



# EA Insights Program

## Want to build your EA career path?

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

Do you feel stuck or fear you may not be able to go any further in your career?

Do you feel under-appreciated and that your work is not recognised or valued?

### What

The EA Insights Program is an intensive one-day course **designed for EAs who want to move to senior levels**. It is also for EAs seeking to transition into the APS, and for private sector EAs, who currently or wish to support C-suite executives.

### Who

Presented by Ursula Kohler, Managing Director of Capital EA, and Kim Vella, Founder and Principal Coach of Kim Vella Coaching, **talented EAs, like you**, are invited to participate. Transform your perspective, performance and priorities – and open doors for your future.

### When

**Date:** Thursday, 10 March 2016

**Venue:** Forrest Hotel and Apartments,  
30 National Circuit, Forrest ACT 2603

**Limited to only 30 people** – registration details are outlined, below.



**The EA Insights Program will provide you with strategies, insights and time-proven tools to help you identify, create or revamp your vision for your career – and develop a career plan that will activate the steps to achieve your goals.**

# Program outline



## Session 1

### Strengthening your capacity to achieve your goals

*Reframing your thinking about achieving and setting goals*

- Identify what has stopped you from achieving goals in the past
- Identify what you can do to overcome these things
- Gain confidence in your capacity to achieve your goals.

## Session 2

### Translating the critical transitions from APS4 to APS6 for EAs

*Identifying where you are currently and how to achieve your career advancement goals in the APS*

- Understand the demands and goals of SES Band 2 and 3 and Secretaries and the critical role of senior EAs in the APS
- Assess your current performance against the Australian Public Service Commission for Integrated Leadership System for APS employees
- Identify critical transitions you need to take to advance your career as a senior EA in the APS.

## Session 3

### Communicating effectively

*Building your skills and capacity to recognise different communication styles and preferences – and adapt yours.*

- Identify behavioural styles and communication
- How to have challenging conversations
- Identify actions you can take back to the workplace.

## Session 4

### Your leadership strengths

*Understanding the importance of leadership in an EA and how to harness your leadership more effectively.*

- Understand your leadership strengths
- Understand how to apply your leadership strengths in the workplace (managing upwards, managing expectations, personal versus positional authority)
- Identify actions you can take back to the workplace.

## Session 5

### Creating a powerful vision and goals for your career

*Identifying and formalising your vision in a vision statement that engages both your heart and your head.*

- Learn how to self-coach, combining SMART goals with a holistic perspective
- Create a powerful vision for your EA career
- Identify actions you can take back to the workplace.

# The benefits

## 1. Workplace performance

You will be better equipped to anticipate the best ways to support SES Officers, and your organisation's Executive and their EAs. Importantly, you will learn more about the APSC Integrated Leadership System – and how it applies to you.

## 2. Unlimited support and guidance

Over the course of the one-day intensive program, you will gain unlimited support, guidance and advice to help you plan and build your ideal career plan.

## 3. Follow-up coaching

Turbo charge your insights and outcomes from the program, with follow up coaching sessions (2 x 1 hour one-on-one coaching sessions). Normally \$900, we are offering an exclusive 50% discount to program participants, on registration.

## 4. Webinars

Quarterly webinars, offered exclusively to program participants on registration for just \$100 per webinar, provide ongoing non-judgmental support, accountability, and an inclusive environment to discuss and overcome any roadblocks.



## Your investment

The EA Insights Program, which includes morning tea, lunch and afternoon tea, costs only \$570.

## Register now

Registration is easy! Visit [www.trybooking.com/KFIT](http://www.trybooking.com/KFIT) to secure your place.

Once you have registered, you will receive a brief questionnaire, which will be reviewed before the commencement of the program.

If you have any queries in relation to your registration, email: [eainsights@capitalea.com.au](mailto:eainsights@capitalea.com.au)



  
**Kim Vella Coaching**

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