

# PA ENTERPRISE

DeskDemon's Magazine for Executive PAs, Office Managers and Secretaries

October 2014

**Pulling a sickie?  
Top 10 reasons  
revealed**

**Christmas Party  
Packages**

**office\* show  
7-8 October**

**Easy steps to a  
dream office move**

**Working Mums  
want to share  
parental leave**

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The World's Largest Website for Executive PAs, Secretaries, Administrators & Office Managers

# office\*

7-8 OCTOBER 2014

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## 7 Easy Steps to a Dream Office Move

**Companies can save time and money using the free project planning tool and the many resources on the Dream Office Moves website - [www.DreamOffice.co.uk](http://www.DreamOffice.co.uk)**

Inspired by the need for high quality online information about the office moving process, WestWon Limited has announced the launch of a comprehensive free advice website – [www.DreamOffice.co.uk](http://www.DreamOffice.co.uk). Designed with small and medium sized businesses in mind, the new interactive website enables hard-pressed company managers to rapidly produce their own structured step-by-step project plan to achieve a successful office move. DreamOffice.co.uk also provides insights, checklists and money-saving strategies in the form of a series of downloadable 'Keyhole' Guides and case studies. The site additionally offers a reliable means of sourcing 'Perfect Partners' - established local suppliers that specialise in providing goods and services for businesses on the move.

According to research conducted by WestWon, the average UK company moves office every 5-7 years and in the majority of cases, the person responsible for co-ordinating this sizeable project often has

little or no previous experience of managing a relocation. The study shows that the moving process carries a high risk of going over budget, thereby creating cash flow issues, particularly where the designated office move project manager does not have access to proper planning tools and advice.

Using Dream Office Moves' free 7-stage Project Plan allows those moving offices to build a personalised workplace transition plan simply by answering a few straightforward questions. Each project plan consists of up to 10 stages of actions, advice and information and pinpoints both priorities and the best strategies to minimise risk. The office move project planner also generates a printable overview flow chart to visually guide users through each stage of their planned office move.

Also available on the Dream Office Moves website is a series of free downloadable 'Keyhole' Guides to office moving, spanning topics such as:



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Website Visits : 11

Project Plans Downloaded : 27

[HOME](#) | [ABOUT US](#) | [CASE STUDIES](#) | [PERFECT PARTNERS](#) | [BLOG](#) | [CONTACT US](#)

Free Office Move Advice  
From Dream Office  
Saved Me Time And  
Money.

[Download my Project plan Now](#)



Dream office provides Free Office Move Advice to make your office move Successful.

- **Budgeting and Financial Planning for Office Moves**
- **Checklist For A Successful Office Move**
- **Employer and Employee Relations**

Those visiting the website can access a series of informative case studies as well as the current 'Tip of the Day' - a useful aide-memoire for office moving.

Through its Perfect Partner scheme, DreamOffice.co.uk also provides a ready source of established local and nationwide suppliers. Whether for the supply or installation of equipment or for other professional services related to office moving such as new signage or furniture, Perfect Partner status ensures these suppliers meet WestWon's high quality

standards, based on many years' experience in this field.

Commenting on the launch of the new Dream Office Moves website, WestWon CEO Jeremy Hall said. "Moving office can be both stressful and time-consuming for those put in charge of the process, and having been through the office move mill numerous times ourselves over the past 25 years, we were inspired to address the gap in the market for free yet highly structured advice on the subject in the form of the Office Move Project Plan.

"Dream Office Moves provides a wealth of useful information for businesses just like us and we anticipate that companies will find they can save time and money using the free project planning tool and the many resources on the Dream Office Moves website."





# office\*

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**7-8 OCTOBER 2014**  
OLYMPIA | LONDON

*"A fantastic opportunity to learn some new skills, listen to some amazing inspirational speakers, meet other PAs and swap notes and meet some useful suppliers! Would highly recommend visiting the office\* show!"*

**Show Opening Times: 10:00 – 17:00 both days**

**Registration is FREE: go to [www.officeshow.co.uk](http://www.officeshow.co.uk)**

**office\* will return to Olympia, London on Tuesday 7th and Wednesday 8th October. Uniting 4,000+ office professionals with 175+ exhibiting brands office\* provides a unique platform where key corporate buyers can meet and do business with a range of relevant and carefully selected suppliers.**

**Running alongside the show is a world class education and training programme which will aid personal development and attract executive support professionals from across the country. This is an event not to be missed by any PA, EA, VA or Office Manager!**



## National PA Day 2014 returns

**Tuesday 7 October 2014 will be National PA Day – the day dedicated to the people who make Britain's offices work! We know how hard you work day-to-day, so this day is your chance to get the recognition you deserve!**

**This annual day highlights the increasing importance of the estimated 650,000 highly skilled PAs working in offices across the UK, with the aim to promote the profession to well-educated young people seeking an exciting and stimulating career.**

**Download the office\* web app  
to help plan your visit!**

To help make planning your visit to office\* even easier, our show web app, sponsored by Purrfect Office, is now available to download. Get the app today so you can:



- **View the exhibitor list and floor plan**
- **Browse the education programme and speakers**
- **Save your favourite exhibitors and seminars and then easily refer to your list at the show**
- **View full travel information**
- **Make notes on seminars you attend and companies you meet**

## Working mums want to share parental leave

**44% of working mums would consider sharing their maternity leave with their partner, according to Workingmums.co.uk annual survey.**

The number of women who would consider sharing their leave when the new shared parenting legislation comes in next year has risen by 3% since last year and may in part be due to a rising number of women who are the main breadwinners in their families - over 17% of women who were living with a partner say they are the main breadwinner and only in a small number of cases is this because their partner has been made redundant or had to reduce their hours.

The survey shows that, despite the rise in women breadwinners, the number of women who claim to split childcare and housework equally with their partners is just 21%, down from 27% last year. Some 17% say their partners work flexibly with 4% of partners working part time.

Many women said the economic situation was affecting how long they took for maternity leave. Some 46% had returned to work early due to the recession or cost of living. Some 10% only took between one and three months' maternity leave. The majority, however, took between seven and 12 months. Although 70% said they went back to work because they needed the

money, 60% said they would work even if money was not an issue.

### **Other findings from the survey include:**

- **56% of women say they earn less pro-rata than they did before having children.**
- **49% say employers discriminate more against women in the current climate**
- **60% think they have to work harder than men due to unconscious bias**
- **the number of parents using grandparents for childcare has risen. 56% make use of grandparents to reduce their childcare costs, 18% use tax credits, 25% have childcare vouchers; 23% use friends; 8% get older siblings to help and 18% get help from other relatives (many use a combination of options)**
- **41% (up 11% on last year) spent nothing on childcare while 20% pay over GBP500 per month**
- **32% say homeworking is their most favoured type of flexible working and**





**homeworking is the most likely thing to encourage more women to work full time.**

- **53% said that more flexible working would aid them in their career development**
- **Most women got the flexible working they requested, but 23% did not with 11% feeling their employer did not even consider their request at all**
- **Only 13% who had taken a career break found a job fairly easily afterwards**
- **Most women (53%) want part-time work and 15% of part timers work at least 6-8 hours extra a week**
- **Just 4% do a job share**
- **74% of working mums are logging**

**on to emails outside of their working hours, with 48% doing so regularly.**

- **14% of respondents were on a zero hours contract or variable shifts - of these 54% prefer it as it offers flexibility, but 17% find it difficult to arrange all the childcare they need. 28% like it for the flexibility but also find it a challenge with childcare.**

Gillian Nissim, founder of Workingmums.co.uk, said: "It is interesting to note the appetite for shared parenting in the light of expectations that initial take-up will not be significant. This perhaps reflects a growing awareness among couples of the link between equality in the workplace and at home. It is vital that policy supports parents in having greater choice over how they balance work and family life."



## Christmas Party Packages at River Cottage HQ

**Have you exhausted your local venues for your Christmas company parties? Feel lacking in inspiration? Why not mix things up a bit this year and head down to River Cottage for a seasonal menu showcasing the very best in local South West produce.**

River Cottage throw fabulous feasts for anything from 10 to 64 people. The 17th century Devon farmhouse transforms into an intimate, festive dining room, or the Threshing Barn opens up onto a beautiful decked area overlooking the breath-taking Axe Valley.

After a tractor journey down the farm track you all come together to toast the festive period with a seasonal aperitif and a roaring log fire in our rustic yurt. You will be then be served delicious home- made canapés and dinner with all the trimmings.

### **Sample Christmas Dinner Menu**

**Canapés:** Chorizo scotch egg; Devon brie on rosemary crumpets; parsley croquettes; seared chicken liver on toasted brioche

**Starter:** Venison Carpaccio, mushroom ketchup & winter leaves

**Main:** River Cottage Red Ruby beef, oxtail & kidney suet pudding, three root mash, beet tops & chard

**Dessert:** Lemon curd crème brulee with hazelnut Florentines





A 3 course Christmas lunch is £65pp and a 4 course Christmas dinner is £75pp, this includes a welcome drink and canapés on arrival along with half a bottle of house wine per head. For the Christmas period only, the party booker goes free and receives a year's River Cottage membership which entitles them to 10% off cookery courses and events at HQ along with 10% off at the River Cottage Canteens and Delis.

River Cottage are also offering a Christmas raffle with each booking, containing amazing prizes such as cookery course tickets and other River Cottage goodies!

If your team are mad keen foodies, why not take part in one of the masterclasses on offer before your meal? There's everything from Christmas cranberry soda bread and brandy butter making, through to curing your own Christmas ham with River Cottage meat guru, Steven Lamb. What better way to get into the festive spirit?



**No Christmas celebration is typical, so get in touch with the River Cottage Bespoke Events Team and they'll be happy to discuss your specific requirements.**

**Throughout the year River Cottage throws open it's gates for a variety of exciting seasonal courses and events so keep up to date by signing up to the newsletter [www.rivercottage.net/newsletter](http://www.rivercottage.net/newsletter)**



## Brother launches new mono print range

**Brother has launched a range of mono lasers with a host of features to provide Small and Home Offices with affordable, compact and reliable print.**



The L2000 mono series will support the growing BYOD (Bring Your Own Device) trend with its range of connectivity options. Wireless connections mean smartphone and tablet users can print from web-based applications such as Apple AirPrint and Google Cloud Print. The machines are also compatible with Brother's apps, including iPrint&Scan, which now processes over 10 million pages a month. They also offer scan to and print from cloud options.



The new range is has a small footprint and front-loading consumables, reducing the amount of desk space needed. This makes the machines perfect for small offices where space is at a premium.

Stuart Mabe, product manager at Brother UK, said: "Small businesses want reliable technology that will enable their employees to be more productive – both those in the office and the increasing number of home workers. The new range offers great value, professional quality print in a space-saving machine. The range of connectivity options make the printers ideal for use with smartphones and tablets, tapping into the popular BYOD and flexible working trends."

The L2000 series replaces Brother's existing 2000 and 7000 mono laser ranges.

**For more information visit [www.brother.co.uk](http://www.brother.co.uk)**



# Take Tea at the Royal Opera House

The Royal Opera House venues team has a perfect new option to extend daytime access to their unique spaces with the introduction of Tea at the Royal Opera House.

The elegant Paul Hamlyn Hall, with its vaulted Victorian ironwork ceiling and bespoke floral screens, is perfect for continuing networking opportunities post-meeting, over sandwiches, scones and exquisite pastries.

Company of Cooks, sole caterers at the Royal Opera House, has created a series of sumptuous teatime delicacies that will satisfy traditionalists as well as those seeking culinary thrills. There are beautifully presented menus to suit all dietary requirements.

In December and January, Tea at the Royal Opera House will be designed around the Royal Ballet's production of Alice's Adventures in Wonderland, and seasonal themes will be introduced to enhance the experience of holding your event at this iconic venue.

Find out more by calling the Royal Opera House Venues Team on 020 7212 9755 or email [aris.giatras@roh.org.uk](mailto:aris.giatras@roh.org.uk)



# Top 10 reasons for pulling a sickie: the truth revealed

**We all know that sick days are part and parcel of working life; however not all sick days are what they might seem at first!**

Flexioffices prides itself on being experts in the supply of serviced office space across the UK, appreciating that employees' productivity and happiness all starts with the perfect office space for them. However, what we don't often get to see is the softer side of business, how an employee calling in sick can affect the day to day running of organisations.

Flexioffices' UK-wide survey asked over 2,000 people in the UK to come clean, telling them the real reasons behind thousands of Oscar winning gravelly voiced renditions of the "there's no way I can make it in today" call to bosses across the nation on a daily basis.

**Here are the UK's top ten reasons for pulling a sickie.**

- 1 To go to a job interview elsewhere**  
31% of respondents said they had called in sick in order to attend a job interview, with people in the South West stating this as being the number one reason above all others for having a sick day.
- 2 I had a hangover**  
26% of respondents have taken a sick day because of a hangover, with respondents from the North West most likely to succumb to a booze induced day off, closely followed by Londoners and Scots.
- 3 To watch a major sporting event**  
11% of respondents have pulled a sickie to watch a major sporting event, with





18-24 year olds from the North East being the most dedicated fans in the nation.

#### **4 It's nice weather outside**

As good a reason as any, especially according to survey respondents from the West Midlands, who don't need any convincing that topping up the tan is more than enough reason for a bunged up call to the boss.

#### **5 It's Monday**

Simply the fact it's a Monday is our fifth most popular reason for pulling a sickie. Monday must be getting a real complex, especially following a survey by ITV earlier this year stating that the first Monday of February emerged as "national sickie day",

with workers struggling under the weight of credit card bills, a long wait until the next holiday and wintry weather. Our survey shows that Monday is particularly unpopular amongst 18-24 year olds in the East of England.

#### **6 I just got dumped by someone in the same office**

In at six, it's time to get out the miniature violins, cue the sorrowful music and spare a thought for these poor souls, with 25-34 year olds and the over 65s among the most dumped office workers in the UK. Crying into photocopiers is not a good look, so maybe a sick day in this situation is the only option left.

***As an office worker, where do you go for information, advice, tutorials, vital tools, training and relaxation?***

DeskDemon is the world's largest resource, information and community site for Administrative Professionals, Executive PAs, secretaries, Administrators and Office Managers. Providing essential information, resources, tips, tricks, tools, quick links, templates, editorial features and best practice on all the daily tasks the secretarial community perform – from travel, meetings, conferences and events to managing technology, office supplies, people and their careers.



## 7 I was preparing for a big date

Let's hope the big date isn't with someone in the same office, as that doesn't seem to work out too well! At number seven, our survey respondents have shown that love is more important than work, with the South West of England being the most likely to put romance before reports.

## 8 I had a bad haircut

It appears the UK is particularly bothered about appearances, so much so that a bad haircut is enough to conjure up the biggest lie you can think of and call in sick day. 18-24 year olds in London are especially conscious of their locks, admitting to calling in sick to protect their pride.

## 9 It's the last day of the sales

The UK is not going to let work get in the way of a good bargain. Sure, it's not as big a priority as some of the other reasons on our list, but the last day of the sales still features as a sneaky truth behind UK wide sick day statistics. The survey suggests Women in the East Midlands are most likely to indulge in a little retail therapy and leave that big presentation for another day.

## 10 Woke up with a huge spot on the face

Bringing up the rear – which we're rather pleased about as it's a bit of a yucky one – the least likely reason for someone to call in sick on our list is due to having a huge spot on their face. Unfortunately, this does still make our top 10 reasons for pulling a sickie, but who knows, maybe next year it will drop off the end and be replaced by something a little less stomach turning, like that rare tropical disease we were talking about earlier... on second thoughts, maybe not.

**Bad hair day!**  
**A surprising**  
**reason to call in**  
**sick!**

