

From Executive Assistant to Assistant Executive!

Day One of our Signature Series looks at the Executive Assistant role from the top down. Too often, EAs are consumed with the day-to-day tasks, responding to, and putting out, the many small fires that break out in their business. And yet in today's increasingly digital and fast-moving business environment the role of the EA is becoming less about the day-to-day, and more about supporting your executive in the context of the bigger picture.

Today, we look at your role as it evolves from that of the Executive Assistant to what is more akin to an Assistant Executive! Taking the perspective of your Executive into your role will build the mindset for how the role will develop in the future.

We explore questions such as:

- How does your Executive see the world?
- What drives them and their priorities?
- What's the view like from the Board's perspective?
- Could you step into your Executive's shoes during a crisis?

1.00 PM WELCOME

1.15 PM HOW DO YOU THINK LIKE AN ASSISTANT EXECUTIVE?



The Modern Executive Office requires the EA to become more strategic and proactive. As the transactional aspects of the role become automated, the pressure will be on the EA to support their executive at this higher level. The traditional tasks and mindsets will need to be discarded and you will require a top-down approach to your role. Learn from a leading strategist how you can become more of an Executive, in both mindset and focus.

- Executive perspectives and why the view matters
- How do you become more strategic: what are the behaviours and thought processes that lead to smarter decision-making?
- Gain a new sense of confidence in your own strategic abilities with three simple questions that will help you think creatively, map out a path to success and take action.

by Rosie Yeo

2.00 PM UNDERSTANDING YOUR EXECUTIVE - THE VIEW FROM THE TOP



How well do you know your Executive and what makes them tick? From the things that keep them awake at night, to their decision-making processes. This session will look at the Executive perspective and how to translate that to your own priorities and behaviours.

- What do Executives know that EAs don't?
- Understand the intrinsic pressures that shape an Executive's thinking.
- Focus on Executive priorities instead of administrative ones.
- Understand how organisations work, what drives decisions, and what determines priorities.

by Liza Pavlakos

2.45 PM BRING MAGIC INTO YOUR WORKPLACE



Embrace Change and Activate Your Team's Creativity By Adopting a Magician's Mindset

We're entering a brand new world, full of the unexpected. We can't take old patterns, processes and habits into this new space and expect them to fit. Our old ways of approaching work are outdated. Instead, we need to imagine, create and find solutions with openness, curiosity and wonder; a fresh approach... A magical approach.

Through sharing her own entertaining story of discovering her inner magician, Jordana will teach you and your team how to adopt a magician's mindset to embrace change with enthusiasm, to problem solve in brand new ways, and even manage the unexpected with joy.

You'll learn simple and powerful techniques to step out of habitual thinking and activate your imagination so you can collaborate and innovate at a higher level with more productivity - and most importantly - have way more fun in the process!

Jordana will show you how to use the power of imagination, play and curiosity to tap into your own inner magician which will inspire you, your colleagues and your clients.

by Jordana Borenstjan

3.30 PM BREAK

4.00 PM LEADING AS AN EA



Stepping up as an EA requires you to have a mindset that acknowledges your leadership and authority within the organisation. Imagine a crisis occurring and you're unable to contact any of the Executive team. Would you be able to make decisions responding to the crisis in their absence?

The highest performing EAs are able to do this, and do it well. Being able to step into your executive's shoes demonstrates the EA role at its most strategic.

In this session we'll address what it takes to have both the confidence and competence to stand and lead with authority in your organisation.

- Do you have the skills to step into your Executive's shoes during a crisis?
- What does it take to perform at a higher level?
- How to feel empowered when the stakes are high.
- High Performance Leadership skills.

by Mark Dobson

4.45 PM THE RULES OF BELONGING



The EA role is perfectly positioned to help amplify and drive an organisation's culture. Yet culture is one of the most widely discussed and widely misunderstood concepts in business today. It's impossible to have a sensible conversation about it without a shared understanding of what you're discussing.

One of the reasons so many organisations fail to make progress on culture is because it has been vastly overcomplicated, which often relegates it to the 'too hard' basket. In this session Fiona Robertson will provide you with an understanding of culture and how you can play a significant role in influencing it.

- What Culture is and how it works.
- Develop a shared language for culture.
- Get clarity and make understanding culture change simple.
- Understand the pervasive impact culture has on every aspect of organisational life.

by Fiona Robertson

5.30 PM CLOSE OF SERIES

5.30 PM COCKTAIL FUNCTION

7.30 PM CLOSE OF DAY

"Success isn't always about greatness. It's about consistency"

Dwyane Johnson