



THE OFFICE MANAGEMENT  
SHOW

*In proud partnership with*

THE  
ROYAL HORSEGUARDS  
HOTEL

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Wednesday 24th April 2024

London

# Welcome!

WE'RE SO PLEASED YOU'VE JOINED US FOR THE SPRING  
OFFICE MANAGEMENT SHOW!

IT'S GREAT THAT WE CAN YET AGAIN BRING OFFICE  
MANAGEMENT PROFESSIONALS TOGETHER TO NETWORK,  
BUT ALSO TO MEET WITH NEW AND HIGHLY RECOMMENDED  
SERVICE PROVIDERS AND SUPPLIERS AND OF COURSE, THE  
ROYAL HORSEGUARDS HOTEL.

DO TAKE A MOMENT TO JOIN IN ON THE VENUE TOURS IF  
YOU CAN, TO SEE ALL THAT THIS SPACE HAS TO OFFER AND  
ATTEND THE SEMINAR SESSIONS WHICH ARE CPD  
ACCREDITED.

THERE ARE PRIZES TO BE WON BY USING THE PRIZECARDS  
AND VISITING AS MANY EXHIBITORS AS YOU CAN FOR THEIR  
ICON.

STAY FOR SOME CASUAL DRINKS THIS AFTERNOON IF YOU  
CAN, ENJOY THE BUFFET LUNCH AND PLEASE DO COME  
AND SAY HELLO TO ME AND THE TEAM - WE'D LOVE TO  
MEET YOU!

*Hand*



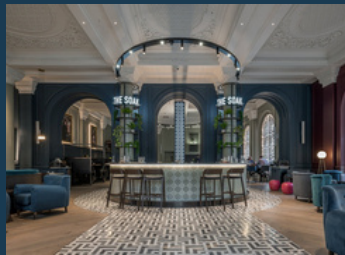
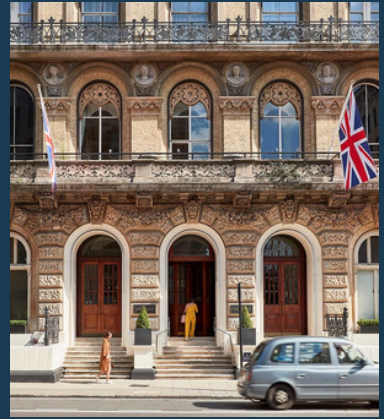
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# All kinds of *extraordinary.*

17 amazing hotels, one unforgettable city.

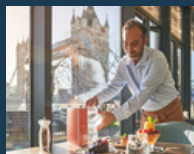
Every hotel guest has a different need, style and budget and we aim to meet those with our extensive range of hotels at the Clermont Hotel Group.

Our hotel locations range across central London and include spectacular Thames riverside properties, historic railway hotels and excellent locations in Piccadilly Circus and Trafalgar Square, to Marble Arch and Tower Bridge.



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# Agenda

08:30AM

## VIP BREAKFAST

WITH KEYNOTE SPEAKER - WITH NAOMI RICHES MBE DL

09:30AM

SHOW OPENS TO ALL DELEGATES

10:15AM

## SEMINAR SESSION

EXCELERATE YOUR IMPACT: MICROSOFT EXCEL MASTERY FOR OFFICE MANAGERS WITH LIZEBETH KOLKO-GREEN

11:15AM

## SEMINAR SESSION

CONFIDENCE IN COMMUNICATION WITH LAURA FROM THE WELLBEING AGENCY

12:00PM - 2:00PM

BUFFET LUNCH SERVED TO ALL

12:45M

## SEMINAR SESSION

THE AI-POWERED OFFICE MANAGER'S TOOLKIT WITH FIONA YOUNG



THE OFFICE MANAGEMENT **SHOW**

# Agenda

1:45PM

**SEMINAR SESSION**

YOUR HEALTH AND SAFETY CHECK-UP WITH HANA GRAY

2:45PM

**SEMINAR SESSION**

SUSTAINABLE FACILITIES MANAGEMENT WITH JACQUI THORNTON FROM ACTIVE WORKPLACE SOLUTIONS

**3:30PM**

DRINKS SERVED FOR CASUAL NETWORKING

3:45PM

**SEMINAR SESSION**

HOW TO ENGAGE STAFF AND BUILD TEAMS IN A MEMORABLE WAY - AN INTERACTIVE WORKSHOP WITH TAKE THE MIKE

5:00PM

SHOW CLOSES



# Speakers



**Naomi Riches MBE DL**



**Hana Gray**



**Lizebeth Kolko-Green**



**Coach Laura**



**Fiona Young**



**Jacqui Thornton**



**Take The Mike**



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*Inspiring the Workplace*



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enquire**



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“

I would be having kittens  
now if it wasn't for Hana

”

Joan Prendergast, Pancreatic Cancer UK

**A training, consultancy and networking business centred  
around office management**

The OMG are a friendly team of experienced consultants dedicated to helping you tackle all office-related tasks, projects and challenges. We strive to maximise your office's potential, helping shape efficient, morale-boosting, sustainable, and ultimately profitable office operations through:

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BUILDING  
RELATIONSHIPS

Our Values

GOING THE EXTRA  
MILE

GETTING THINGS  
DONE



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We are embedding sustainability into our business both up and down the value chain through our Unlocking Potential strategy. We are proud to be proactive and inclusive in our environmental ambitions.



We can help you to design, build and maintain productive, efficient and healthy workplaces.

**CREATING SPACE FOR PEOPLE TO THRIVE**

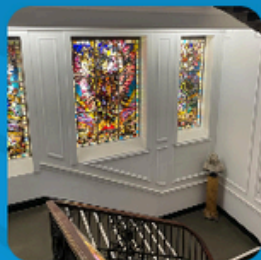
## ACTIVE DESIGN & BUILD

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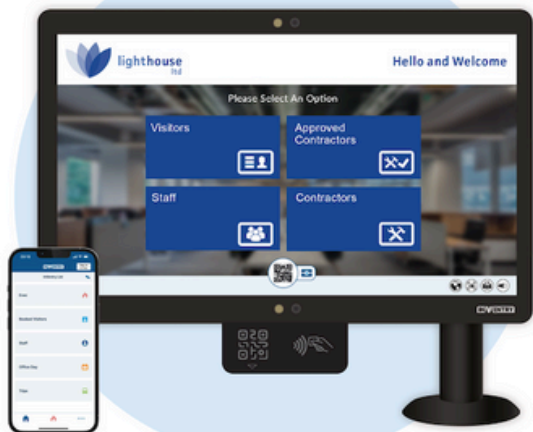


The Office Manager Diaries Podcast offers a captivating glimpse into the world of office management through engaging stories, valuable tips, and insightful discussions shared by office management professionals worldwide.

The Podcast is now on its second season. Listen now on **Spotify** or wherever you tune into podcasts!

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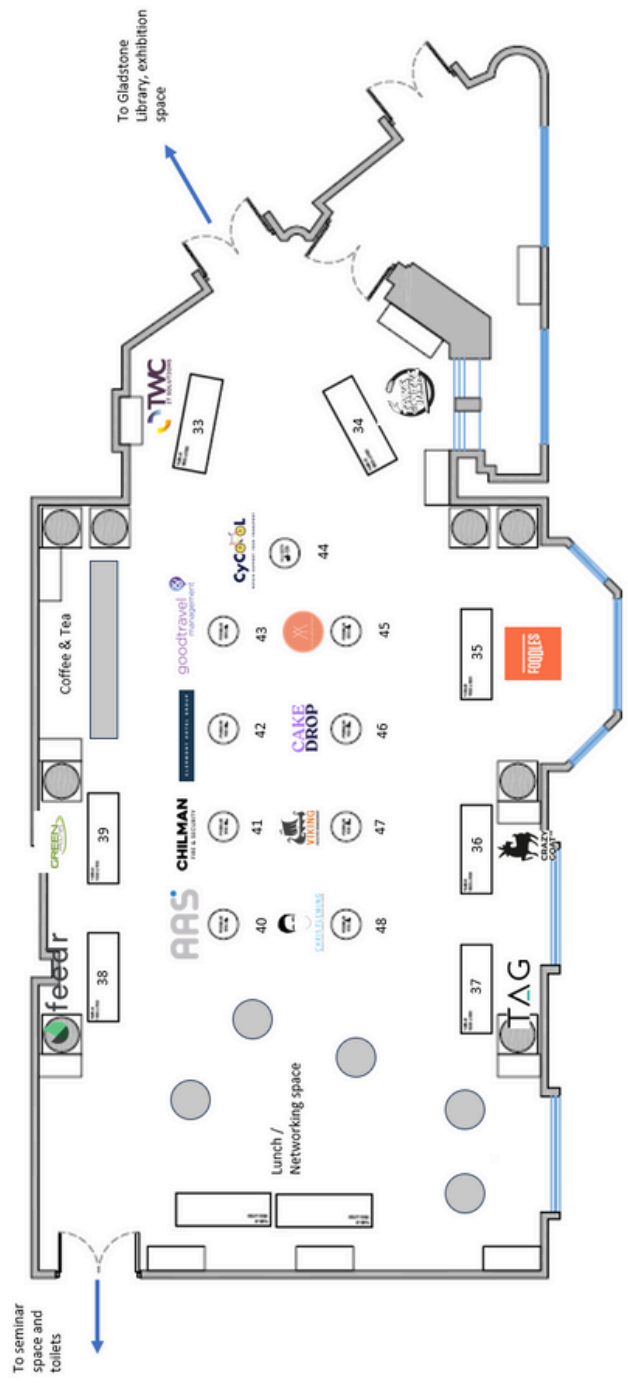
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# THE OFFICE MANAGEMENT SHOW

## Floor Plan - Reading & Writing Room



Courtesy of Active Workplace Solutions



## THE OFFICE MANAGEMENT COURSE

THIS COURSE IS THE VERY FIRST, AND ONLY OFFICE MANAGEMENT TRAINING PROGRAMME DESIGNED AROUND THE DAY TO DAY RESPONSIBILITIES OF OFFICE MANAGERS. AND NOW, WE'VE ADDED TO THE COLLECTIVE WITH BRAND NEW HEALTH & SAFETY COURSES

**COURSES!**

All courses are virtual and in person.

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  - 2 Day Course
- Intermediate Office Management Course
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- DSE Assessor Course
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- Advanced Office Management Course
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The CPD Standards Office  
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2023-2025  
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 THE OFFICE MANAGEMENT COURSE

*“It was such a wonderful course and I am so grateful I had the opportunity to take part, I have so much more confidence and knowledge on the role of an office manager! Thank you so much.”*

*– Intermediate Delegate*

FOR THE COURSE BROCHURE VISIT:

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Take the Mike & Associates is a value-driven events team. We run interactive theatre-based sessions to address work-related challenges within organisations.

We are committed to improving staff productivity and well-being for the benefit of the workplace and its staff.

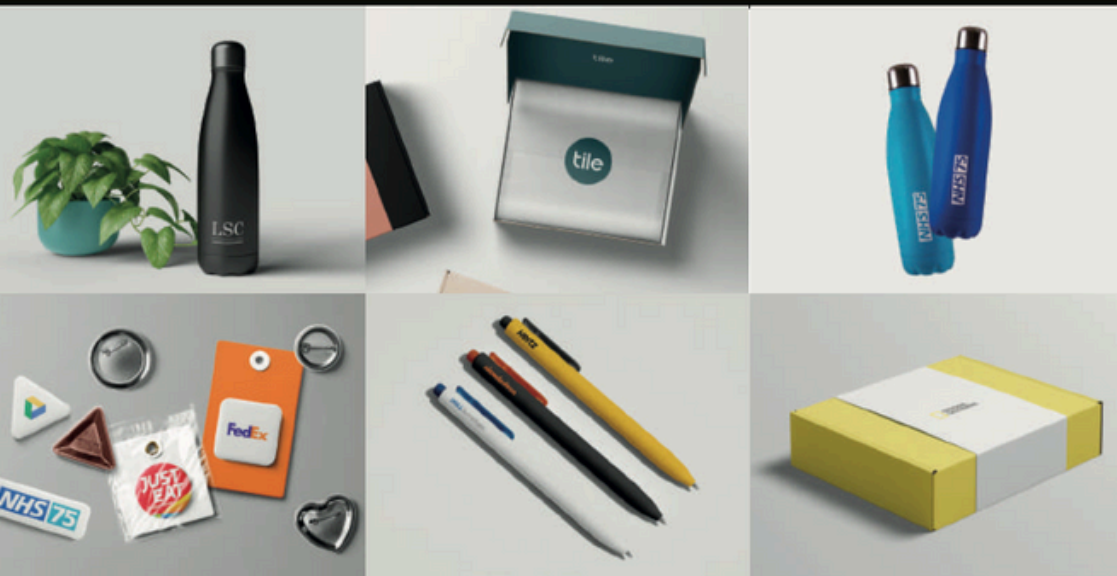
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Our diverse portfolio includes successful sessions delivered at The Meetings Show, IMEX and Training and Development Summit. For additional information about our events do visit our web site, [www.takethemikelimited.co.uk](http://www.takethemikelimited.co.uk) or contact us 0207 263 1587.



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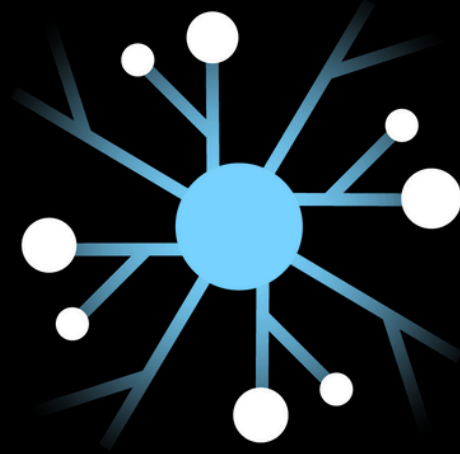
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S H O W

*Thank you for being part of it!*