



Paul Pennant

MIQPS, PG Dip, Managing Director of Indiquo

Indiquo has a team of learning and development professionals who provide the support, skills and commitment to learning needed for the 21st Century workplace. They have experience working in both public and private sector environments and have a wealth of talent in a variety of development areas.

As they recognise that one size does not fit all, Indiquo offers various approaches to learning including:-

- ◆ open programmes
- ◆ designing and delivering bespoke options
- ◆ consultancy service to help you identify your exact requirements and improve your business services
- ◆ *plus*, offer quick fix and cost effective short sessions affectionately called '*Bionic Bursts*' - these offer key learning points in a variety of subjects for the busy professional

They can also deliver programmes at your venue and can offer their services to facilitate team away days or conferences.

For further information, please visit website at:

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Susie Barron-Stubley MD of Castalia Coaching Ltd

Susie is a highly respected and sought after coach and trainer and MD of **Castalia Coaching Ltd**; a specialist company based in London dedicated to the professional development needs of senior Corporate PAs and Executive Assistants across Europe and beyond.

Castalia Coaching Ltd offers bespoke coaching and training programmes to address the complexities facing Executive PAs and focuses on the growth of the individual in all aspects of their role; from managing global relationships to influencing and leading the critical partnership between Executive and Assistant. The results of Castalia's programmes take Executive PAs to a new level of working, pushing the boundaries of their role and actively developing the business relationship they have with their Executive.

For further information, please visit website at:

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The **CfA** (Council for Administration) is the leading authority in Business & Administration skills and Governance in the UK.

Business & Administration skills are crucial to any successful business and cross over into a variety of professional sectors. The CfA recognizes the importance of such skills and is committed to creating qualifications that empower employers and learners to make a difference in the business environment.

Developed and updated by the CfA, the Business & Administration NOS (National Occupation Standards) are utilised in the design and promotion of many vocational qualifications such as NVQs, Apprenticeships, E2E programmes and Foundation Degrees.

The CfA is currently developing two European qualifications, European Management Assistant for SMEs and European Management Assistant for large and global companies. These qualifications are aimed at promoting mobility across Europe, enabling people to combine work and study in a number of different countries.

For further information, please visit website at:

www.cfa.uk.com

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angela mortimer

Angela Mortimer EUMA Affiliate Representative - Employers

Angela Mortimer Plc was established in 1976 and has since been successfully providing a first class recruitment service.

There are currently over 25 brands under the Angela Mortimer umbrella operating from 9 offices in 6 cities across the UK and in Europe.

Angela Mortimer recruits for permanent, temporary and contract positions in the following areas:

- ◆ Senior PA / Secretarial / Administration / Reception / Business Office Support
- ◆ IT
- ◆ HR
- ◆ Finance
- ◆ Sales / Marketing / Communications / PR / Design & Studio
- ◆ Legal – Qualified & Legal Support
- ◆ Graduate / College Leavers

The rationale for operating multiple brands across all market sectors is simple; it allows us to maximise the opportunities on offer and attract a wider range of desirable candidates for our clients’.

For further information, please visit website at:

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Carmen MacDougall Founder & MD of cma coaching and training Ltd

Carmen MacDougall, Founder and Managing Director of **cma coaching and training**, is a leading NLP business coach and trainer for the virtual assistant industry in the UK, Europe and Australia with a highly successful track record in helping others to follow their own entrepreneurial spirit. She is also a trainer in professional development and a sought after motivational speaker.

Prior to establishing cma, Carmen excelled as a PA and office manager in the investment banking and legal sectors in the City (London) for over 11 years. Within three months of redundancy, Carmen had taken the plunge and created her own business, as a virtual assistant, and had built a thriving full-time business working with life coaches, which is still going strong today.

For further information, please visit website at:

www.cmacoaching.com

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Hays Secretarial is proud to be sponsoring EuMA, and support its work in raising the profile of PAs and providing support in developing their careers.

We are the UK's leading recruitment consultancy specializing in PA and secretarial jobs – finding jobs for PAs and secretaries in public, private and not-for-profit sectors.

Our experienced consultants operate through a national network of offices, and take an active interest in your career development. For this reason, we are able to find you the position that will help you achieve your career goals.

To find out more about the services we can provide you to help with your recruitment, please contact your nearest [Hays Secretarial office](#).

For further information, please visit website at:

www.hays.com/secretarial