



CEESA
PERSONAL ASSISTANTS,
ADMINISTRATIVE ASSISTANTS
AND SCHOOL SECRETARIES
JOB-A-LIKE
FEBRUARY – 9-10, 2018

The ever first CEESA workshop designed especially for personal assistants, administrative assistants and school secretaries invites CEESA administrative support staff to take part in this unique professional development opportunity! Get advanced training by Angela Garry and peers alike on topics of major importance and mutual interest as listed below:

Topics:

PROJECT MANAGEMENT TECHNIQUES FOR ADMINISTRATIVE ASSISTANTS

A half-day workshop on using the elements of project management techniques and processes in your everyday role:

Defining Project Management
Project Planning
Running the Project

INCREASING YOUR OFFICE'S EFFICIENCY AND EFFECTIVENESS

Methods to change how you work and improve your team's overall effectiveness:
A range of problem-solving and decision-making skills
Organizing an event
International Mindedness
Happiness at work

MANAGING UP AND KEEPING UP: THE FUTURE OF YOUR ROLE

Managing upwards in your role is vital to ensure that you develop, progress and will still be a "good fit" in the future.

Talent management and the future of the role of the PA / EA
Integrating the many parts of the PA & EA
Effective Working Relationships Between Heads and PAs
Career Progression & change management
"SP2PB" Self-preservation to prevent burnout
Connecting and building relationships: Sources of resources

[Click Here to Register Now](#)

* Space will be limited to 20 participants to maximize the quality of the training.

About Angela Garry

Angela Garry has spent half of her working life in educational institutions - three universities, a sixth form college, a secondary school, and a training company working with adults. Originally having trained to be a secondary school mathematics teacher but feeling intimidated by trying to discipline a roomful of 15-year-olds, she moved instead into working in administrative roles - and soon found herself delivering a variety of training to almost everyone she worked

Hosted by the
**Anglo-American
School of Moscow**
www.aas.ru

Major Topics

**PROJECT MANAGEMENT
TECHNIQUES FOR
ADMINISTRATIVE ASSISTANTS**

**INCREASING YOUR OFFICE'S
EFFICIENCY AND
EFFECTIVENESS**

**MANAGING UP AND KEEPING
UP: THE FUTURE OF YOUR
ROLE**

Registration fees:

CEESA Members: \$350

CEESA Non-Members: \$400

Registration

Deadline:

December 08, 2017

Contact

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Figen Underdown
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with. In 2010 she started to combine her skills, creating networking and training events for Personal Assistants in her evenings and weekends, which eventually led to her leaving her full-time role as a Principal's PA to become a self-employed trainer. Despite various illnesses and becoming disabled, Angela has not let this hold her back and so far she has worked in a training, mentoring and coaching capacity with more than 4,800 PAs, EAs and Administrative Assistants in 57 cities worldwide.

Angela is the author of "Brave PAs - the ultimate guide to being outstanding in a tough job" - this is the only professional development book specifically written for administrative staff working in schools. She has also written "The PA & EA Circus: integrating the various parts of the PA" for admins in any organisation - as well as a further 15 books for adults and children. In her remaining time, Angela edits "EDPA", the leading magazine for PAs and Admins in education. She is absolutely passionate about ensuring that PAs and Admins have access to quality resources and professional development opportunities.



Hotel Reservation

Hotel rooms will be reserved at the [Hilton DoubleTree Marina](#) hotel. The hotel has a pool, fitness center and spa. In order to book your room, you need to send the room [reservation form](#) to the hotel. This reservations form allows you to access the special conference rates. The hotel advises you NOT to use third parties (booking.com, travel agents, Hilton DT Marina Hotel website, etc.) to make your reservations because they do not apply the special conference rates. The deadline for hotel room reservations is **December 08, 2017**. After this date, the hotel cannot guarantee the special room rate, nor the availability. Room rates and the further details can be found on the reservation form.

Russian Visa Procedure

Upon your request, the hotel will provide you with the visa supporting documents (visa invitation). These documents are not your visa! You must apply for a tourist visa at the [Russian Embassy or Consulate](#) in your city/country and include the documents sent to you by the hotel.

The Visa Request Form and visa application process are outlined on the hotel reservation form.

IMPORTANT: Please make an early check of you Russian Consulate for processing time: there are no expedited visa for some nationals, and the process time will require 15 working days.

Payments and Currency Exchange Rate

Registration Fee Payments are accepted by way of bank transfer or check.

CEESA Members fee: \$350

CEESA Non-Members fee: \$400

Checks must be issued in the name of the Anglo-American School of Moscow and have validity of at least 3 months.

Or: Please remit the bank transfers to:

TD Bank N A

Wilmington, Delaware

Beneficiary: Anglo-American School of Moscow

Beneficiary Account Number: # 4279766831

Bank ABA routing number: 031101266 for WIRES only

Bank ABA routing number: 054001725 for ACH only

The Payment Currency in Russia is the Russian Rouble (RuR). The exchange rate fluctuates and is set by the Central Bank of Russia-click here to view the [current rate](#). As of October , 2017, the rate is 58/1 USD and 68/1 Eur.

Hotels, restaurants, supermarkets and shopping malls accept cash Roubles or credit cards (VISA or MASTERCARD), but credit cards can sometimes be rejected due to bank restrictions. Check with your bank. ATMs: bank outlets, your hotel, and AAS are equipped with ATMs.

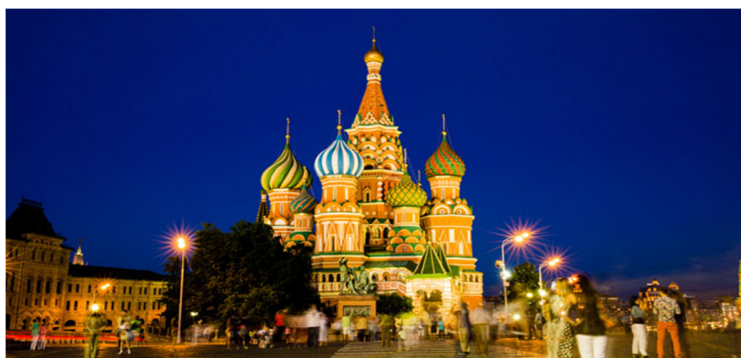
Weather

Weather in February in Moscow varies but is always cold! Expect temperature of minus 10C on average. We recommend bringing multi-layered winter outer wear clothing and warm boots. Indoors, it is warm and dressing in layers is recommended! Bring indoor shoes to change inside.

Contacts

Figen Underdown: fengin@iics.k12.tr	Zhenya Ivanova, zhenya.ivanova@aas.ru All logistical questions including visas:
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Sightseeing



You can enjoy the hotel discount at the end of your Job-A-Like visit and spend the weekend exploring Moscow. Your 'must see' sights include the Red Square, the Moscow Kremlin, [the Moscow Metro](#), alongside [with the Tretyakov Gallery](#), [Novodevichy Orthodox convent](#), and [Christ-the Savior Cathedral](#). Recommended English tour operators: [Moscow FreeTour](#) and [Patriarchi Dom Tours](#).

Moscow is world famous for Opera and Ballet. Below are the links to our major theatres. Should you be interested you can book your tickets on-line:

[The Stan and Dan Theater](#), [The Helikon Opera Theater](#), [The Novaya Opera\(and Ballet\) Theater](#), [The Bolshoi Theater](#).

NB! Tickets are on sale three months before the performance, we recommend you to buy tickets to the Bolshoi on the day the sale opens for the day of your choice (7-8 November)

Getting Around in Moscow: Moscow has a well developed [Underground Metro](#) to travel around the city, as well as multiple taxi services including UBER.

Your [hotel](#) has a shuttle to and from Belorusskaya metro station (pick up and drop of is by the white church) in downtown Moscow; the nearest metro stop to your hotel ('Vodny Stadion') is within 12 min walking distance and it is on a direct line (dark green) to the heart of the city.