



# PROJECT MANAGEMENT FOR EXECUTIVE ASSISTANTS AND PERSONAL ASSISTANTS

*2 Separately Bookable Seminars, 1 Mega Professional Development Forum for EAs and Pas*

**25<sup>th</sup> & 26<sup>th</sup> August, Marque Hotel, Brisbane**

***Including a separately bookable seminar on day2***

## **PERSONAL MASTERY & SKILLS FOR EXCEPTIONAL EAs & PAs**

### **BENEFITS OF ATTENDING THE 2 DAY FORUM**

- ❖ Demonstrating ability and highlighting achievement to make your business case for a project management role
- ❖ How to be a strategic partner to your boss and how to manage and meet their needs effectively
- ❖ Key requirements for progressing in a project management role
- ❖ Issues and challenges for your new role as a project manager
- ❖ Key tools for Project Management tools and applications
- ❖ Assessing the skills required to become a project manager
- ❖ How to build sound relationships and a dynamic project management style
- ❖ Performance measuring: What style of leader are you and what attributes are required
- ❖ How to do what you love and love what you do
- ❖ Integrating professional corporate governance in a project management scenario
- ❖ Managing and controlling the schedule and multiple project timeframes
- ❖ The initial knowledge areas for a project lifecycle and its basic applications
- ❖ Key tips to communication and resolution in challenging project situations
- ❖ Key tips and strategies to achieve communication excellence
- ❖ How to influence others and achieve positive outcomes through communication excellence
- ❖ How to motivate, engage and nurture your team members
- ❖ Becoming more aware of the meaning of non-verbal clues and signals
- ❖ Strategies for getting the best possible outcomes for you and the project team

***Who Should Attend:*** Executive Assistants, Personal Assistants, Admin Officers, Project Officers, Learning and Development Executives and other Office Professionals.

Organised by:

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**CALL NOW  
TO REGISTER**

**(02) 9585 2304**

# OVERVIEW OF THE FORUM

After a successful past events in Brisbane, Canberra, Sydney and Melbourne, Learning Network Solutions is proud to present this mega forum for those EAs and PAs who are seeking to enhance their professional development and skills. This 2 day forum consists of 2 separately bookable seminars. Day 1 of the forum will address project management techniques and applications for those EAs and PAs that wish to enhance their project management skills. This seminar is one of our most successful events and has being very well attended on all the previous occasions. We have also made some new additions to this seminar to give you the best possible value and experience. Backed by an exceptional speaking panel, this seminar is highly recommended for all those EAs and PAs that seek to enhance their current skills and take up project management roles.

The day 2 of the forum will be facilitated by Dominic Siow, world renowned speaker, master trainer and peak performance expert. This Seminar is specifically designed for executive assistants, secretaries, personal assistants and administrators who want to increase their skills and productivity, learn to cope with multiple, seemingly conflicting demands on their time, experience greater fulfilment, enhance their image amongst their peers and stakeholders and their ability to understand and meet stake holders requirements.

## What some of the past attendees have to say about their experience?

- ❖ *"I feel very inspired and feel I have the ability to take on project management roles...."* EA, Department of Premier and Cabinet
- ❖ *"I got an understanding how project management can be utilised in my current role"* EA, Department of Treasury, QL
- ❖ *"Very informative, motivating and inspiring ...."* EA, Australian Taxation Office
- ❖ *"I now consider myself as a worthy candidate for a project management role..."* EA, Department of Transport
- ❖ *"Great speakers and ideas, I feel energised..."* EA, Queensland Fire and Rescue Service
- ❖ *"Excellent, comprehensive and good quality of speakers..." more than what I had expected...."* EA, Telstra

## Program Agenda, Day 1, Tuesday, 25<sup>th</sup> August

### 8.00 – 8.50\_ REGISTRATION & MORNING TEA

### 8.50 – 9.05

### OPENING REMARKS BY THE CHAIR

**Pat Kriel, EA to CEO, ADELAIDE CITY COUNCIL**

*South Australia Division President, Australian Institute of Office Professionals (AIOF)*

### 9.05 - 10.00: SESSION1\_ KEYNOTE ADDRESS

### PROGRESS YOUR CAREER BY TAKING ON A PROJECT MANAGEMENT ROLE

- Approach the boss: Taking the first step from EA/PA to project manager
- Make a strong business case and highlight your past achievements
- Demonstrate your ability to improve your manager's outcomes and add value
- Establish your role objectives as a project manager with professionalism and direction
- Assess the skills required to take up a project management role

### 10.00 – 10.20: NETWORKING TEA BREAK

### 10.20 – 11.20: SESSION2

### DYNAMICS OF A PROJECT MANAGEMENT ROLE: KEY ISSUES & CHALLENGES

- Build a management style that works in a busy and fast moving environment
- Manage more timeframes, deadlines and schedules in a dynamic project scenario
- Nurture and encourage sound cooperative relationships as a foundation for success
- Practical "Lessons Learned" organisational skills for project management
- Appreciate essentials of good corporate governance and what constitutes project success

**Ed Blow, MIEAust CPEng, Director, E & S CONSULTANTS**

### 11.20 – 11.30\_ MINI BREAK

## Program Agenda, Day 1 (continued)

### 11.30- 12.30: SESSION 3

#### PROJECT MANAGEMENT TOOLS

This session will provide an overview of the suite of project management tools that are available to support you in a project management role

The session will address the following specific issues:

- The application of best practice to meet scope and avoid scope creep.
- A practical guide in choosing the right scheduling tool for the project.
- The application of industry best practice in risk management, and ways to avoid bad practice.
- A practical approach to quality assurance that adds value to the project
- A cost effective approach to document control.
- Best practice in procurement and materials management

**Ed Blow, MIEAust CPEng, Director, E & S CONSULTANTS**

**12.30 – 1.30  
LUNCH PROVIDED AT THE VENUE**

### 1.30 – 3.00\_ SESSION 4

#### HOW TO IDENTIFY AND INTEGRATE LEADERSHIP ATTRIBUTES AND SKILLS IN A PROJECT MANAGEMENT SCENARIO

- Performance measuring: What style of leader are you?
- Identify your strengths and weaknesses
- Leadership styles and working with others
- How to integrate your management style for the project's best outcomes
- What is Emotional Intelligence? How is it relevant to Project Management?

**Dominic Siow, Master Trainer and Peak Performance Consultant, EQ STRATEGIST**

**3.00 – 3.20  
NETWORKING TEA BREAK**

### 3.20 – 4.45: SESSION 3

#### A PRACTICAL SESSION TO WORK THROUGH ACTIVITIES TO ASSIST WITH IDENTIFICATION OF YOUR ATTRIBUTES, SKILLS & TO BUILD UPON YOUR SKILLS TO INFLUENCE

In this interactive session, the delegates will be engaged to carry out a "Personality Assessment" to identify their preferred behavioural style and learn how to communicate effectively with project team members with different personalities

**Dominic Siow, Master Trainer and peak Performance Consultant, EQ STRATEGIST**

### 4.45 - 5.00

#### SUMMING UP AND CLOSE OF THE FORUM FOR DAY 1

Lunch Sponsored by



## PERSONAL MASTERY AND SKILLS FOR EXCEPTIONAL EAs & PAs

**Facilitated by: Dominic Siow, Master Trainer and Peak Performance Expert, EQ STRATEGIST**

**Overview:** This unique seminar is specifically designed for executive assistants, secretaries, personal assistants and administrators who want to increase their skills and productivity, learn to cope with multiple, seemingly conflicting demands on their time, experience greater fulfillment, enhance their image amongst their peers and stakeholders and their ability to understand and meet stake holders requirements. The seminar will address the applications of Emotional Intelligence and how it translates to true success and fulfillment.

### Program Agenda, Day 2, Wednesday, 26 August

**8.00 – 8.45: REGISTRATION & MORNING TEA**

**9.00 – OPENING REMARKS AND INTRODUCTION**

**10.00 – 10.20: NETWORKING MORNING TEA BREAK**

**12.30 – 1.30: LUNCH**

**3.00 -3.20: AFTERNOON TEA**

**4.30: CLOSE OF THE SEMINAR**

Due to the interactive nature of the seminar, Dominic wishes to spend more time on those issues that are of interest to the delegates and hence no session timings are provided.

#### MODULE 1: PERSONAL INSPIRATION

- Getting clear about what you want from your career, understanding how that supports your organisation and how to put together an action plan to move towards this
- How to do what you love and love what you do
- Being an inspiration to yourself and your colleagues
- How to understand what truly matters to the stakeholders you serve, be a strategic partner to your boss and how to manage and meet their needs effectively.

#### MODULE 2 : MASTERING EMOTIONAL STATES FOR OPTIMAL PRODUCTIVITY

- Mastering the factors that affect how you feel
- Understanding how others perceive you and how to make the changes from within
- How to manage emotional states that empower you
- How to master stress and stay motivated
- How to identify and overcome limiting beliefs

#### MODULE 3 : MAKING TIME WORK FOR YOU

- How to stop being overwhelmed and deliver that which truly counts
- How to succeed in your career and still make time for life outside of work
- How to stay on top of multiple demands placed on you by different stakeholders and better manage time, project and deadlines
- How to set and meet goals effectively

#### GROUP EXCERSISES

During the seminar delegates will have many opportunities to work on practical exercises in small groups.

**Facilitated by: Dominic Siow, Master Trainer and Peak Performance Expert, EQ STRATEGIST**



## SPEAKER PROFILES

### Pat Kriel

Pat has been an Executive Assistant in both the public and private sectors for 9 years. The industries she has worked in include economic development, performing arts and conferences and local government. Pat joined Adelaide City Council as Executive Assistant to the CEO in 2002. Prior to her Executive Assistant roles, Pat has worked as a High School Teacher and a Paralegal in various countries, including Zimbabwe, South Africa, New Zealand and the United States. As a result of living and working in different locations, Pat has developed a strong sense of flexibility, learning the importance of life experiences and developing transferable skills in order to progress her career. This has proved useful in her current role at Adelaide City Council, where she is Executive Assistant to her fourth CEO. Pat is also the 2007/08 South Australia Division President of the Australian Institute of Office Professionals (AIOP), the only national professional body for Executive & Personal Assistants in Australia.

### Ed Blow

Ed is a chartered professional engineer with over 30 years of wide experience in project management, contract management, claims analysis and preparation, due diligence, dispute resolution and risk management in defence, water and waste water, earth moving, power, oil and gas, mining, infrastructure, building services and construction, communication systems and information technology. He has held various engineering and managerial roles in industry, and has considerable experience in managing engineering design and development teams. Ed has written and had published many papers on governance, project management, risk management and construction and mechanical engineering topics. He has presented at prestigious conferences in Australia, Asia, USA, Canada and Europe. He has recently been selected for inclusion in the 2008/2009 International Science and Engineering Whose Who, and is internationally recognised as an expert on project management and scheduling.

### Dominic Siow

Dominic Siow is Principal of "EQ Strategist", an organization that specializes in the design and delivery of peak performance and organisational culture transformation solutions that empower individuals and teams with the Emotional Intelligence, tools and strategies to realize their fullest potential. A highly regarded Speaker, Trainer, Facilitator and Coach, Dominic's work has created profound change across both the public and private sectors across Australia and South East Asia. He brings a high degree of energy to his training and talks, where he combines a wealth of hands-on business management experience with his genuine passion for helping create extraordinary organizational cultures through its people. He is an expert in the area of Emotional Intelligence, Leadership and Communicating to Influence. Dominic holds a Master Practitioner's Accreditation in NLP, a Bachelor of Science in Computer Science and Master of Commerce. In addition, he is certified in psychometric testing and a trained Life Coach.

