



THE 2015 PERSONAL ASSISTANTS' & SECRETARIES' CONFERENCE



Reach for New Heights

**20-21 August
Cophorne Hotel and Resort
Queenstown Lakefront, NZ**

2015 SPANZ Personal Assistants' and Secretaries' Conference

Draft Programme of Events

Thursday 20 August

8.30am	Registration Opens
9.00am	Welcome
	Keynote Presenter Sue Blair "Perfecting Connecting" <i>An opportunity to discover more about yourself than you ever knew! This seminar highlights the overwhelming need for us all to understand each other better so we can navigate the highs and lows of daily life with more knowledge, diplomacy and success. Understanding our own personality preferences is just the start of being able to adapt our behaviour to relate better to others.</i>
9.15am	<i>How can I communicate better? What do I need help with? How can I work better in a team? What happens to me under stress? Why do some people push my buttons?</i> You will learn, laugh and leave enlightened.
10.40am	<i>Morning Tea</i>
11.00am	Second Session with Sue Blair
12.30pm	<i>Lunch</i>
1.15pm	Preparation for offsite Activity
2.00pm	Offsite Activity and/or free time
5.30pm	Return to the Copthorne Hotel
6.30pm	<i>Pre-dinner drinks</i>
7.00pm	Conference dinner

Friday 21st August

9.00am	Welcome to day two
9.15am	Keynote Speaker - Debbie Baker "What's with the News?"
9.45am	Workshop One
10.30am	<i>Morning Tea</i>
11.00am	Workshop Two
11.45pm	Workshop Three
12.30pm	<i>Lunch</i>
1.30pm	Personal Assistants' and Secretaries' Panel discussion
2.30pm	Conference Close <i>Microsoft - "Discover how to use the cool, new stuff in Microsoft Office" Clinique "Pretty Easy" Make-up Social Media - the do's and don'ts</i>

Enquiries

Address your enquiries to ros@spanz.school.nz P | 09 571 2233 F | 09 571 2244

2015 SPANZ Personal Assistants' and Secretaries' Conference

About the speakers

Sue Blair is an expert in the field of psychological type, an international presenter and keynote speaker, as well as a qualified MBTI practitioner and adult education. She is the author of The Personality Puzzle resources, now used worldwide, and has taught thousands of teachers, parents and students about self-awareness and communication.

Perfecting Connecting

We all have a personality. We take it with us wherever we go; in fact, it's our permanent companion! So it is a great idea to get to know it a little better.

This seminar looks at personality preferences which affect us every day. They are normal differences which can make life interesting, fascinating and enjoyable or difficult, challenging and unbearable. It will focus on self-awareness with a particular emphasis on communication styles.

The Myers-Briggs theory has been used for decades in business, coaching, counselling and also in education. It provides a reliable framework from which we can develop an understanding of our personality strengths and blind spots.

Using activities, discussion and reflection we will explore what it means to live with our own personality preferences and how we can build rapport by adapting when the need arises. There is no better way to find out about personality than being in a room full of people who are all different.

The fascinating part of understanding personality is how the four personality preferences come together to give a type description that is amazingly, and sometimes alarmingly, accurate. We will take this knowledge and consider how we can each use it to enable us to work with, live with and enjoy the many people who share our lives.

Debbie Baker is the former owner / General Manager of the NZ Radio Training School in Auckland, Wellington and Tauranga and has spent the last 16 years hands-on training broadcasters. She has been working in the industry since it was BCNZ but still claims to be only 33 years old - and most recently was working with all 22 iwi radio stations throughout NZ. She has owned 3 radio stations, run newsrooms and worked in all facets of the industry. She now spends her time training media organisations and businesses in voice, communication and social media with old-school broadcaster "Grant Walker Speaking". co-ordinating the Ed Department at the YMCA Palmerston North and hanging out at Waitarere Beach! In 2004 she received a NZ Radio Award for Craft Contribution to Radio New Zealand.

Workshops

There will be three optional workshops running three times, and you will not be allocated sessions - they are own choice. At the time of going to press they had not all been confirmed. In a future Conference update these will be confirmed and will include presenters, topics and full details.

Off-site Activity

Please note that you may not get your option as the activities all have minimum and maximum numbers. Payments made for activities that don't proceed will be refunded.

Conference Dinner

The Conference dinner will be in the Hotel and the theme is the Rubik Cube. Confused? Don't be. You have six colours to choose from.

Accommodation

- Please note that the accommodation rate does not include breakfast.
- The superior and superior lakeview rooms either have one kingsize or two double beds
- A Hairdryer, safe and tea and coffee making facilities are standard in all rooms
- Check in time is 2pm and check out time is 10am
- The Hotel is able to store your suitcases

Cancellations

A full refund will be given for cancellations prior to the 31 July. Cancellations after that date will incur a \$100 cancellation fee. No shows will not be refunded.

Registration Form

GST No 51 -810-414

Registrations Close on the 30th July 2015

Section A - Delegate Details

Surname	First Name
School	Position
Email	Region
Dietary Requirements	

Section B - Registration

Conference Registration Fee	\$315.00
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Section C - Accommodation - Copthorne Hotel and Resort, Queenstown Lakefront

Note: the room rates below are per room and not per person rates

Room options			
Wednesday 19.08.15	Superior Room	\$195.00	
Thursday 20.08.15	Superior Room	\$195.00	
Friday 21 .08.15	Superior Room	\$195.00	
Saturday 22.08.15	Superior Room	\$195.00	
		Accommodation total	
		Plus Registration Fee	315.00
		Total to Pay	

Section D - Off-site Activities

Below are some optional activities which will be offered on Thursday 20 August after lunch.

Payment for these activities needs to be separate from payment for your Accommodation and Registration.

**Please note, all of these activities require a minimum number to proceed.*

"Sip and Zip" Wine Tour and Zipline experience	Visit 2 Vineyards/Caves and AJ Hackett Zipline. 3 Hours. Transport included	\$165.00	
Shotover Jet Boat	Transport to Shotover not included. Free shuttle operates from downtown	\$129.00	
Appellation Central Wine Tour	Visit 3 Vineyards/caves. 3 Hours. Transport included	\$125.00	
Vineyard and Arrowtown Tour	Visit 3 Vineyards/caves and historic Arrowtown. 3 Hours. Transport included	\$125.00	
TSS Earnslaw, Vintage Steamship	Cruise Lake Wakatipu. 4.00pm sailing from downtown	\$50.00	
Skyline	1 x return Gondola trip up the iconic Skyline.	\$28.80	
			\$

Section E - Payment

Payment can be made by direct credit or cheque. A confirmation will be sent to the email address stated on this form upon receipt of payment. Please note Credit card/efpos facilities are not available.

Direct Credit - ASB Bank - 12-3013-0132233-00 \$ **Cheque payable to SPANZ \$.....**

Section F - Travel Arrangements

To assist you with transport from Queenstown Airport to the Hotel please complete your flight details below. Where possible we will advise you of others travelling at the same time which may be of assistance when coordinating shuttles /taxis from the airport.

Flight No.		Arrival Date and Time	
For office use only:			
Payment rec'd	M'Works	ACT	Receipt Sent