



THE EA LEADERSHIP JOURNEY



CAPITAL EA

Interested in advancing your career and growing as a leader?

Keen to seek
promotion to senior
levels but don't know
where to begin?

Interested in
expanding your
role in your
professional life?

Curious how to better
represent yourself
in your performance
reviews?

What

The EA Leadership Journey is an intensive one-day course designed for executive assistants who want to expand their role in the work place and advance their careers. The course is open to EAs in the public sector, those wishing to transition to the APS, or for private sector EAs currently working for or who wish to work for C-suite executives.

Who

Ursula Kohler, Founder and Director of Capital EA. CEOs and Industry Leaders, National Recognised Network Marketer, Psychologist, and both Virtual and Executive Assistants of High Profile APS Executives.

When

Date: Wednesday, 31 October 2018

Venue: Griffith Neighbourhood Centre, Griffith Hall
53 Stuart Street, Griffith ACT 2603

Exclusively limited to 24 people – registration details are outlined, below.

“ENJOYABLE
FORUM WITH
FACILITATORS WHO
UNDERSTAND
THE EA ROLE
– FINALLY!”

PROGRAM OUTLINE

Session 1

Recognising Your Own Leadership Potential

Defining leadership in your career, personal life, and among peers

- Identify key characteristics and traits of a leader
- Self-reflect and recognise your leadership strengths
- Realise your potential and areas where you'd like to enhance your performance

Session 2

Translating Leadership Roles in Group Environments

Implementing what it means to be a leader amongst peers

- Understand how to apply your leadership strengths in the workplace (managing upwards, managing expectations, personal versus positional authority)
- Learn to challenge yourself and capitalise on your own strengths
- Transform leadership traits into practical experience

Session 3

Capturing the Leadership Journey

Developing mentor relationships while fulfilling our own leadership journey

- Learn from the experience of fellow executive assistants
- Recognise similarities and the means to support your peers in their own leadership journey
- How can you pay it forward and assist others in developing their leadership potential?

Session 4

Navigating the Strategic Leadership Ladder

Communicating your leadership contribution in the workspace

- Understand the demands and goals of SES Band 2 and 3 and Secretaries and the critical roles of senior EAs in the APS and Private Sector
- Assess your current performance against the Australia Public Service Commission's Integrated Leadership System
- Identify critical transitions you need to take in order to advance your career as a senior EA

Session 5

Achieving Results

Learning how to better yourself in the workplace

- Create a powerful vision for your EA career
- Acknowledge barriers and how to overcome them in your journey
- Design goal-oriented pathways to develop your own leadership potential

Session 6

Nurturing the Leadership Foundation

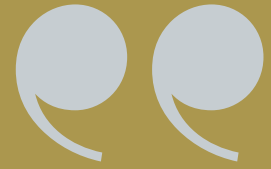
Understanding how to care for yourself in order to realise your personal goals

- Appreciate the path that's led you to where you are now and how you can positively shape your future
- Capitalise on mechanisms that can increase your self-worth
- Differentiate between strengths and weaknesses and methods to embrace and overcome

“THANK YOU FOR SUCH AN INTERESTING AND DIVERSE WORKSHOP, RARELY DO I ATTEND SUCH RELEVANT, ENGAGING, INTERESTING AND FUN EA WORKSHOPS.”



THE BENEFITS



“ABSOLUTELY FABULOUS DAY, BEST EA WORKSHOP EVER, LOVED LISTENING TO PANEL MEMBERS, VERY VALUABLE TO MY ROLE.”

1. Workplace performance

Our workshop will assist you in recognising your own strengths, leadership potential, and equip you with the skills to best capture your contributions to the work environment. Importantly, you will learn more about the APSC Integrated Leadership System and how it applies to your personal career path.

2. Unlimited support and guidance

Over the course of the one-day intensive course you will receive unlimited support and guidance in recognising your own potential and developing structured milestones to achieve in your future.

3. Follow-up coaching

Turbo charge your insights and outcomes from the program with follow up coaching sessions (3 x 1 hour one-on-one coaching sessions). Normally \$750, we are offering an exclusive discount to program participants upon registration.



“I FOUND THIS VALUABLE ON ALL LEVELS, SPEAKERS WERE POSITIVE AND HIGHLY KNOWLEDGEABLE, A GREAT AND WORTHWHILE DAY.”



Your facilitator

URSULA KOHLER

Founder and Director, Capital EA

YOUR INVESTMENT

The EA Leadership Program, which includes expert facilitators and industry leaders, morning tea, lunch and afternoon tea, costs only \$570.

REGISTER NOW

Registration is easy! [Register here](#) to secure your place.

If you have any queries in relation to your registration or the event itself, please contact Capital EA at email: ea@capitalea.com.au



CAPITAL EA



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