

11th National Summit - 2 Separately Bookable Days
16th & 17th May, Holiday Inn, Perth City Centre

Opportunities and Challenges for

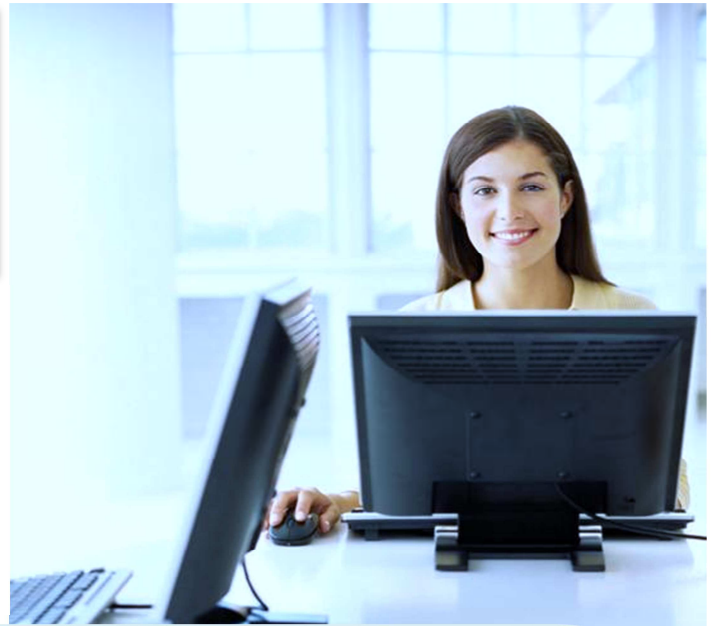
EXECUTIVE ASSISTANTS AND PERSONAL ASSISTANTS

Theme of Day 1

Building relationship networks to maximise opportunities and building influence through effective negotiation, persuasion and people management skills

Theme of Day 2

Project Management for Executive Assistants & Personal Assistants



Why Attend This Summit?

- ✦ Renowned program with an excellent Australia wide track record.
- ✦ Developed specifically to enhance learning options and provide useful and relevant strategies for professional development.
- ✦ Explore strategies that are practical and relevant for the modern EA/PA in order to enhance and reinforce their current skills and provide tangible solutions that can be used in the workplace to achieve successful outcomes.
- ✦ 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 in the near future.
- ✦ Hear practical strategies in enhancing negotiation, persuasion, problem solving skills and other people management skills, all of which are essential to achieve an effective career progression path.
- ✦ Improved conference format developed after seeking feedback from EAs and PAs.
- ✦ Learn a raft of key strategies in learning and applying project management skills.
- ✦ Learn 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.
- ✦ Great value for your time and investment.

PLUS A COMPLIMENTARY INTRODUCTION TO ZUMBA DANCING

TO REGISTER CALL NOW!

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

Organised and Developed By: **LEARNING NETWORK SOLUTIONS**



OVERVIEW OF THE SUMMIT

After successful conferences in Sydney, Melbourne, Canberra, Adelaide and Brisbane and attended by hundreds of EAs and PAs, *Learning Network Solutions* is proud to present this 11th national summit in Perth. Backed up by an experienced speaking panel, the summit aims at addressing various strategies, tools and techniques to further enhance the current skills of EAs and PAs in order to maximise opportunities and effectively meet any current and future challenges. The primary objective of this unique summit, which makes it unique and different from other competing courses, is to equip you with people management skills that will assist you not only in your current role but also in all your future endeavors.

Day 1 will highlight the opportunities and challenges that are faced by the modern EA/PA. It address key strategies and solutions for being a successful and dynamic office professional by maximising opportunities and meeting challenges to further reinforce current skills and streamline career progression.

Day 2 of the summit will detail in a practical manner the key requirements, considerations and strategies for EAs and PAs to make their career progression in project management. It will address both the personal and technical skills required not only to move towards a project management role but also to enhance personal and professional skills to make an impact in your current role.

Backed up 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. If you are looking for a course that has substance and not simply gloss, this course will provide exactly what you are looking for.

Here are some of the testimonials from past delegates

- Very motivational and inspiring, given me belief in myself-*EA, ANZ Bank*
- Empowering and highly motivational-*EA, Kelloggs Australia*
- Had no real expectations but absolutely thrilled with what I have learnt- *EA, John Holland*
- Excellent networking experience and diverse styles of speakers- *EA, Ericsson*
- 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*

PROGRAM AGENDA

Day1, Thursday 16th May

8.30 – 9.00: REGISTRATION AND TEA ON ARRIVAL

9.00- 11.00: SESSION 1:

CREATING OPPORTUNITIES & MEETING CHALLENGES THROUGH RELATIONSHIP BUILDING AND NETWORKING

- Importance of networks and strong relationships
- Types of business networks
- Networking processes
- Creating genuine relationships and their value in networks
- Developing and nurturing relationships in networks
- Comparing the value of deep v/s broad networks
- The value of giving and receiving

John (Jack) Donovan, Principal, **WORKSHOP 777**

10.10 -10.30: NETWORKING TEA BREAK

11.00-12.15: SESSION 2

HARNESS YOUR POTENTIAL AND YOUR VALUE IN YOUR ORGANISATION

- The impact of positive thinking on your success
- Know yourself – practical strategies to get the best out of you and from others
- What is your potential: making a difference in your professional working environment
- Practical ways to enhance your image and value
- How as EAs and Pas you can make a significant impact on your work environment and organizational culture and success

Virginia Shaw, Certified Project Director (MBA and Change Management)

12.15 -1.00: NETWORKING LUNCH

1.00 -2.45: SESSION 3

ENHANCING YOUR PROFILE THROUGH EFFECTIVE NEGOTIATION SKILLS

In this session, Dominic will address several strategies for effective negotiating. Through interactive discussions, Dominic will enlist the skills required to be an effective negotiator and how it further enhances your profile at work. Dominic is highly renowned for his inspiring and entertaining style and in this session you will get the first hand experience of that.

Dominic Siow, Master Trainer and Peak Performance Expert, EQ STRATEGIST

2.45 - 3.00: AFTERNOON TEA

3.00 - 4.50: SESSION 4

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.

Dominic Siow, Master Trainer and Peak Performance Expert, EQ STRATEGIST

4.50- 5.30: ZUMBA DANCING WITH YOUR FACILITATOR VIRGINIA SHAW

Zumba Fitness is the only Latin-inspired dance-fitness program that blends red-hot international music, created by Grammy Award-winning producers, and contagious steps to form a "fitness-party" that is downright addictive.

Since its inception in 2001, the Zumba program has grown to become the world's largest – and most successful – dance-fitness program with more than 14 million people of all shapes, sizes and ages taking weekly Zumba classes in over 140,000 locations across more than 150 countries.

5.30: SUMMING UP AND CLOSE OF DAY1

8.15- 8.50: REGISTRATION AND TEA ON ARRIVAL

9.00 -11.15: SESSION 1

WHAT IT TAKES TO BE AN EFFECTIVE PROJECT MANAGER

- 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

Dominic Siow, Master Trainer and Peak Performance Expert, EQ STRATEGIST

10.15 - 10.35: NETWORKING TEA BREAK

11.15 - 12.30: SESSION 2

TIME MANAGEMENT EXCELLENCE THROUGH PROJECT MANAGEMENT

- Relation 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

Dominic Siow, Master Trainer and Peak Performance Expert, EQ STRATEGIST

12.30 -1.20: NETWORKING LUNCH

1.20 - 2.30: SESSION3

PRINCIPLES AND APPLICATIONS OF PROJECT MANAGEMENT FOR OFFICE PROFESSIONALS

This session will address the basic principles and dynamics of project management. It will address a mix of methodologies, processes and tools to facilitate informed decision making and effective management and completion of activities. 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.

John (Jack) Donovan, Principal, WORKSHOP 777

2.30 - 3.30: SESSION 4

PROJECT MANAGEMENT FOR OFFICE PROFESSIONALS - WHY PROJECT MANAGEMENT?

- Need for project management
- How project management assists in professional and career development
- Opportunities and challenges in project management
- Change management and career progression in a competitive environment

Virginia Shaw, Certified Project Director (MBA and Change Management)

3.30 – 3.45: AFTERNOON TEA BREAK

3.45 – 5.15: SESSION 5

PROJECT MANAGEMENT IN ACTION: APPLYING THE PROJECT MANAGEMENT TOOLS AND THE LESSONS LEARNED

Theme: This session will be a hands-on workshop where participants will be provided various project management scenarios to assist them in applying the tools and techniques learned in session 1. Delegates will have the opportunity to work within small groups on scenarios and apply the project management tools

Structure of session: The participants are split into project teams of 5 - 6 people each. Each team will be nominated by the facilitators with a project, with each project experiencing a threat from some internal process limitation. These scenarios are developed with a view that you can use your current skills along with the project management tools and achieve the desired outcomes. The purpose of this session is not only to demonstrate how project management tools are applied but also to address how EAs and PAs can use the skills they already possess to their advantage in taking up project management roles.

Facilitated by John Donovan and Virginia Shaw

5.15 – 5.30: SUMMING UP & CLOSE OF THE SUMMIT

**OPPORTUNITIES & CHALLENGES FOR
EXECUTIVE ASSISTANTS & PERSONAL ASSISTANTS**

16th & 17th May 2013, Holiday Inn Perth City Centre

****REGISTRATION FORM****

Register By:

Tel: (02) 95807327 Fax: (02) 9585 2094
Email: info@learningnetworks.com.au

INVESTMENT TOTAL

Register by 10 th March	\$1500 + GST: (\$1650) - Super Saver
Register from 11 th March to 11 th April	\$1700 + GST: (\$1870) - Early bird
Register after 11 th April	1900 +GST: (\$2090)

Register for any 1 day before 11 th April	\$950 +GST: (\$ 1045)
Register for any 1 day after 11 th April	\$1050 + GST: (\$ 1155)

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: _____

Certificate of Attendance

Certificate of attendance for this professional training will be provided on request.

Venue

HOLIDAY INN PERTH CITY CENTRE
778-788 Hay Street, Perth, WA 6000
Tel: +61 8 9261 7200

Documentation

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

Team Discounts - only one discount applies

*Register 3 delegates for both days and get a free pass for the 4th delegate

*Register 5 delegates for both days and receive a free passes for the 6th & 7th delegate

* Register 2 delegates for 2 days and get a free pass for any one day for the 3rd delegate

* Customised Team Bookings: We can customize a package for you to meet your requirements for groups greater than 5 delegates

Lunch

Lunch and refreshments will be provided within registration package. 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.

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Code: s* LNS