

**6TH INTERNATIONAL SECRETARIAL SUMMIT
(3-6 September 2006)****2006 ABSTRACT REVIEW TOPICS****TOPICS on the AGENDA (PROGRAM)**

Abstracts submitted for the topics listed below should generally discuss the topic and include your views, any research undertaken and findings.

DAY 2: PROFESSIONAL DEVELOPMENT**(201) The Office/Administrative Professionals' Skill Shortage — Is it Perceived or Real?**

- (a) The implications for the Office/Administrative Professionals' sector?
- (b) The implications for Office/Administrative Professionals' Associations?
- (c) Personal career implications?
- (d) How can Office/Administrative Professionals earn respect in their field and be taken seriously?

(202) Professional Ethics

- (a) Handling sensitive issues/information in the office.
- (b) Ethical dilemmas.

(203) Recognition of International Compatibility of Professional Qualifications

- (a) Bringing Office/Administrative Professionals up-to-date with their qualifications to further careers. Updating or "new knowledge" courses.
 - (b) Mentoring/Success Planning. There are a lot of younger people who would benefit from the "experienced", i.e. passing on their experiences. The processes/advantages involved in mentoring are beneficial.
 - (c) Create staff development that encompasses Managers and Office/Administrative Professionals, both male and female, to increase membership.
 - (d) Cross-credits and the possibility of a "global (portable) Office/Administrative Professional qualification passport" which offers international credibility.
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**DAY 3: FUTURE DEVELOPMENT
(Technology, the Virtual World)**

(301) Moving With the Times in the 21st Century

- (a) New job opportunities in the next decade.
 - (b) Job titles — Does changing our title from Secretary make us more relevant?
 - (c) Is technological advancement replacing the relevancy of the Office/Administrative Professional?
 - (d) How do we effectively "keep up" with advanced technology?
 - (e) How do we manage time in a fast-paced/information-filled world?
 - (f) Using the Web to advance Office/Administrative Professionals. Creating communities from a distance.
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DAY 4: ASSOCIATION ISSUES

(401) An Ageing Association — *Active Participation of Younger Members/Office Professionals*

- (a) Positioning and visibility of Associations.
- (b) How do we retain and attract Members?
- (c) Developing leadership skills that advance Office/Administrative Professionals and prepare them for further involvement in their Associations.

(402) Proactively Seeking Administrative Support from Corporations and Businesses

- (a) Strengthening relationships between Office/Administrative Professionals and Executives.
- (b) Developing better forms of communication.

(403) Developing the Career-Minded Office/Administrative Professional

- (a) What part can Associations play in this effort?
 - (b) Impression management — Association and personal branding.
 - (c) Positioning and visibility of Associations.
 - (d) The power of image.
 - (e) The "Polished Professional".
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