



## *Diana Brandl*

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## Biography

Diana Brandl holds a Degree in International Administration and Management, specializing in Office Management. Diana has a strong background in Communications and is a dynamic networker. She joined the professional network IMA (International Management Assistants) in 2006, and is an active member and was formerly a Board Member and Chair of IMA Berlin.

She continuously supports the role of the management assistant by speaking at international events and publishing various articles in Germany and abroad focussing on Digital Transformation, Personal Branding, Strategic Networking, Mentoring, Diversity and Social Media. Diana writes her own blog The Socialista Projects and is influencing the industry with her creative initiatives such as launching the hashtag #WeAreInThisTogether. She created The Future Assistant podcast in 2020.

Diana describes herself as a Digital Native and has worked in the start-up world, where she rediscovered her role as a management assistant with 17 years of professional experience within the New Work generation. She teaches what it means to work with Millennial Managers and how important storytelling is in sharpening a profile.

Diana was selected to represent Germany in the 2018 World Administrators Summit in Frankfurt. Her first book was published in German in 2018. She is currently writing her second book which will be released in 2020.

Diana was named in 2019 as Woman of the Week by the Global Digital Women and has been nominated for the Digital Female Leader Award.

## Session: The Remote Assistant Toolbox

Managing your manager in a remote environment is not only about tools but also about the right mindset. It all starts with your own self-management, a transparent communication flow and the art of leadership.

In this session, digital expert Diana Brandl will explore practical new ways of working with and managing your Executive remotely. With

useful methodologies and tools to consider and adopt, you will be able to grow into a remote role with confidence, refining your skillset and mastering the art of remote leadership. Diana will be joined by Daniela Leutwyler, a remote assistant who will share how she operates with her Gen X manager and her favourite gadgets and tools.

### Also from Diana:

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This session is worth 0.5 IAAP recertification points.