



## Monica Seeley

Connect with Monica on Social Media

## Biography

Dr Monica Seeley, founder of Mesmo Consultancy, is an international authority on email best practice. Author of *The Executive Secretary Guide to Taking Control of Your Inbox* and *Brilliant Email*, Monica enables organisations and individuals to manage their use of email more effectively to improve business and personal performance and communications.

Through her one-to-one coaching, workshops and strategic consultancy, those who work with her are able to save time and dramatically reduce email overload, which has become one of the major drains on people's productivity. Her clients are drawn from a wide range of organisations of all sizes from the public, private and not-for-profit sector.

Over the past fifteen years she has coached and trained thousands of business executives, at all levels in the organisation and from a wide variety of roles including CEOs, finance directors, warehouse managers, sales personnel, marketing, engineering, Assistants, EAs and receptionists.

Monica is a Visiting Fellow at Sir John Cass Business School, City University and Bournemouth University Business School. Her research includes the future of email and the use of social technology to improve communications.

## Session: Improving Cyber Security for PAs and EAs

## Learning Objectives:

Where is the weakest link in any organisation's cyber security programme? Every business deploys a raft of technology to reduce the risk of a cyber attack, yet most often, we the users are unwittingly the weakest link. We inadvertently leak our own confidential information and use passwords which are easy to crack. The cyber criminals are so clever it is very, very easy to fall prey to them.

In this masterclass we explore how to improve awareness and what personal actions can be taken to reduce the likelihood of a cyber attack. Specifically:

- Effective email management (eg spotting fake emails and use of the Out of Office Message).
- Password protection (creating strong passwords and password management technology).
- Personal security (especially when working remotely).
- Manage and reduce the risks associated with social media.

### Also from Monica:

This forty-five-minute session will contain case histories, best practice from a personal management perspective and available technology.

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