

8 Essential Skills for High Performance in Executive Support & Admin

23 - 24 Oct | Online



Innovation and Excellence for Executive Support

- Proactive self-management for executive support excellence
- Develop and maintain resilience in a high pressure, high volume environment
- Manage expectations and manage up
- Balance your workload and active career planning

THE AGENDA

Day 1

23 OCT | 9:00 - 4:30

- Learn to navigate organisational politics and tackle complex conversations
- Develop your emotional resilience to maintain composure during times of conflict
- Explore communication strategies to address difficult conversations
- Influencing with integrity (power without power)

Day 2

24 OCT | 9:00 - 4:30

- Getting across the issues, working across the business
- Positive communication and Emotional Intelligence (EQ)
- Effectively engaging with different (and sometimes difficult) personalities
- Balancing your workload and active career planning

YOUR FACILITATOR

Karen is one of Australia's leading executive management development specialists who has worked with thousands of executives to transition them into senior leadership roles quickly and effectively. She is an Organisational Psychologist passionate about people's success and facilitating their careers to rise. She teaches Organisational psychology at UNSW and works with ASX listed companies and large public sector organisations to drive engagement, inclusion, and performance.

Dr Karen Whittingham
Director
Impact Psychology Pty Ltd



GROUP DISCOUNTS

3 - 4 Attendees

10%

5 - 7 Attendees

20%

8 - 9 Attendees

25%

10+ Attendees

30%

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Save \$300

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Save \$200

Ends 23 Aug

Early Bird

Save \$100

Ends 20 Sep

Call +61 2 8239 9711 Priority Code - I

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23 - 24 Oct 2024 | Online

BOOKING FORM

Event Reference: EAD11024A - O

Priority Code: I

Registration Information

Organisation Name

Address Suburb State Postcode

Booking Contact Information

Title Full Name Position Email Phone

Delegate Information

#	Title	Full Name or TBA	Position	Email
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Pricing

Ends 20 Jul

Rapid Action
Save \$500

\$1999 +gst = \$2198.90

Ends 31 Jul

Value Plus
Save \$300

\$2199 +gst = \$2418.90

Ends 23 Aug

Super Saver
Save \$200

\$2299 +gst = \$2528.90

Ends 20 Sep

Early Bird
Save \$100

\$2399 +gst = \$2638.90

Standard Rate

\$2499 +gst = \$2748.90

GROUP DISCOUNTS

3 - 4 attendees
10%

5 - 7 attendees
20%

8 - 9 attendees
25%

10+ attendees
30%

No. of Attendees

Total incl. GST

Conditions: Group Discounts apply for bookings made simultaneously. Only one discount applies. Group discounts apply to standard rates only. Group discounts are not applicable to Rapid Action, Value Plus, Super Saver and Early Bird rates. Discounts cannot be applied retrospectively and must be claimed at the time of booking. Liquid Learning Group reserves the right to have sole discretion on an organisation's eligibility for discounts.
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Credit Card Details - Please charge my credit card for this registration:

Card Type Visa MasterCard American Express

Note: 2% surcharge applies to American Express payments

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Cardholder's Contact Number

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BSB: 032 002
Account No: 407 273
SWIFT Code: WPACAU2S

Amount

Please quote ref EAD11024A - O and registrant name

Authority

Authorising Manager's Details: This registration is invalid without a signature

Name Position Phone

Email Signature Date

X

Email this form to: registration@liquidlearning.com.au or Call us on: +61 2 8239 9711

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