

PRESS RELEASE

Issued: 4 June 2010

For Immediate Release

Top UK training companies to sponsor office* seminar theatres

Three of the UK's leading training companies – Hemsley Fraser, Pitman Training and Reed Learning – will each sponsor their own dedicated seminar theatre at office*, the new event aimed at meeting the business needs and aspirations of PAs, EAs and Office Managers. Taking place at Earls Court, London, over 21-22 September 2010, the show is set to feature a 50-strong, 5-theatre, seminar and master class training programme.

Presented by some of the country's finest training and development experts, including senior trainers from Hemsley Fraser, Pitman Training, Reed Learning, and The Development Company, the sessions seek to broaden knowledge and skills across a multitude of subjects and will provide attendees with a host of invaluable tools that can be taken away and implemented in their day to day roles.

"It's important for everyone that works within this sector that training is recognised as a necessity rather than a luxury. Too many people miss out on vital training because it's viewed as a cost rather than an investment. This is exactly what office* seeks to change by offering a choice of 50 seminars from some of the UK's best trainers for a fraction of their usual price," says Ali Mead, office*'s Event Manager.

Full seminar details are available on the show's website www.officeshow.co.uk. Prospective attendees are being encouraged to book their places as soon as possible as many are anticipated to sell-out. Notable seminar highlights include:

- Making Impact in Meetings: Isabel Kennedy & Danielle Littlejohn, Reed Learning
- Marketing Techniques for Office Professionals: Julia Mulligan (Sixteen Hands), Pitman Training
- Personal Impact Through Body Language: Jean Sutcliffe & Ian Caldecourt, Hemsley Fraser
- Essential Minute Taking Skills: Kay Buckby, The Development Company

- Smart Email Management: Monica Seeley, Mesmo Consultancy
- Top Tips of Building Successful Networks: Rosemary Parr, Global PA Network
- The Definitive PA Masterclass: Sue France, EUMA
- Managing Your Work / Life Balance: Robert Russell, Mindset Synergy

A number of seminar speakers have also announced some special show only promotions, which are available to attendees of their sessions. To date, these include: Sue France (EUMA), who'll be offering a discount off her book 'The Definitive Personal Assistant & Secretarial Handbook'; plus Robert Russell (Mindset Synergy), and Susie Barron-Stubley (Castalia Coaching), who'll both be giving away discount vouchers for their own individual PA training DVDs. Attendees will also be able to benefit from the savings included in the show's Big Deal Voucher Book, which contains offers from many of office*'s exhibitors.

Standing alongside the comprehensive conference programme is office*'s central exhibition, which will feature over 150 leading business suppliers. Confirmed exhibitors to date include: Office Depot®, Hilton Hotels, Unique Venues of London, Canon, Brother, Alexandra Palace, Planet Hollywood London, eCourier.co.uk – Europe's fastest growing same day courier company, The Rezidor Hotel Group, Streetcar – the self-service pay-as-you-go car, Newell Rubbermaid – suppliers of world-recognised brands Paper Mate® and Parker®, Britannia Hotels, RICOH, 3M – suppliers of Post-it® products, Fujitsu, Fortnum & Mason, Benefit Cosmetics, Crone Corkill, and Thorntons.

office* is free to attend for pre-registered visitors, which also includes entry to the Keynote stage where motivational speakers Karren Brady, Judi James, and other leading personalities, will be in action. Seminars and master classes are £89 for three 1-hour sessions or £39 per 1-hour session. For further information, please visit www.officeshow.co.uk.

ENDS

Media enquiries to:

Emma-Louise Jones, PR Executive

t: +44 (0)1273 645134

e: ejones@divcom.co.uk

office* Exhibitor enquiries to:

Ali Mead, office* Event Manager

t: +44 (0)1273 645124

e: amead@divcom.co.uk

Notes to Editor:

- office* is the brand new event for 2010 that focuses on bringing Office Professionals, PAs, Office Managers and Executive Assistants together with potential new business partners and solutions providers. Developed in consultation with prospective visitors, associations, publishers, manufacturers and training providers, it aims to inspire and educate all those working within this dynamic industry.

VISTOR INFORMATION:

Admission: Free to pre-registered visitors, £20 on-the-door

Location: Brompton Hall, Earls Court, London SW5 9TA

Opening hours: Tuesday 21 September 2010, 9.30-6.00 & Wednesday 22 September 2010, 9.30–17.30

Website: www.officeshow.co.uk

- Diversified Business Communications (UK) Ltd (Diversified UK) is a fast growing event organising and publishing company based in Brighton. In addition to office*, Diversified UK also organises lunch!, Natural & Organic Products Europe, camexpo, and the Independent Health Store Conference. The company publishes Natural Products magazine and the Natural Beauty Yearbook.
- Diversified UK is part of Diversified Business Communications, a leading international media company with a successful portfolio of sector leading exhibition, conferences, publications and websites.