CONFERENCE DETAILS

Cost (inclusive of GST)
$660 – Conference only
$750 – Welcome Dinner and Conference
$140 – Welcome Dinner only

Accommodation
To stay at Swissotel Sydney, conference delegates are offered special rate of 10 per cent off the best available rate at the time of booking, subject to availability. To proceed, either phone in-house reservations at 02 9238 8855 or email res.sydney@swissotel.com and quote “Local Government NSW Personal and Executive Assistants Conference”. All guests are required to provide credit card details at the time of booking to secure their reservation.

Registration
lgnsw.org.au/events-training/conferences

Enquiries
LGNSW Learning Solutions
02 9242 4181/4081
LEARNING@LGNSW.ORG.AU

Enrolment Procedure and Conditions
• LGNSW Learning Solutions will confirm attendance and venue details two weeks before the conference commences. When we confirm the event, a tax invoice will be supplied via email.

• LGNSW Learning Solutions reserves the right to make changes to the date, venue and conference program.

Cancellation Policy
• All cancellations must be received in writing 15 working days before the date of the conference or payment will be forfeited. A substitute enrolment may be made.
• If LGNSW cancels the event, written advice will be forwarded to the contact person prior to the conference start date and a full refund will be provided.
• If the event is cancelled for a reason over which LGNSW has no control, our liability is limited to the program fee only.

Privacy Notice
In registering for the conference, relevant details will be used for a delegate list (name, position and organisation only) and may be available to parties directly related to the conference, including LGNSW Learning Solutions, the presenters and exhibitors. If you do not want your details passed on for the above purposes, please contact LGNSW Learning Solutions.

PERFORMING WITH GRACE UNDER FIRE

Personal and Executive Assistants’ Conference
Friday 7 August 2015, Swissôtel
68 Market St, Sydney

This conference is dedicated to inspiring and empowering local government Personal and Executive Assistants to further fulfil their potential and achieve new standards of performance.
Thursday 6 August 2015
18.30 – 21.30
Welcome Dinner
Guest speaker – Tracey Spicer, Presenter
Network Ten

Friday 7 August 2015
9.00 – 9.10
Welcome
9.10 – 9.50
Performing in the New World of the Executive Assistant: Initiative, Intuition and Partnership
Patrizia Iacono, Executive Assistant to the CEO at Insurance Australia Group
The new breed of executive assistant is a multi-skilled, corporate role and provides a new kind of career path. Today, it is more of a senior level partnership with the executive assistant providing more initiative and intuition to anticipate what the executive is going to need.
9.50 – 10.30
Working with the Heat! Adaptive Leadership and Systems Thinking
Sophi Bruce, UTS Centre for Local Government
As the demands on local government increase, traditional ways of problem solving limit our ability to work productively with the heat that change and complexity brings. This presentation will introduce adaptive leadership and systems as new ways of thinking about complexity in local government to help you to understand connections, think creatively and engage appropriately.
10.30 – 11.00
Morning break

11.00 – 12.30 | Workshop Session 1
A: Personality and Performance - Michelle Landy
This workshop will help you to understand personality differences and how these might change the way you communicate and work with different people and situations. Learn to communicate in the right way, motivate in ways that work, and adapt your style to achieve greater success.
B: Becoming More Assertive – Robbie Singleton
Do you want to communicate more clearly and confidently so that you are taken seriously? Would you like to get your ideas across in a respectful and considerate, yet confident way? Would you benefit from feeling more in control of yourself when talking with others? If you answered yes to any of these questions, then this workshop session is for you!
C: Tips and Tricks for Using Social Media – Stewart Dawes
With the rapid expansion of the Internet and social online activity, social networking sites such as Twitter and Facebook are now widely used by businesses, universities and local governments around the world as cost effective and instantaneous communication platforms. In this workshop, you will be given some tips for using Twitter and Facebook effectively in the workplace, and you will hear about best practice social media in local government operating overseas and in Australia.
12.30 – 13.30
Lunch
13.30 – 15.00 | Workshop Session 2 (as above)
15.00 – 15.20
Afternoon Break
15.20 – 16.20
Making it all Happen
Creating Opportunities from Change
Panel
Lessons from Personal and Executive Assistants
16.20 – 16.25
Lucky Door Prizes
16.25 – 16.30
Closing remarks

PROGRAM

KEYNOTE SPEAKERS

Tracey Spicer, Presenter Network Ten (dinner speaker)
With a career spanning almost three decades, Tracey Spicer is one of the most experienced news presenters and reporters on commercial television. Tracey Spicer joined Network TEN first as a reporter in Melbourne, then as co-presenter of the First At Five News in Brisbane. Tracey now presents the national 11.30am news during the week and the national weekend news. Apart from news and current affairs, Tracey Spicer’s other passion is charity work. Combining these two loves, she has made two documentaries on the work of World Vision in Africa and Bangladesh and the WorldWide Fund For Nature in Papua New Guinea and Malaysia. She has two small children.

Patrizia Iacono
Patrizia Iacono is the Executive Assistant to the CEO at Insurance Australia Group. Patrizia’s career in business spans over twenty years and has honed her executive skills by supporting some of the most influential CEO’s and senior executives from advertising with Y&R Mattingly & Grey Advertising, publishing with ACP, brewing corporate with Lion Nathan and banking with Westpac. Patrizia’s passion to assist other Executive Assistants with their career development sees her mentor many executive assistants across Australasia. Patrizia is a member of the EAN Board of Advisory Committee.

Sophi Bruce
Sophi Bruce works for the University of Technology Sydney’s Centre for Local Government, and she specialises in approaches to leadership, organisational change and social impact projects. Sophi’s focus on collaborative working and thinking differently is supported by a passion for facilitating personal and organisational change. Prior to joining UTS in 2010 Sophi worked with a range of Government bodies and NGO’s providing bespoke input into holistic change programs using adaptive leadership, systems thinking, stakeholder engagement and strategy co-design. She has previously held roles with the Local Leadership Centre, the National School of Government in the UK, the Sydney Olympic Broadcasting Organisation and ExCeL London.