

5. INTERNATIONAL EXECUTIVE ASSISTANT SUMMIT

June 5, 2010 International Conference / June 6, 2010 Workshops
Ceylan InterContinental Taksim / Istanbul

www.executiveassistant5.org

Day One. June 5, 2010 Conference

08.00-08.30	Registration and Opening	
08.30-09.00	The Necessities for the Corporate Organizations: Protocol and Diplomacy, Interactive Perception Method, Professional Behavior Development	Ahmet Atasci // Principal Clerk Assistant, Republic Of Turkey Ministry of Transport
09.00-09.30	The Expectations of Executive from the Assistant "Work with Different Executive Assistants, in Different Countries"	Savas Unsal // Superonline (E) CEO and Board Member, Hot! Iletisim Hizmetleri.Inc. Founder
09.30-10.00	Importance and Responsibilities of Executive Assistant Position in European and Global Organizations and Career Development Practices Applied	Tiina Huoponen // PA to President and CEO, Kemira Oyj – Helsinki / Finland
10.00-10.15	Coffee Break	
10.15-11.00	Enhance Your Communication, Listening and Inter-Personal Skills	Elmarie Pretorius // Managing, The Mindspa Institute, Johannesburg Gauteng, South Africa
11.00-11.30	The Main Personal Choice Paradoxes of the Executive Assistants: Management of the High Impact of Your Executives, Career Planning and Their Effect on Performance Balances	Fatma Eryaz // Assistant Director, Philip Morris SA
11.30-12.00	Reporting System Design, Systematic Information Notes and Reporting Techniques to Ensure The Correct Feedbacks and Continuous Coordination	Handan Sayan // Assistant Director, Shell & Turcas
12.00-12.30	The Place of Love in The Work : Loving the Job, the Executive and the Colleagues	Mine Alpar // "Icimdeki Yolculuk" Book Author, Change - Conversion Instructor
12.30-13.30	Lunch Time	
13.30-14.00	Quantum Practices For Executive Issues and Its Implementation For the Operational Based Organizations	Ferhan Erginer // Quantum Therapist
14.00-14.30	Social Interaction Networks in The Business Life, Institutional Socialization, Business Culture, Our Values and New Trends	Dr. Aykut Arikan // Yeditepe University Vice President Consultant
14.30-15.00	The Continuity of Self Confidence, Professional Image in Business Life, Personal Care, Physical Appearances and Corporate Reputation of Interaction and The Awareness of the Importance of the Vision	Aysenur Yazici // T-V Programmer, Public Relations Specialist, Writer
15.00-15.15	Coffee Break	
15.15-15.45	After 18.00 pm Executive Support, Sensibilities, Niceties, Harmony, 24 Hours Business Life Pratics	Ozlem Helvacioğlu // CEO Assistan, BASF – Turk Kimya

15.45-16.30	Constructing Effective Emails	Juliet Gillies // Owner of Write Skills Institute ,Johannesburg Area, South Africa
16.30-17.30	Workshop: The Mission of the Creative Executive Assistants for the Development of the Notions of the Corporate Identity and Global Profile in Their Companies	Lynda Murray // Managing Director, International Visual Company – London / UK Phill Hill // Creative Director, International Visual Company – London / UK
17.30-18.00	Closing Cocktail & Mini Concert: Berksan // Pop Star	

Day Two, June 6, 2010 Workshops + Panel

09.00-12.00	Workshop: The Successful Committee Assistant	Juliet Gillies // Owner of Write Skills Institute ,Johannesburg Area, South Africa
12.00-13.00	Lunch Time	
13.00-16.00	Workshop: Enhance Your Communication, Listening and Inter-Personal Skills	Elmarie Pretorius // Managing, The Mindspa Institute, Johannesburg Gauteng, South Africa
16.00-16.15	Certificate Ceremony	

16.15-18.30	Déjà Vu Sessions Agenda Panel With Comparative	
	An Expression Changes, Many Things Change!.. Are We Able to Express Themselves?	Volkan Akay // Journalist, Author, Dubbing Artist, Editor
	The Expectations of Executive from the Assistant	Fatih Gunay // Executive Board Member and General Coordinator of The Akropol Hospital
	The Expectations of Assistant from the Executives	Melda Guner // Executive Assistant, Silgan White Cap
	Travel to the Beyond of Excellence: Manage Your Administrators. Is It Possible to Be Indispensable For Your Administration?	Seray Gungor Birol // Executive Assistant to Chairman, Nestle Turkey
	Values and The Terms for the Professional Executives: Morality, Trust, Loyalty, Secrecy, Taking the Initiative, The Importance of the Feelings, Innovations, Quality and Awareness	Janet Goz // Assistant General Manager, Garanti Factoring
	Self Motivation- Stress Rule, Creating Motivations From Tensions by Using the Power of Positive Thinking	Dilek Tarlan // Assistant General Manager, Denizbank Arzu Ozkul // Board Assistant, Denizbank
	Conflict Method, Emphatic Relations with Difficult People and The Critic Components for the Development of the Action Reaction Behaviors	Candan Ozdemir // Assistant Chairman, Kosifler Group
	The Role of the Executive Assistant at Successful Corporate Organization Management	Neslihan Hoscan // Board Member, Da-Vet Creative Group

Participation Information

- * For participation it is required to fill the registration form and send the bank receipt to us.
- * The Conference will be realized with simultaneous translation. Workshops are in English.
- * The lunches, interim complimentary food and beverages, cocktail, congress bags, books and all documentation are included in the fee.
- * Please contact with our representatives to benefit from collective participation and sponsorship opportunities

Contact Information: (+90) 0 216 422 95 95 -www.executiveassistant5.org

Participation Fees

Preference:	Euro
A): One Day Conference	375
B): One day Conference + Day Two 2 Workshop + Panel	550
C): Day Two 2 Workshop + Panel	225