

7th Edition



Executive Assistants Leadership Summit 2018

Wednesday 12th December 2018, Delhi

EVOLUTION AND EVOLVING ROLE OF AN EA!



Arjun Gupta
EA to Group President
Reliance



Ashish Aggarwal
Business Analyst Strategy &
Business Development
GMR Group



Bansari Kapadia
Business Executive Assistant
(Senior Manager) to MD
**Mahindra Holidays & Resorts
India Limited**



Kamini Lalwani
EA to MD
HPE



Manish Kulkarni
Director - Strategy &
Business Development
BDB India Private Limited



Ponappa PM
Sr. Manager- Chairman's Office
Brigade Enterprises Ltd.



Pramod Rao H
Executive Assistant to
the MD & CEO
**Bangalore International
Airport Ltd.**



Sameer Saxena
Member of Board &
Director Strategy Marketing
Legrand India



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Functional Leader
Generator Product Manager
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CFA

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EVOLUTION AND EVOLVING ROLE OF AN EA!

The role of an EA has evolved dramatically in recent years. EA's are overcoming their ground level challenges and aiming towards becoming an influencer and leader in their organizations.

The best EA's are ones who are Dogged Resourcefulness, can be Calm under Pressure, have Tech Prowess, and do Big Picture Thinking and Ruthless Prioritization. There are many qualities EA's have and these qualities can very well be utilized to plan and strategize their own growth and development for a glorious career. Some of the major areas of concerns for EA's which we shall discuss in this conference are:

- Executive Assistants (Strategic EA's) and Secretaries (Administrative Assistants) individual goal sets and strategies to success
- Strategic thinking and Decision making
- Self-schedule and prioritization
- Emotional Intelligence
- Analytics Skills, time management, presentation skills and team management

Whom will you meet at the conference?

- Participate and interact in the best learning environment for executive assistant's in India
- Meet the award winning and the successful EA's from previous 6 editions
- Practical skill sets and case
- Industry influencers on the speaker panel
- Best networking opportunity to make friends with your EA peers from a cross section of the industry
- Realize your worth and future growth possibilities with a little effort needed

With Transformance Business Media, Get inspired and gain valuable insights to arm yourself with best practices, processes and a mind-set that enables and inspires transformation for yourself and for your organisation.

Our Purpose :

For, A thank you which says, "I learnt today..."



www.eaplatform.com



08.30 Registration and Morning Refreshments

09.00 Ice breaker Session

An interactive session where participants share their key Learning Expectations from conference.

09.15 Chair Person's Opening Remarks

Manish Kulkarni, Director Strategy & Business Development, BDB India Private Limited

09.30 Panel Discussion: Becoming a Positive Influencer and Organization Leader

With the **billions talents an EA** has, becoming an influencer and leader stands out best of all.

Having a close view on what's happening in the organization, taking care of smooth functioning on the CXO's job role and contributing towards company's growth, EA's play the key role of sharing thoughts, guiding the boss and providing adequate suggestions and advice. In this session, tips for:

1. Getting recognized for your contribution
2. **Winning** in the most **stressful work environments** and shaping your career plans at the same time
3. Learning every day and applying your learnings for your own growth
4. Set an example and become a **role model**

Santosh Singh, Functional Leader, Generator Product Manager, ANDRITZ HYDRO Private Limited

10.15 Lightning talk : Are you identifying emerging opportunities and prepared to challenge your intellect every day?

Opportunities often come unannounced.

You as an EA need a proactive approach and positive mindset to work persistently towards your own growth and success.

You need identify the right opportunity at the right time and most importantly, be at the right place at the right time

In the lightning talk session

1. Discover your self-motivation and drive to motivate you to work harder and grow
2. Appreciate, Value, love and respect yourself for the efforts you take every day
3. Accepting the fact that you are important and believing in yourself.

In the lightning talk session 7 EA's from all including the young at heart and those with decades under their belt come and share their experience based on:

1. **Meeting Challenge:** What was the most challenging environment you were dealing in?
2. **Grabbing Opportunity:** The opportunity which took your career to the next level
3. **Their 3 key mantras** for being a successful EA

Arjun Gupta, EA to Group President, Reliance

11.00 Networking and Refreshment Break

11.30 Live Case Study Panel: Meeting your Boss's expectations

Often EA's are working as derived in the EA rulebook

Secret of a successful EA's is identifying what is your boss's expectation from you and exactly doing the same and avoiding the ones, which are less than important.

In this live case session discover secrets to meeting your bosses expectation

1. You are the most trusted individual for your boss. How do you uncover their expectations?
2. Expertizing hands on the **tricky key skill** sets that your Boss needs you to master
3. Become their go to troubleshooter at the critical times
4. Analyze their issues before they came up and be prepared with a solution
5. **Manage your boss and manage yourself**
6. Developing that **bond and relationship** with your boss, which is a gap challenge for them

Kamini Lalwani, EA to MD, HPE

11.50 Dealing with the change

Nothing stays still for executive assistants

Adapting the change and adjusting your mind stability is a critical talent. To build an environment of adaptability and acceptance to change, which happens for good, is another major functions EA's need to conquer.

- Developing an environment within the team to deal with challenges
- Adapt the change and work accordingly
- Work with the team to understand their issues and try solve them.

Ashish Aggarwal, Business Analyst, Strategy and Business Development, GMR Group

12.10 Traits of being an outstanding EA

Believing in ourselves first and then performing any task, gives the confidence and self-awareness about what you are exactly doing. This session is an interactive one focusing towards Developing skill sets and attitude to be an outstanding EA.

- Creating a special support network for yourself.
- Becoming a design thinker and strategic planner
- Building relationships
- Finding a mentor
- Working on your strengths and weaknesses

Ponappa PM, Sr. Manager Chairman's Office, Brigade Enterprises Ltd

12.30 Strategy in Isolation is Impotent

Why strategy fail? Communication is vital Simple & Effective and it Starts from Mission Vision. It is also relevance to Compliance to which most companies do not connect

- Execution plan
- Organization to be aligned to its vision
- Its need to cover three important stages --
- What to preserve
- What to destroy
- What to Create

Sameer Saxena, Member of Board and Director Strategy Marketing, Legrand India

13.00 Networking Lunch



Each roundtable track and session will be led by experts who will facilitate the discussion. Learning's and takeaways will then be shared with the group. You will have the opportunity to participate in any of the four roundtable discussions on topic areas relevant to the challenges you face on a day-to-day-basis.

Round Table Track 1: Administrative Excellence (Level: Intermediate)

14.00 Enhancing the Skill sets for Administrative EA's

- Power point presentations
- Mastering excel
- Best practices in written and oral communication
- Presenting yourself like a role model
- Overcoming personality restrictions
- The Well Groomed EA

15.00 Refreshment Break

15.30 Managing Meetings and Stakeholder Communications

1. Discussion how you how to plan and organize a successful meeting, role of the 'minute taker' and practice al techniques to keep your meetings on track.
2. Explore ways to influence and Communicate with others, even in challenging situations
3. Be prepared to deal with colleagues with varied temperament and behavior

Kamini Lalwani, EA to MD, HPE

17.00 Close of 7th EA Leadership Summit

Round Table Track 2: Strategic EA's (Level: Advanced)

14.00 The key to being a Strategic Business Partner

The key to being a strategic business partners is to think and act like one. This roundtable session focuses on

- How to think like a corporate executive: Identifying the key areas of business you must understand
- The strategic nature of the Senior EA role
- What it means to be working at a strategic level

15.00 Refreshment Break

15.30 Representing your manager and making strategic decisions

- Do you make decisions on behalf of your boss or make decisions easy for your boss
- Decide when you can decide- when you can take decision yourself and when you have to check with your boss (open discussion)
- How do you help your boss in decision-making?
- Biases in Decision Making

**Pramod Rao H, Executive Assistant to the MD&CEO
Bangalore International Airport Ltd (BIAL)**

Evolving from Administrative to Strategic EA (Level: Intermediate)

14.00 Admin Admired: Creating Your Professional Development Plan

1. Career aspirations and Growth
2. Conflicting priorities, People Issues
3. Compensation and Benefit
4. Security, Ethics & Confidentiality
5. Finding your Voice

15.00 Refreshment Break

15.30 Managing Workload and ensuring value of your work

- Coping up with the rising expectations of boss and colleagues
- Time management
- Prioritization of work
- Managing privacy and confidentiality of critical information shared by boss and maintain confidentiality despite peer pressure

17.00 Close of 7th EA Leadership Summit

Round Table Track 4: Best Practices in Project and Financial Management (Level: Advanced)

14.00 Project Management Skills

- Working towards your project specification planning
- Time and deadline management
- Best practices in managing a project
- Project design and layout
- Meeting project layouts
- Prioritizing what's more important: matrix of

Urgent	Important
Not Urgent	Not Important

15.00 Refreshment Break

15.30 Financial Skill sets for Strategic EA's

1. Getting into the money matters, Financials and office budgets by the smart EA
2. Balance Sheet, Cash Flow, Income Statements, Equity
3. Know how to read into the numbers

Siddharth Dani, CFA

17.00 Close of 7th EA Leadership Summit



LOCATION AND DATE

**7th Edition Executive Assistants
Leadership Summit 2018**

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www.easummit.in

CONTACT INFORMATION

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Indian Delegates: Early Bird Rates

No. of Delegates	Till 17 th October	Till 7 th November	Standard Rate	Your GST No
1	<input type="checkbox"/> 10,000	<input type="checkbox"/> 12,500	<input type="checkbox"/> 15,500	

Special Group Discounts

3	<input type="checkbox"/> 25,000
5	<input type="checkbox"/> 40,000
7	<input type="checkbox"/> 50,000

Group discounts available (The group discounts compound on top of the early-bird discounts)

*Prices are in INR. Additional tax of 18% GST is applicable.

All payments must be received prior to the event date

Attire: Formal Business Attire

Date: 12th December, 2018

Time: 08:30 am - 05:30pm

General Information: The fees cover participation at the event, lunch, tea breaks and certificate of participation.

Confirmation Details: Joining details confirming your participation and invoice will be sent, once registration form has been received. Payments to be made within 5 working days of receiving the invoice

Hotel Bookings: For hotel bookings, please contact the Reservations department directly and quote Transformance Forums to take advantage of the corporate rate.

Cancellations: Once registration form is received; participation can't be cancelled. Cancellations carry a 100% liability and course materials will be emailed to you. However substitutions of delegates are welcome any time before the conference date

Company Information

Company Name :

Address :

Main Business/Activity :

Postal Code :



**Authorising
Signature & Stamp**

Delegate Details 1

Name:

Organization:

Mobile: Designation:

Email:

Delegate Details 2

Name:

Organization:

Mobile: Designation:

Email:

Delegate Details 3

Name:

Organization:

Mobile: Designation:

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