

**18<sup>th</sup> Public Sector Summit for Office Professionals**  
**26 & 27 February 2020, Cliftons Centre, Canberra**



## Opportunities and Challenges For **EXECUTIVE ASSISTANTS & PERSONAL ASSISTANTS IN THE PUBLIC SECTOR**

**Creating opportunities and meeting challenges through  
Personal Resilience and Wellness in times of Digital Change in  
the Public Sector**

**\*Special New Year's Discount\***

**\*Register and pay for a team of 5 and get 5 additional free passes\*  
(subject to availability)**

### **SUMMIT OVERVIEW**

- Stellar track record, well attended in the past by several hundreds of EAs and PAs from the public sector.
- Experienced facilitators that are highly regarded will address interactive sessions through a series of power point slides, accompanying information, written activities and reflective tasks and videos.
- New format addressing new developments and issues of digital transformation relevant to EAs and PAs.
- Interactive sessions providing current and relevant strategies for professional development and success in the new digital age.
- Exploring strategies that are practical and providing tangible solutions that can be used in the workplace in the new digital economy.
- Addressing key issues relating to physical, social, emotional, mental and spiritual wellbeing.
- Learn a raft of key strategies in learning and applying new skills for personal resilience and wellness through times of digital transformation.
- Learn key techniques for taking the initiative and enabling the transition from an EA/PA to a trusted advisor.
- Experience higher levels of energy which leads to elevated productivity levels and enjoyment of what you do along with renewed sense of purpose and energy to feel more positive, motivated and empowered to take on the challenges that await you.
- Excellent team discounts, generous early bird offers and an affordable investment to give you the best value for money.

**TO REGISTER CALL NOW!**

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

## OVERVIEW

After several successful events and summits attended by hundreds of EAs and PAs, Learning Network Solutions is proud to present this 18th EA/PA Public Sector Summit with all new sessions and key relevant issues. Backed up by an experienced and diverse speaking panel, the Summit shall address the opportunities and challenges for EAs and PAs in times of digital transformation.

The digital economy is upon us and the public sector has embraced the digital revolution. The digital economy brings with itself new challenges and opportunities and public sector professionals need to keep themselves abreast on how to get through times of digital transformation with ease and success. This summit is developed for EAs and PAs and other office professionals to empower them with mind-set, skills and inspiration and strategies for developing personal resilience and wellness in times of such a significant transformation.

Day one is structured as an interactive workshop and will be facilitated by internationally renowned speaker and master transformer, Dominic Siow. He is also the author of the Amazon Best Seller "What's Great about this – How to be Resilient and thrive through disruption and change"

Day two is structured as a summit with key sessions from Brad, Virginia, Andrew, Angela and Bianca who will address a range of proven strategies in dealing with times of disruption and change and to maximize the opportunities and meet the challenges that await the public sector EA/PA in times of digital transformation.

**Please note:** This is a brand-new program with new sessions and a new format. The registration price and generous discounts is kept with a view to facilitate attendance and meet all types of budgets.

## OUTLINE

Day 1, Wednesday 26<sup>th</sup> February

8.20 – 9.00: REGISTRATION AND TEA ON ARRIVAL  
10.30 -10.50: MORNING TEA  
1.00-2.00: NETWORKING LUNCH  
3.00-3.20: AFTERNOON TEA  
4.30: CLOSE OF THE DAY

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**Learning Objectives:** To empower participants with the mind-set, skills and inspiration, through an immersive experience with the following objectives:

### MODULE1: MENTAL WELL-BEING

- Contributors to Stress
- Optimising your four sources of energy
- Empowering versus Disempowering Thoughts and Emotions
- Managing your focus and the meaning you give to events
- The practice of Mindful Meditation

### MODULE 2: PHYSICAL WELL-BEING

- Your brain, its fundamental function and the role of neurotransmitters to your well-being
- Understanding how to manage the negativity bias
- How to use the right movement, posture and breathing to create positive energy
- Laughter and well-being
- Rituals for creating a foundation of good physical well-being – exercise, diet and sleep

### **MODULE3: EMOTIONAL WELL-BEING**

- Social connections and your well-being
- Expressing appreciation and building trust
- Creating a healthy emotional bank account with others
- Empathy to reduce conflict
- Appreciating diversity and building constructive relationships

### **MODULE4: SPIRITUAL WELL-BEING**

- How to align your personal vision with that of your organisation to create greater purpose and meaning
  - Outcome versus Output versus Task orientation
  - How being strategic and applying the 80-20 rule can help you with your decision-making
  - What being Service-oriented means
  - Review key lessons
  - Setting goals to apply what you've learned.
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#### **Profile of your workshop facilitator:**

##### **Dominic Siow**

*Director and Master Transformer*

*Key Areas of Specialisation: Resilience, Creating Inspiring Workplace Culture, Developing EQ, Strengthening Leadership, Deepening Collaboration, Communicating to Influence*

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Dominic Siow is a true optimist. He lives in gratitude each and every day, passionate about creating workplaces that inspire people to be at their very best and where they experience true fulfillment.

In 2006, he and his wife, Sue founded EQ Strategist with a mission to help create empowering workplaces where people wake up each and every day inspired to deliver extraordinary outcomes for their organisations.

Since then, their work has helped create profound change at more than 130 public and private sector organisations across 11 countries in the Asia Pacific and Middle East regions. Tens of thousands of individuals have been empowered in the process, many often rating the training as the best they've experienced in their career.

Prior to his present vocation, Dominic was a senior operations manager for IBM Australia and VP of Product Development at grapevine Technologies. Dominic has previously contributed as speaker and mentor at the Magic Moments Youth Leadership and Business Summit and as a Senior Leader at Robbins Research International events across Australia since 2003.

He is also the author of the Amazon Best Seller "What's GREAT about this? How to be Resilient and thrive through disruption and change."

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8.30 – 9.00: REGISTRATION AND TEA ON ARRIVAL

9.00-9.10: OPENING REMARKS

### MODULE 1: 9.15 -10.20

#### WELLNESS IN A DIGITAL WORLD IN THE PUBLIC SECTOR

It's time to shut down your phones and other devices and re-connect with yourself and the world around you. This session will look at the good, the bad and the ugly of managing wellness in an ever-increasing digital world. The apps that help and the apps that hinder how we connect with ourselves, our friends and our family.

We will look at:

- Technology and you
- Tech life balance
- Apps we should care about
- Wellness in a digital world.

**Virginia Shaw**, Managing Director, **Shaw Wellness and Flourish and Soar Coaching**

### 10.20-10.45: MORNING TEA

### MODULE2: 10.45 - 11.45

#### CREATING MORE VALUE: BEYOND PA TO A TRUSTED ADVISOR

- How is your role perceived now?
- How do you want your role to be seen into the future?
- What is your value proposition/brand as an EA/PA?
- Do you know what radical candour is?
- How do you transition to a role of trusted advisor?
- What does a trusted advisor look like in your eyes?
- Techniques for taking the initiative and enabling this transition

**Brad Nash**, Branch Manager, Workplace Integrity, People & Culture Division  
**National Disability Insurance Agency**

### MODULE3: 11.45-1.00

#### ENHANCING YOUR LEADERSHIP SKILLS AND PRODUCTIVITY IN THE NEW DIGITAL AGE

Enhancing your leadership skills and productivity in the new digital economy will focus on the following:

- New Leadership Skills required for the Digital Economy
- Taking your Leadership Skills to the Next Level
- How to engage in Network Leadership
- Tips on increasing productivity in the Digital Economy

**Andrew Marshall**, Account Manager, **SHL**

## **1.00-2.00: NETWORKING LUNCH**

### **MODULE 4: 2.00 -3.00**

#### **PROJECT MANAGEMENT AND DIGITAL TRANSFORMATION**

Project Management skills will enable you to demonstrate your skills, thus enabling you to take on more responsibility and make you an invaluable resource in your organization special in times of change. In this session, Angela will address how a project management methodology can assist in times of digital transformation and equip you with tools that were not in the repertoire of a traditional EA/PA.

**Julia Checchia, PMP, Program Delivery Manager, Government Agency**

### **MODULE 5: 3.00-4.00**

#### **MOVING TO A NEW DIGITAL AGE: WHAT OPPORTUNITIES AND CHALLENGES AWAIT THE TRADITIONAL EA/PA**

In this session, Bianca will draw on her experience and resources to address the opportunities and challenges for EAs and Pas in times of digital change and transformation. Bianca will also demonstrate a web application. Bianca will also elaborate on Technostress and how the EA/PA plays an important role in being the office thermometer and being able to use their Emotional Intelligence to navigate through this ever-changing Digital Age.

**Bianca Smola, Executive Assistant to Deputy CEO, Australian Institute of Health and Welfare**

## **4.00-4.20: AFTERNOON TEA AND CLOSE OF THE SUMMIT**

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**26 & 27 February 2020, Cliftons Centre, Canberra**

**\*\*REGISTRATION FORM\*\***

**\*\*\*Register By:**

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

**Email: [info@learningnetworks.com.au](mailto:info@learningnetworks.com.au)**

**INVESTMENT TOTAL: For 2 days:**

**Super Offer:** Register 5 delegates and get free passes for 5 additional delegates (subjected to availability)

Registration Options	Investment (\$)
Register for 2 days * special new year offer	\$1100+ GST: (\$1210)
Register for any one day (one day pass)	750 +GST: (\$825)

**First Delegate**

Name \_\_\_\_\_

Position \_\_\_\_\_

Email \_\_\_\_\_

**Second Delegate**

Name \_\_\_\_\_

Position \_\_\_\_\_

Email \_\_\_\_\_

**Third Delegate**

Name \_\_\_\_\_

Position \_\_\_\_\_

Email \_\_\_\_\_

**Organisation:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

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, 10 Moore Street, Canberra.  
Tel: 61220999

**Continuous Professional Development**

This conference will add to your CPD points based on the state you are based in. You may claim up to one unit for each hour of attendance. Refreshment breaks are not included in this hour.

**Documentation:** Conference documentation provided by the speakers will be provided to delegates at the venue.

**Team Discounts: (Only 1 discount applies)**

- Register 3 delegates and get free passes for 2 additional delegates
- Register 5 delegates and get free passes for 5 additional delegates

**Networking Lunch**

Lunch and refreshments will be provided at the event. Please advise us if you have any 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 only be to provide you with further information about our events

**Cancellation Policy**

Cancellations made 2 weeks prior to the event will receive complete refund. If cancellations are 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, the venue and the panel of speakers.

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