

National Congress - 2 Separately Bookable Days

6th and 7th June 2016, Cliftons Centre, Melbourne

NATIONAL CAREER PROGRESSION CONGRESS FOR EXECUTIVE ASSISTANTS AND PERSONAL ASSISTANTS

Theme of Day1

Negotiation, Persuasion and Strategic Planning for Executive Assistants & Personal Assistants

Theme of Day2

Project Management and Emotional Intelligence for Executive Assistants & Personal Assistants

Why Attend This Congress?

- ✦ New and improved format based on feedback of the previous national conference.
- ✦ Proven track record with hundreds of EAs and PAs who have benefited nationally..
- ✦ It will address strategies that are practical and relevant for the modern EA/PA for enhancing their current skills and provide them with tangible solutions that they can use in their workplaces to achieve successful results.
- ✦ Excellent networking opportunities where you will have the opportunity to meet many EAs and PAs with diverse experiences and skills.
- ✦ The Project Management course introduced by us has proven very beneficial for many EAs and PAs who seek to enhance their current skills and take up project management roles
- ✦ Hear practical strategies in enhancing negotiation, persuasion and strategic planning, all of which are very important for a career progression path.
- ✦ New avenues in career progression through Virtual Assistant.
- ✦ Learn a raft of key strategies in learning and applying project management skills.
- ✦ Getting competitive edge through Emotional Intelligence techniques.
- ✦ Hear practical solutions in mastering key personal development skills and how they impact your career progression objectives.
- ✦ This summit has excellent team discounts and an affordable investment to give you the best value for your time and investment.
- ✦ A certificate of attendance and completion of the 2 day conference will be provided on request

***First 15 Registrations will get a complimentary copy of conference documents plus will enter our lucky draw to win for a \$500 voucher**

TO REGISTER CALL NOW!

TEL: (02) 95807327 FAX: (02) 9585 2094, Email: info@learningnetworks.com.au

Organised and Developed By: LEARNING NETWORK SOLUTIONS



ABOUT THE 2 DAY CONGRESS

After a range of successful past events attended by hundreds of EAs and PAs, *Learning Network Solutions* is proud to present this new 2 day separately bookable EA/PA Congress. Backed up an experienced speaking panel, the congress aims at addressing various strategies, tools and techniques to further enhance the current skills of EAs and PAs.

Day 1 will address some of the key attributes and skills required for personal development and career progression. Day 2 of the congress will detail in a practical manner the key requirements, considerations and strategies for EAs and PAs to make a career progression in project management. It will address project management framework and principles and applications of emotional intelligence.

The conference will also address issues of strategic planning along with negotiation and persuasion skills that provide a competitive edge in the current competitive environment. We also have a special session on **Virtual Assistant** that will address how the role of an EA has evolved and how the concept of virtual assistant provides a new mode for career progression and development.

Backed by an excellent speaking panel, this summit will offer strategies that are both practical and relevant for the modern EA/PA for enhancing their current skills and provide them with solutions that they can use in their workplaces to achieve successful results and advance their careers by taking on more challenging roles and responsibilities. Each session will be addressed in detail so that the delegates can get the maximum possible value.

What some of the past attendees have to say about their experience in attending our previous conferences and seminars:

- Very motivational and inspiring, given me belief in myself-EA, *ANZ Bank*
- Empowering and highly motivational-EA, *Kelloggs Australia*
- Inspirational, gave me a better insight into project roles, personal development and motivation-EA, *Department of Education*
- Motivational presenters and very engaging-EA, *Ericsson Australia*
- Very informative and motivating - EA, *Australian Taxation Office*
- Fantastic speakers, great content and very inspiring - PA, *Australia Post*
- Excellent conference addressing relevant issues that face us, I will attend future courses organized by LNS- EA, *Department of Families, Housing, Community Services and Indigenous Affairs*
- Content was informative and easy to apply to work, life situations and projects-EA, *Cardina Shire Council*
- Thanks Dominic, you were very engaging and inspirational. What I have learnt will sure help me in my personal growth – EA, *Department of Human Services*
- Would highly recommend to colleagues- EA, *Kooweerup Regional Health Service*
- Networking was good and encouragement to add new skills, EA – *Department of Treasury and Finance*
- I have learnt that anything is possible if you want to achieve – EA, *Parks Victoria*

PROGRAM AGENDA

Monday 6 June 2016

8.30 – 9.00: REGISTRATION AND TEA ON ARRIVAL

9.05 - 9.10: OPENING REMARKS BY THE CHAIR

9.10 – 10.15: SESSION 1

MAKING A POSITIVE INFLUENCE BY EFFECTIVELY MANAGING CONFLICTS AND DIFFICULT PEOPLE

- ✚ The significance of assertiveness as a problem and conflict management tool
- ✚ Strategies for avoiding and diffusing volatile situations at work
- ✚ Strategies for resolving problems and conflicts
- ✚ Positional versus interest based approach
- ✚ Handling grumpy and cold colleagues
- ✚ Dealing with difficult people

Brad Nash, Service Leader - Eastern Victoria, DEPARTMENT OF HUMAN SERVICES

10.15 – 10.40: NETWORKING TEA BREAK

10.40 – 11.40: SESSION 2

WHAT SKILLS AND COMPETENCIES ARE EMPLOYING ORGANISATIONS SEEKING IN THE MODERN EA/PA

- ✚ EA/PA skills shortages and the recruitment market in general
- ✚ Find out what skills and attributes are in high demand and what you need to do to be successful in your career
- ✚ Career building options and strategies and interview tips

Lia DiMingo, Business Director, **HAYS**

11.40 – 12.40: SESSION 3

NEW OPPORTUNITY FOR CAREER PROGRESSION: HOW TO GO ABOUT IN BECOMING A VIRTUAL ASSISTANT

- ✚ What is a Virtual Assistant?
- ✚ EA to VA - Exploring Virtual Assistant's as a possible career path
- ✚ Who do VA's work for and what services do they offer?
- ✚ The Virtual Assistant Industry and working in Virtual Teams

Vanessa Asbhy, **THE EXCEPTIONAL ASSISTANT**

12 -40 -1.30 – 1.10: NETWORKING LUNCH

1.30 -1.45: WORKSHOP SESSION- **Facilitated by Dominic Siow**, Master Trainer and Peak Performance Expert, **EQ STRATEGIST**

ENHANCING PROFILE AND DECISION MAKING ACUMEN THROUGH STRATEGIC PLANNING AND EFFECTIVE COMMUNICATION

Our ability to think outside the square and persuade can make a significant impact on the outcomes we seek to achieve at work. In this session, Dominic will address strategies and tips on how to be a strategic thinker and an effective communicator to get the result you want and achieve departmental targets.

- ✚ How does strategic thinking help you become a more effective influencer
- ✚ Outcomes versus output orientation
- ✚ Do's and don'ts of communication and positive interpersonal relationships
- ✚ Key communicating strategies for a positive outcome

3.00– 3.15: AFTERNOON TEA

PERSUASION AND INFLUENCING SKILLS TO ACHIEVE POSITIVE OUTCOMES

Our ability to persuade can make a significant impact on the outcomes we seek to achieve at work. In this session, Dominic will address strategies and tips on how to be a master persuader and how to influence others to get the result you want. Through case examples and practical discussions, Dominic will detail proven techniques in persuasion and influencing skills

4.55: SUMMING UP AND CLOSE OF DAY 1

8.15- 8.50: REGISTRATION AND TEA ON ARRIVAL

8.50 - 9.00: OPENING REMARKS BY THE CHAIR

9.00 – 10.15: SESSION 1

AN OVERVIEW OF PRINCIPLES AND METHODOLOGIES OF PROJECT MANAGEMENT

This session describes and illustrates with real life case studies the dynamics of project management. It will address a mix of methodologies, processes and software tools to facilitate informed decision making. . The session provides an overview of the applications of project management and how EAs and PAs can complement their current skills through the principles of project management. It will be facilitated by Ed Blow who is internationally recognised as an expert on project management.

Ed Blow, Director, E&S CONSULTANTS

10.15 – 10.35: NETWORKING TEA BREAK

10.35 -11.45: SESSION6

PROJECT MANAGEMENT TOOLS AND APPLICATIONS: HOW TO APPLY

In this fun and interactive session Angela will address strategies to complete, prioritize, and stay on top of your work activities/projects. Angela will explain how you can make project management principles and tools work for you in the office and at home. You will learn how to complement your current skills and carry out multiple tasks with ease. Angela will explain this through practical and relevant examples and will provide you with some key tools and templates to start using immediately.

Angela Chellas, Director, LOTUS PROJECT CONSULTING PTY LTD

11.45 – 4.30 : WORKSHOP SESSION: Facilitated by Dominic Siow, Master Trainer and Peak Performance Expert, EQ STRATEGIST

HOW EA'S & PA'S CAN BE EFFECTIVE PROJECT MANAGERS

-  Principles of Emotional Intelligence and its impact on project management
-  Knowing your talents and skills
-  Characteristics and leadership qualities for an effective project manager
-  How to build influence as a project manager
-  How to integrate your management style to achieve the outcomes of the project
-  How to adapt to new working environment and make it work for you

HANDLING VARIOUS TASKS AND MAKING MOST OF YOUR TIME THROUGH A PROJECT MANAGEMENT MINDSET

-  Relationship between project management skills and achieving excellence in time management
-  Making the most of your time and handling several tasks successfully
-  Using project management skills in other areas of work
-  How time management can be a stress buster

5.25 – 5.30: SUMMING UP & CLOSE OF THE NATIONAL CONGRESS

**NATIONAL CAREER PROGRESSION CONGRESS
FOR EXECUTIVE ASSISTANTS & PERSONAL
ASSISTANTS**

6th & 7th June, Venue: Cliftons Centre, Melbourne

****REGISTRATION FORM****

Register By:

 **Tel: (02) 95807327**  **Fax: (02) 9585 2094**

Email: info@learningnetworks.com.au

INVESTMENT TOTAL:

-  **Register 1 delegate for 2 days: \$ 850 + GST = \$ 935 incl GST**
-  **Register 2 delegates for 2 days: 750 + GST = \$825 incl GST per delegate**
-  **Register 3 delegates for 2 days: 650 + GST = \$715 incl GST per delegate**

First Delegate:

	Day 1	Day2
Name	_____	
Position	_____	
Email	_____	

Second Delegate:

	Day 1	Day2
Name	_____	
Position	_____	
Email	_____	

Third Delegate:

	Day 1	Day2
Name	_____	
Position	_____	
Email	_____	

Organisation: _____

Address: _____

Telephone: _____ **Fax:** _____

Sign: _____

- *Invoice shall be sent after receipt of the registration**
- * Please make payment prior to the event**
- * Cheques made payable to *Learning Network Solutions***

Please debit my:

☐ **Visa** ☐ **Amex** ☐ **Master card** ☐ **Bankcard**

Card Number: _____

Expiry Date: _____

Cardholder's Name: _____

Venue

Cliftons Centre, 440 Collins Street, Melbourne

Certificate of Attendance:

All delegates will get a certificate of attendance on request.

Documentation

Documentation provided by speakers will be supplied to delegates at the venue.

Special Discounts-only one discount applies

*Register 4 delegates for both days and get free passes for 2 additional delegates

* Be among the first 15 to register and get a complimentary pack of conference papers plus become a part of a draw and win \$500 gift voucher.

Networking Lunch

Lunch and refreshments will be provided at the event. Please inform us if you have special dietary requirements

Privacy Statement

We do not have mailing lists and we do not share your contact information with any external agency. Information supplied by you may be used by Learning Network Solutions to provide you with further information about our events

Cancellation Policy

Cancellations made 2 weeks prior to the event will receive a complete refund. For cancellations done within 2 weeks of the program you are liable to make full payment and no refund can be made. We will issue you a credit note that could be used to attend any of our future events of the same amount. If event is not held due to any reason, our liability is limited to the event fee only. In any event our liability is limited to the event fee only.

Program Changes

We reserve the right to make changes in the program and the panel of speakers.

Copyright: Learning Network Solutions
©2016. All Rights Reserved
ABN: 27107034453

Website: www.learningnetworks.com.au

Code: s * LNS