

EA Special Interest Group Meeting
Thursday, 18 July 2024
10.00am – 12.30pm
(via MS teams)



Convenor: Julie Douglas (Greater Western Water)
 Deputy Convenor: Roslyn Shipton (Yarra Valley Water)

AGENDA

SIG Purpose:

The Executive Assistants' SIG exists to provide a forum for sharing information, networking and professional development in the Victorian water industry.

10.00am	<p>Welcome and Acknowledgement of Country</p> <p>New attendee introductions</p> <p>Check-in question</p> <p>Confirmation of Minutes of previous meeting</p> <p>Next meeting: SharePoint training - external</p>
10.30am	<p>Group Discussion – Shared EA Model – update from YVW on shared EAs trial</p> <p>Given tight productivity targets it is becoming quite common for businesses to trial or adopt shared EA models. The purpose of the discussion at our last meeting was to explore how supporting more than one Executive worked for those in these positions and also obtain feedback from EA's that are new to this style of working. In this session YVW will update us on how their trial has progressed since our last meeting in March.</p>
10.50am	Break
11.00am	<p>Cyber Thursday – GWW Information Security presentation</p> <p>Keep your guard up and stay safe online. Cyber safety tips for EAs.</p>
11.45am	<p>EAs Group Discussion and Sharing Session</p> <p>Useful apps/programs for EAs – work and personal.</p> <p>Has anyone attended any conferences/training since Covid?</p> <p>Any EAs using Chat GPT or Microsoft Copilot? Does your organisation have any policies in this space?</p> <p>What Board pack software are you currently using? Any pro's/cons?</p> <p>Ways of working at each organisation:</p> <ul style="list-style-type: none"> • Do you have your own desks or do you have to book a desk each day? • What program are you using to book desks and/or meeting rooms? • How many days per week are you required to work in the office vs how many are you working? • Do you and your boss come in on same days? • Does anyone work across multiple locations? <p>What are your current work challenges?</p> <p>Any other topics for discussion/sharing?</p>

12.15pm	General Business Next meeting any agenda items for November or March/July 2025 online meetings?
12.30pm	Close & Lunch

Next meeting: Thursday, 21 November 2024
Location: in person, tbc Novotel Geelong / Barwon Water