# ESSENTIAL SKILLS FOR REMOTE EAS

ENSURING PRODUCTIVITY AND OVERCOME REMOTE WORKING CHALLENGES

30 APRIL 2021
ONLINE DELIVERY

## **EXPLORE**

- ▶ Develop and refine remote communication preferences, frameworks and hierarchies
- ▶ Optimise time with your executive to gain full engagement during times of high pressure
- ▶ Build frameworks for effectively managing high volume workloads remotely
- ► Combat isolation and burn-out, and maintain work-life balance

### **EXPERT FACILITATOR**



BOOK BEFORE 5 FEBRUARY, SAVE \$400





#### ABOUT THE EVENT

For many EAs, your job has become a lot more complicated. While there is a degree of working remotely in your role normally, we know that many of you are used to being right outside your executive's office, with quick access to resources. With so many companies moving to remote work, every team member will have to adjust their tactics, schedules and communication methods to adapt. As you navigate working from home, maybe for the first time and potentially alongside your children, you're also working your hardest to go above and beyond for your executives to provide some sense of certainty and normalcy for them. Now is your time to shine!

Founder and CEO at My EA Career, Liz Van Vliet works with executive and administrative assistants to equip them with the skills and confidence needed to influence more effectively and demonstrate the leadership and interpersonal skills to make them a linchpin to their boss and organisation. Liz will be sharing her unique experience and expertise, providing you with tips, tools and resources for thriving in your role in a work-from-home environment.

# WHO WILL ATTEND?

Professionals providing executive support & running offices in roles including:

- Executive Assistants
- Personal Assistants
- Executive Support
- Faculty Support and Administration
- Executive Coordinators
- Executive Officers
- Project Officers
- Office Managers
- Business Support
- Administrative Assistants
- Administrative Managers

## YOUR FACILITATOR

Liz is a certified Coach, Consultant, Trainer, Speaker and Podcast Host. Her business 'Being Indispensable' aims to create content that interest you, content that inspire you and contents that helps you not only survive but thrive as an executive assistant, personal assistant or whatever sort of assistant you describe yourself as. Liz generates "aha" moments. Inspiring, encouraging, motivating and empowering, Liz will educate, inform and help you to develop the skills to reach your full potential.



#### **DAY ONE**

In this full-day, interactive, virtual workshop, Podcast Host and Executive Coach, Liz Van Vliet will walk you through how to craft your daily schedule for peak productivity and optimise time with your executive for full engagement during times of high pressure. You'll learn how to collaborate with remote coworkers, how to use virtual meetings and catch-ups productively, and gain advice for adapting your working relationship with your executive/s to suit both your needs.

#### Setting schedules, structures and boundaries

- ► Set clear expectations around availability and turnaround times
- Structure your day for peak productivity and performance
- ► Tackle task uncertainty and develop strategies to limit distraction

# Communication and connectivity to foster collaborative relationships

- Collaborate with your executive to develop remote communication preferences and frameworks
- Optimise time with your executive to gain full engagement during times of high pressure
- Develop the ability to build rapport and maintain relationships whilst working from home

# Resilience through periods of uncertainty and ambiguity

- Develop emotional resilience to maintain composure during times of conflict
- Project empathy and remain in control of unfolding situations remotely
- ► Build frameworks for effectively managing high level and high volume workloads from home

#### Ensure mental wellbeing and seek support

- Understand work-life balance and how to maintain it while working remotely
- Build strategies for combating feelings of isolation and burnout
- Schedule regular catch-ups, ask for support and stay connected

# Essential Skills for Remote EAs 30 April 2021 Online Delivery

# **Booking Form**

Event Reference: EARW0421A - O Priority Code: I

6	Regist	tration	Informat	tion									
Orga	Organisation Name												
Add	ress				s			Suburb	Suburb		e l	Postcode	
Booking Contact Information													
Title	Title Full Name					ition	Email			Phone			
	Deleg	ate Info	ormation	1									
#	Title Full Name or TBA				Position				Email				
1													
2													
3													
4													
6													
7													
8													
9													
10													
	Your I	nvestm	ent										
ptions	ns (per person) Rapid Action Ration Ration Ration Ration Register and pay by							Super Saver Rate Early Bird  Register and pay by Register and			Standard Rate		
Qty	5 February				23 Febr	uary	10 March	10 March 1 April			\$400E OOT (\$4404.E0)		
	orkshop \$895 + GST = (\$984.50			•	\$995 + GST = (\$1094.50)			\$1095 + GST = (\$1204.50) \$1195 + 0			\$1295 + GST = (\$1424.50)  All Prices listed in		
scounted	off standard rates : Save up to \$400		,	Save up to	5 \$300	Save up to \$20	00	Save up to \$	100	Australian Dollars			
	oup counts ailable:	Stand	% off lard Rate	15% off Standard F Team of 5	Rate	20% off Standard Rate Team of 8+					TOTAL incl GS		
<b>Condi</b> t Discou	ditions: Group Discounts apply for bookings made simultaneously. Only one discount applies. Group discounts apply to standard rates only. Group discounts are not applicable to Value Plus, Super Saver and Early Bird counts 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.										ue Plus, Super Saver and Early Bird rates. r discounts.		
								d. Registration Options are per					
Payment Details  Payment is required prior to attending this event													
☐ Credit Card					Credit Card Details - Please charge my credit card for this registration:  Card Type				ation:		Please tra	c Funds Transfer (EFT) unsfer funds directly to:	
Cheque (payable to Liquid Learning Group Pty Ltd)					Note: 2% surcharge applies to American Express payments							Account Name: Liquid Group Pty Ltd 002	
☐ Electronic Funds Transfer ☐ Please invoice me:					Card Number Expiry					ry / /		No: 407 273 ode: WPACAU2S	
Purchase Order No. #				CVV Full Name as on card					Amount				
					Cardh	older's Contact Nur	mber	Signature X			Please qu and regist	ote ref EARW0421A - O rant name	
<b>Ø</b>	Autho	rity							uthorising N	Manager's Details:	This registra	ation is invalid without a signature	
Nam	ne				Positio	n			Phone	e			
Ema	iil								Signa <b>X</b>	ture		Date	
		Em	nail this	s form to	o: re	aistration@	oliquidl	earning.com.a		Call us on: +	-61 2 82	239 9711	
						<u></u>							

Registration Policy If you are unable to attend this event, you may send a substitute delegate in your place at no additional cost. Please advise us of any substitutions as soon as possible. Alternatively, you may transfer your registration to another event run by Liquid Learning Group Pty Ltd. A 10% service fee may apply. By confirming your registration you commit to pay the registration investment in full. Should you wish to cancel your registration, please notify us in writing as soon as possible and a credit note will be issued valid for use towards any future event held by Liquid Learning Group Pty Ltd in the twelve months following the date of issuance. Cancellation notifications received less than 14 days from the event running will receive a credit note to the value of the registration fee less a service fee of \$400 plus GST. Liquid Learning Group Pty Ltd does not provide refunds for cancellation. If your invoice is yet to be paid and you wish to cancel, payment must be processed and a credit note will be issued following receipt. The prices above are based on one person per registration. It is not possible for multiple people to attend within any day of the event on a single registration. Split tickets, i.e. a different person attending each day of the event, can be arranged. A fee will apply. Please call us for details.

Liquid Learning Group Pty Ltd takes all care to produce high quality events that deliver as promised. All advertised details are correct at time of publishing. However, when circumstances beyond our control prevail, we reserve the right to change program content, facilitators or venues. We also reserve the right to cancel or reschedule events if circumstances arise whereby performance of the event is no longer feasible, possible or legal. Liquid Learning Group Pty Ltd will not be responsible for any loss or damage arising from any changes to or cancelling or rescheduling of an event. If an event is cancelled or rescheduled, Liquid Learning Group Pty Ltd will make every effort to contact every registered delegate, if an event is cancelled or pour are unable to attend the rescheduled event you will be issued with a credit note valid for use towards any future Liquid Learning Group Pty Ltd event held in the twelve months following date of issuance.

**Disclaimer** Liquid Learning Group Pty Ltd has taken due care in selecting qualified professionals as its authors and course facilitators. The information provided by course facilitators is not produced by Liquid Learning Group Pty Ltd and should not be regarded as advice. Liquid Learning Group Pty Ltd

accepts no responsibility for reliance on such information and recommends that its clients seek further professional advice.

Privacy Statement Liquid Learning Group Pty Ltd is committed to your privacy. All information collected on this registration will be held in the strictest of confidence and in accordance with the Privacy Act 1988. Liquid Learning Group Pty Ltd will add your information to a secure database. This will be used primarily to contact you for ongoing research, product development and notice of future events and services offered by Liquid Learning Group Pty Ltd. Occasionally you may receive information from organisations associated with Liquid Learning Group Pty Ltd. If you do not wish to receive such information please tick this box:

To update or have your details deleted please advise our Database team at Liquid Learning Group Pty Ltd, Level 9, 80 Clarence Street, Sydney NSW 2000, PH: +61 2 8239 9700, email: database@liquidlearning.com.au

© 2021 Liquid Learning Group Pty Ltd ACN 108 415 354