

# PROJECT MANAGEMENT FOR EXECUTIVE ASSISTANTS & PERSONAL ASSISTANTS

- One of the most widely attended and respected summit
- Relevant discussions and a highly regarded speaking panel
- Addressing practical solutions and strategies in an interactive and learning environment
- New and improved changes made to the program

## KEY ISSUES TO BE ADDRESSED INCLUDE:

- ✚ Opportunities and challenges for EA's and Pa's to take up project management
- ✚ Handy tips to leapfrog your career in project management
- ✚ How your manager can benefit by your project management skills
- ✚ Key requirements for progressing in a project management role
- ✚ Why EA's and PA's can be good project managers
- ✚ Issues and challenges for your new role as a project manager
- ✚ Key tools for Project Management and how it complements your current skills
- ✚ Assessing the skills required to become a project manager
- ✚ How to build sound relationships and a dynamic project management style
- ✚ Leadership qualities and how they impact your performance
- ✚ Key tips to communication and resolution in challenging project situations
- ✚ Practical organisation skills and tips for sound project management outcome
- ✚ Strategies for getting the best possible outcomes for you and the project team
- ✚ Managing conflicts, inconsistent managers and difficult people
- ✚ Planning your communications
- ✚ Tracking the success and effectiveness of your communications

**TO REGISTER CALL NOW!**

TEL: (02) 9585 2304 FAX: (02) 9585 2094, Email: [info@learningnetworks.com.au](mailto:info@learningnetworks.com.au)

*Organised and Produced By: LEARNING NETWORK SOLUTIONS*



## About the Summit:

*Learning Network Solutions* is proud to present this Ea/PA summit. The key objective of this summit is to address relevant and key issues facing the modern Ea/Pa. It will offer strategies that are both practical and critical 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 in new areas in the future.

The summit will address key project management tools and practices in a simple to understand and practical manner. It will detail also other key strategies for performance enhancement when working in an organizational or team environment. This course is highly recommend for all those EAs and Pas that seek to enhance their current skills and take up project management roles.

### What some of the past attendees have to say about their experience in attending similar events organized by us:

“Very informative and motivating ...” *EA, Australian Taxation Office*

“Fantastic speakers, great content and very inspiring...” *PA, Australia Post*

“I now consider myself as a worthy candidate for a project management role...” *EA, Department of Transport, Victoria*

“I’m able to take what I have learnt and implement immediately” .... *Project Officer, Victoria University*

“Motivational and providing me with the tools to be effective” ..... *Project Officer, Department of Education and Early Childhood Development, Victoria*

“I found the course to be very beneficial towards my growth and development of my career path...” *EA, Department of Human Services, Victoria*

“The speakers are professional and knew their subject matter which is very important to me.” *EA, Department of Primary Industries, Victoria*

“I have added value to my knowledge bank- learning new and relevant ideas to achieve my goal, thoroughly enjoyed the day...” *EA, Aboriginal Affairs Victoria.*

“It made me aware that there is a technique and definite strategies and tools for successful project management...” *EA, Latrobe City Council*

“It makes the effort of travelling to these seminars when you come out feeling accomplishment...” *EA, South West Tafe, Victoria*

“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*

## PROGRAM AGENDA

Friday, 15<sup>th</sup> October

**8.15 – 8.55: REGISTRATION AND TEA ON ARRIVAL**

**8.55 - 9.05: OPENING REMARKS BY THE CHAIR**

Pat Kriel, EA to CEO

ADELAIDE CITY COUNCIL

*National President AIOP*

**9.00 - 9.50: SESSION 1: KEYNOTE ADDRESS**

### WHY PROJECT MANAGEMENT IS AN ATTRACTIVE CAREER OPPORTUNITY FOR EXECUTIVE ASSISTANTS & PERSONAL ASSISTANTS?

In this session, Pat will address the opportunities that are available for modern and career oriented EA’s and PA’s and how Project management is an attractive opportunity. Pat will address some key ideas and strategies as to why EA’s and PA’s should consider enhancing their skills further through Project Management.

Pat Kriel, EA to CEO

ADELAIDE CITY COUNCIL

**9.50 - 10.15: NETWORKING MORNING TEA BREAK**

## 10.15 - 11.45: SESSION 2

### PROJECT MANAGEMENT TOOLS AND CHECKLIST FOR MANAGING A PROJECT

- What is a project? Why do projects fail? How to plan effectively?
- Basic Project Management tools
- Essential skills in project management – Is project management right for me?
- The knowledge areas of a project lifecycle
- Working the plan and monitoring/controlling the work
- Handy tips to leapfrog your career in project management

John Donovan , Principal  
**WORKSHOP 777**

## 11.45 – 12.40: SESSION 3

### MANAGING CONFLICTS, INCONSISTENT MANAGERS AND DIFFICULT PEOPLE

- ✓ The significance of assertiveness as a problem and conflict management tool
- ✓ Strategies for avoiding and diffusing volatile situations
- ✓ Strategies for resolving problems and conflicts
- ✓ Handling grumpy and cold managers/colleagues
- ✓ Dealing with difficult people over the phone and in a team

Meredith Veale, Director Deferral & Super Strategies TPALS  
**AUSTRALIAN TAXATION OFFICE**

## 12.40 -1.40: LUNCH TO BE PROVIDED AT THE VENUE

Sessions 4 & 5 to be facilitated by: **Dominic Siow**, Master Trainer and Peak Performance Consultant,  
**EQ STRATEGIST**

## 1.40 – 3.05: 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
- How to integrate your management style for the project's best outcomes
- What is Emotional Intelligence? How is it relevant to Project Management?

## 3.05– 3.20: AFTERNOON TEA

## 3.20 - 4.55: SESSION 5

### PROACTIVE PROJECT MANAGEMENT COMMUNICATIONS

- Identifying stakeholders
- Building relationship capital with your stakeholders
- Planning your communications
- Getting stakeholder buy-in
- Tracking the success and effectiveness of your communications
- How to conduct effective meetings and get the most from them

## 4.55 – 5.25: SUMMING UP & CLOSE OF THE SUMMIT

**PROJECT MANAGEMENT FOR EXECUTIVE ASSISTANTS AND PERSONAL ASSISTANTS**

**One Day Summit, 15<sup>th</sup> October**  
**Venue: Cliftons Centre, Melbourne**

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

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

**Tel: (02) 9585 2304**

**Fax: (02) 9585 2094**

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

**INVESTMENT TOTAL:**

**Register by 1<sup>st</sup> September : \$850 + GST (\$935)**

**Register after 1<sup>st</sup> September: \$ 1050 + GST ( 1155)**

**First Delegate:**

Name \_\_\_\_\_

Position \_\_\_\_\_

Email \_\_\_\_\_

**Second Delegate:**

Name \_\_\_\_\_

Position \_\_\_\_\_

Email \_\_\_\_\_

**Third Delegate:**

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 St. Cliftons , Melbourne.

**Documentation**

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

**Team Discounts: (Only 1 Discount Applies)**

Register 2 delegates and receive a 10% discount

\*Register 3 delegates and receive a free pass for the 4<sup>th</sup> delegate

\*Register 5 delegates and receive a free passes for the 6<sup>th</sup> and 7<sup>th</sup> delegate

\* Register 8 delegates at the same time and receive free passes for 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> delegate

**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.

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Website: [www.learningnetworks.com.au](http://www.learningnetworks.com.au)

Code: LNS