

Document Excellence Day
A Global Virtual Event
The Future – New Core Challenges



Wednesday 12th October 2022
13:30 BST/08:30 EDT/05:30 PDT to 17:45 GMT/12:45 EDT/09:45 PDT

Opening		
BST: 13:30-14:00 EDT: 08:30-09:00 PDT: 05:30-06:00	Networking & Welcome Richard MacDougall Meet and greet your colleagues and peers. Richard will kick the day off with a brief introduction to our event's theme "The Future – New Core Challenges".	
Programme		
BST: 14:00-14:10 EDT: 09:00-09:10 PDT: 06:00-06:10	Opening Remarks Angela Crossland – Chair of the DEG Committee Angela will give a little bit of background to the Document Excellence Group and our future plans.	
BST: 14:10 -14:45 EDT: 09:10 - 09.45 PDT: 06:10 - 06.45	Successful Onboarding Sue McNulty & Adell McMillon How to cope with new hires - familiarisation and technology training in a hybrid environment.	
BST: 14.45-15.30 EDT: 09.45-10:30 PDT: 06.45-07:30	Career Tracking & Recruitment Richard MacDougall & Sherry Kappel Sherry and Richard will demonstrate the DEG Capabilities Matrix and discuss how it can be used to analyse current staff skills, highlight what skills are needed in the recruitment process, and help staff determine their career path.	
BST: 15:30 -16:00 EDT: 10:30 -11:00 PDT: 07:30 -08:00	Brief Break Take a break, watch our short video with tips & tricks to successfully use OneDrive.	
BST: 16:00-16:45 EDT: 11:00-11:45 PDT: 08:00-08:45	Improving Workflows by Leveraging Technology you already have Heather Morrow, Alison Giannini, Leanne Jackson & Yvette De Hoop Many of the software packages we use come with technologies that can improve business workflows. This session is about looking at technologies that are already owned and building workflows around them.	
BST: 16:45-17:30 EDT: 11:45-12:30 PDT: 08:45-09:30	Marketing & Business Development Documents Michelle Langton, Joanne O'Driscoll & Mikey Ward Individuals outside of Marketing/BD are often expected to produce branded/marketing documents which bring new challenges in terms of document production.	
The Final Act		
BST: 17:30-17:45 EDT: 12:30-12:45 PDT: 09:30-09:45	Networking & a Word from Our Platinum Sponsors In our final session we will hear from our main sponsor, Novaplex's Michelle Langton, and then there will be time for some more networking. Thanks so much for joining us.	

Please note: The agenda is subject to change and alteration