Congress and MJL People Dynamics

This congress has been designed by a committee of Executive Assistants and Office Administrators. The committee is chaired by MJL People Dynamics. EA 2007 is the fifth conference organized by this group. The first conference was held in February 1998 at the Stamford Grand Glenelg and attracted participants from a variety of organizations.

MJL People Dynamics are expert facilitators, presenters and trainers. We help put the life back into work! Find out more about our services, staff and clients at :

[www.mjlpd.com.au](http://www.mjlpd.com.au)



- I thought each speaker was terrific and I got something from each of them. I especially enjoyed Lauren Burns and Ms Mega-Byte.
- It was a great "shot in the arm" for me, not only providing inspiration and motivation for the workplace but in my personal life as well. Congratulations to all concerned!
- All speakers were superb. I enjoyed most Lauren Burns, Duncan Chessell and Peter Gaston, but it is a difficult choice.
- The people I have met, variety in presentations, all presentation relevant and interesting and inspiring, learnt more about myself.
- The inspirational speeches from Bill Cossey, Meg, Charles and Peter Gaston. MS Mega-byte made my day as all she taught will save me hours.
- Highlights? All of it! Very motivational – makes you think about your life – take charge of your own destiny.
- Wonderful hosts and speakers, excellent opportunity to involve our executives, wonderful networking experience, learning to break wood with my hand, and now I can try anything!
- I enjoyed it all - apart from being fun, it was motivational and inspirational. The speakers were excellent, every one of them.
- Great Congress – Duncan and Ms Mega-byte's presentations great. Michelle and Janelle sparkling as usual – it rubs off on others. Thanks Again.
- Duncan Chessell/Ms Mega-byte and Bill Cossey all great speakers. Also enjoyed the camaraderie – you put fun into work!
- Good for networking. Speakers were every interesting, all were easy to listen to and enjoyed what they were doing.

Proudly Presented by:  
**MJL People Dynamics**

## EA Congress 2007

## *From Moneypenny ...to M*

**5th Congress for  
Executive Assistants/  
Personal Assistants and  
Office Administrators across  
the Public and Private Sector**

**Thursday 29 to  
Friday 30 March 2007  
The Lakes Resort  
Brebner Drive, Westlakes**

