



6TH INTERNATIONAL SECRETARIAL SUMMIT (3-6 September 2006)

IS SUMMIT INTERNATIONAL ADVISORY COMMITTEE

TOPICS FOR AGENDA DISCUSSION

The IS Summit International Advisory Committee has set down the Agenda for the 6th International Secretarial Summit to be held from 3-6 September 2006, at the Radisson Resort, Gold Coast, Australia.

The Agenda has been divided up into three categories, i.e. "Professional Development", "Future Development" and "Association Issues".

The Schedule of the Summit is attached for ready reference. You will note that on the first day of the Summit, i.e. Monday, there are three discussion groups. On Tuesday there is only one and on the last day, Wednesday, there are three discussion groups again. For example, the first day the category to be discussed is "Professional Development".

There will also be an Interactive Panel Discussion held at the International Summit.

We hope that we will see you at the 6th International Secretarial Summit in September.

Warm regards

Leanne Fisher

Leanne Fisher, AOP JP(Hons) AFAIOP
Chair, IS Summit International Advisory Committee

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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