## 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

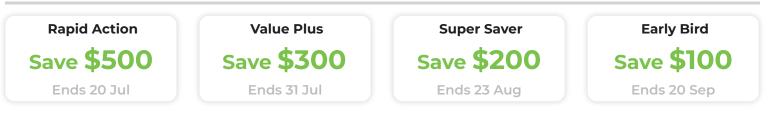
- Learn to navigate organisational politics and tackle complex conversations
- Develop your emotional resilience to maintain composure during times of conflict
- Explore communication strategies to address difficult conversations
- Influencing with integrity (power without power)

#### 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

#### **BOOK NOW AND SAVE**



### 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



5 - 7 Attendees

20%

10+ Attendees

30%

QUIDLEARNING

be**better** 

# GROUP DISCOUNTS

3 - 4 Attendees

10%

8 - 9 Attendees

25%

#### **8 Essential Skills for High Performance in Executive Support & Admin** 23 - 24 Oct 2024 | **Online**

#### **BOOKING FORM**

Event Reference: EADI1024A - O Priority Code: I

#### **Registration Information i**) Organisation Name Address Suburb State Postcode Booking Contact Information Title Full Name Position Email Phone Ð **Delegate Information** Title Full Name or TBA Position Email # 1 2 3 4 5 6 8 9

10

Email

#### 🚽 Pricing

Ends 20 Jul		Ends 31 Jul	Ends	23 Aug	Ends 20 Sep	
Rapid Action Save \$500		Value Plus Save \$300	Super Saver Save \$200		Early Bird Save \$100	Standard Rate
<b>\$1999</b> +gst = \$2198.90		<b>\$2199</b> +gst = \$2418.90	<b>\$2299</b> +gs	st = \$2528.90	<b>\$2399</b> +gst = \$2638.90	<b>\$2499</b> +gst = \$2748.90
GROUP DISCOUNTS	3 - 4 attendees	5 - 7 attendees <b>20%</b>	8 - 9 attendees <b>25%</b>	10+ attendees <b>30%</b>	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. Note: All prices listed in Australian Dollars. Course materials included. Registration Options are per person only.

Payment Details		Payment is required prior to attending this event
Credit Card Credit Card Cheque (payable to Liquid Learning Group Pty Ltd) Electronic Funds Transfer Please invoice me: Purchase Order No. #	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         Card Number       Expiry       /         CVV       Full Name as on card         Cardholder's Contact Number       Signature	Electronic Funds Transfer (EFT) Please transfer funds directly to: Westpac Account Name: Liquid Learning Group Pty Ltd BSB: 032 002 Account No: 407 273 SWIFT Code: WPACAU2S Amount Please quote ref EADI1024A - O and registrant name
Ø Authority	Authorising Manager's Deta	ails: This registration is invalid without a signature
Name	Position Phone	

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

Signature

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Date

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