

Executive Secretary LIVE

Dubai

November 19, 2015

I express my gratitude by taking a moment to thank Lucy Brazier, and her team, for the exciting and informative Conference in Dubai. I am delighted to have participated in such an impressive program, and to have been a part of a terrific line-up of speakers.

I take another moment to express my thanks to the attendees. It is a privilege for me to be allowed the opportunity to speak about your exceptional workplace contributions. I would not be able to sustain my career without the diversity of Executive Assistants, across the globe. I am fortunate to meet and learn about what it is that you do every day that benefits the Executives you support and adds to the bottom line of your companies' profitability.

My thanks to those Executives whose Assistants participated in this Conference. I strongly urge Executives worldwide to allocate time to take part in these programs. Executives will benefit from this experience, and will further their understanding of the strategic support mastery that is extended on their behalf. It will also enlighten Executives as to how they can make their Business Partnership relationships even more successful. Collaboration and appropriate compensation will be the verifier of this new workplace commitment.

I also suggest that Human Resources representatives attend these Conferences to learn about what diverse and challenging responsibilities the 21<sup>st</sup> Century Executive Assistant manages on a daily basis. The outcome will be appropriate position descriptions that define and capture the role, with considerable upgrading of compensation structures. These are earned advancements for the Executive Assistant population. The architecture that now prevails for this position is Strategic Support+Leadership+Management=Business Partnership. This is an entirely new relationship design for global Executive Assistants, who are Executive Life Managers.

American Businessman, Harvey S. Firestone, tells us: "It is only as we develop others that we permanently succeed."

I wish all continued success.

Melba J. Duncan

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