



## A Brief Summary

### What is South Hampshire PA Network?

South Hampshire PA Network (SHPAN) launched in September 2015 and is an informal network of Personal Assistants (PAs), Executive Assistants (EAs), Virtual Assistants (VAs) and Office Managers from all sectors who work in the southern half of Hampshire. SHPAN organises events (currently 4-5 per year) offering members inspiring presentations, learning opportunities, access to resources and the opportunity to share ideas and learn from each other in informal networking settings, taking in some of the interesting and diverse venues and locations around the region. We also have a broad social media presence, through which we connect our members with each other (for sharing of good practice, advice and information) and also to the vast array of professional resources, blogs, training and information that exists globally to support our profession.

### What area does SHPAN cover?

SHPAN covers the southern half of Hampshire including the areas of Southampton, Portsmouth, the New Forest, Romsey, Eastleigh, Winchester, Fareham, Gosport and Havant. We currently also welcome participants from neighbouring Dorset, Wiltshire and West Sussex who do not currently have their own network to join (although this may change in future as more regional PA networks are established).

### Who is eligible to join?

Any PA, EA, VA or Office Manager (or Assistant working in a role covering these disciplines) may join SHPAN – from any sector, whether private, public, charity or those working freelance or for individuals. We currently have over 300 Assistants on our mailing list, and our events are attended usually by between 30 – 60 Assistants. SHPAN is currently free to join, with no membership fees, and participants pay to attend our events (which helps us cover our costs – we are not a profit-making organisation).

### How does SHPAN work with regional partners?

A range of regional businesses, suppliers, venues and partners engage with SHPAN in a range of different ways. These include:

- Sponsoring our events (e.g. providing or funding venues)
- Providing resources to SHPAN, e.g. materials or services for our events
- Making special offers available to our members via our direct communications
- Generous donations of auction or raffle prizes for our events (sometimes these are offered as part of a business card draw, for example).

Our members are reassured that we will not share their contact details with third parties without their express consent.

### Find Out More...

Please contact us at:

Email: [southhampshirepanetwork@outlook.com](mailto:southhampshirepanetwork@outlook.com)

*(please note this address is monitored regularly but not 24 hours a day, as we all have day jobs too!)*

Twitter: [www.twitter.com/SHampshirePAs](http://www.twitter.com/SHampshirePAs)

Facebook: [www.facebook.com/groups/SouthHampshirePAs](http://www.facebook.com/groups/SouthHampshirePAs)

LinkedIn: [www.linkedin.com/groups/8342664](http://www.linkedin.com/groups/8342664)

## The story so far...

From our launch in September 2015, where around 70 PAs, EAs and VAs came together to start our exciting journey and help us develop our programme of events for 2016, we have already held events in Winchester and Southampton, with the next one to take place in Portsmouth in October 2016.



This photo was taken at our launch event at the beautiful Marwell Hotel. This fabulous group of people told us what they'd like to see SHPAN deliver in terms of topics for the network to discuss. These have already included:

- Personality and team profiling, and how to work effectively with different personality types
- The differences (and similarities) between the roles of Personal, Executive and Virtual Assistants, and the career opportunities and challenges that these can present
- Technology – the range of software, apps, gadgets and tech knowledge that can help us all be more efficient, effective and better business partners to our managers and organisations.

## Other opportunities via the network:

- We are working with Executive Secretary Magazine to establish a locally delivered, cost-effective ACEPA training programme for 2017
- Surveys and consultation designed to help our members tell us what they would like us to deliver in 2017 and beyond.
- Speakers, event presentations and special offers on training programmes being delivered by the UK's top admin trainers, who understand the benefits of regional PA networks
- Help us run SHPAN – offers of assistance always gratefully received from our members! Whether you can offer us a venue, sponsor an event, provide raffle prizes or help us organise our programme of events, get in touch!

