



Are you an EA that wants to
optimise the contribution
you're able to make?

Enable the success of the
leaders you support?

Play a more **influential** role?

Advance your career?

THE INFLUENTIAL EA OF THE FUTURE



MILLER LEITH

For further information or to register for this
program, please go to our website
www.corporatedojo.com

The role of Executive Assistant is evolving. Long gone are the days when the role was narrowly focused on diary management and administrative support. The contemporary EA needs to be an influential leader of other people and an effective project manager, capable of driving successful outcomes. The EA of the future will be an influential executive, a confident representative responsible for delivering priorities on behalf of the senior leaders they work with.

What you will gain from attending

Understand Yourself:

- How you typically operate
- Your personal brand
- Your reputation
- What enables your success and what holds you back from being the best possible version of yourself

Develop the Skills to:

- Communicate with confidence
- Build and harness powerful relationships
- Influence people, progress and outcomes
- Engage well in conversations you typically find difficult
- Manage your time and priorities including how to say no and keep people happy

How the Program Works

- This program includes a series of seven workshops
- The workshops are delivered weekly, online via Zoom for 1.5 hours
- Each workshop is highly interactive with plenty of time and opportunity to ask questions and explore how the content we cover applies to your role and unique circumstances
- For 12 months following the program you will also have access to an eLearning Program "Difficult Conversations"
- We limit the number of participants in each program to a maximum of 16

Dates and Times

Kick off – 30th September 2021

10.30am to 12pm Thursdays

Final workshop – 18th November 2021

Price

\$1,950 +GST

Workshops	Content
Foundations of Success	<p>Key drivers of success:</p> <ul style="list-style-type: none"> ▪ The role mindsets, emotions, behaviours, energy and capability each play in determining the standard of outcomes we are able to achieve
Optimising Your Contribution	<p>The role of the contemporary Executive Assistant:</p> <ul style="list-style-type: none"> ▪ Career progression from personal assistant to Executive Manager ▪ KPIs at each step on the development journey
Building Confidence	<p>Having the strength of belief needed to achieve your potential:</p> <ul style="list-style-type: none"> ▪ Hearing the stories you tell yourself that undermine belief ▪ Managing internal dialogue ▪ Developing courage
Developing Emotional Intelligence	<p>Actions, behaviours and consequences can be improved through the development of emotional intelligence</p> <ul style="list-style-type: none"> ▪ Link between emotional intelligence and success ▪ Developing self-awareness ▪ Power of empathy ▪ Regulating emotion and conduct
Being Influential	<p>Influencing people, progress and outcomes</p> <ul style="list-style-type: none"> ▪ Keys to building successful relationships and communicating with impact ▪ The role character and competence play in earning respect ▪ Maintaining momentum and removing roadblocks
Difficult Conversations	<p>Engaging in necessary conversations well:</p> <ul style="list-style-type: none"> ▪ Communicating when the stakes are high or emotionally charged ▪ Maintaining dialogue and avoiding debate ▪ Difficult conversations with difficult people <p>* In addition you will also have access for 12 months to an eLearning program on Difficult Conversations</p>
Managing Up	<p>Establishing the CEOs expectations, determining what these expectations are and then negotiating what they should be. Influencing your manager to:</p> <ul style="list-style-type: none"> ▪ Enable your success ▪ Work in partnership ▪ Make the decisions you need them to

Your Facilitator

Karen Gately - Corporate Dojo Founder

Karen is a highly regarded thought leader in the fields of human performance and leadership. She is the author of 2 books, *The People Manager's Toolkit: A practical guide to getting the best from people* and *The Corporate Dojo: driving extraordinary results through spirited people*.

Together with her team Karen works with organisations large and small across a broad range of industries to support them to build and leverage talented and energized teams. She has extensive experience working with leaders to hire, develop and effectively leverage Executive Assistants. In turn she has supported many EAs to build the strength of relationship they need with senior leaders and optimise the impact they are able to have on the success of the leadership team and ultimately the organisation.



Karen's approach is deeply rooted in the 25 years she spent training and teaching karate. The youngest person in Shukokai karate awarded a 1st dan black belt at age 14, Karen went on to be graded to 3rd dan after many more years of dedicated training and teaching. A multiple times winner of state, national and international titles, Karen was also a highly accomplished tournament karate competitor.

Karen is a prolific writer and media commentator - a regular contributor to leading publications such as the Chief of Staff, CEO magazine, AFR, Inside HR, HR Director, The Age and Australian, Management Today and In The Black. She enjoys writing extensively for well-regarded publications with her views on both life and business. Karen is often invited to share her expert advice for broadcast media including The Project, Today Show, Kokie's Business Builders, Ticker TV, Sky Business News, ABC radio, Triple J, 2GB, among others.



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