

# EXECUTIVE & ADMINISTRATIVE ASSISTANTS CONFERENCE

**PROGRAM 2023**

#LGNSWEA23

**8.30AM**

**REGISTRATION OPEN**

**8.50AM - 9.00AM**

**WELCOME**

**9.00 - 9.30AM**

**IMPACT, INFLUENCE & CONFIDENCE**

Begin your day with an interactive session that will reset your mindset to get the most out of your conference experience.

**9.30 - 10.15AM**

**INSIDE THE MIND OF AN EXECUTIVE**

Hear from local government general managers as they share their perspective on what is key to ensuring a positive and successful partnership with their Assistant.

**10.15 - 10.45AM**

**MORNING TEA**

**10.45 - 11.30AM**

**NAVIGATING YOUR LEADERSHIP JOURNEY**

This interactive discussion will offer valuable advice from a panel of inspirational senior leaders as they share their professional experiences that helped them navigate their leadership journey within the local government sector.

**11.30 - 12.15PM**

**THE POWER OF BELONGING & HUMAN CONNECTION**

With social connection now recognised as the leading contributor to wellbeing on the planet, this speaker will provide the knowledge and the tool kit for us all to access our best selves and enjoy the relationships in our lives.

**12.15 - 12.45PM**

**30 MICROSOFT SHORTCUTS YOU WISH YOU'D KNOWN YEARS AGO.**

Technology should make our lives easier, but sometimes it seems to do exactly the opposite! Join a Microsoft Most Valued Professional for a host of life-changing shortcuts that will make your laptop be your best friend again.

**12.45 - 1.45PM**

**LUNCH**

**1.45 - 2.30PM**

**HAVING A BOSS MINDSET**

As a former Executive Assistant in a large organisation, this inspiring speaker understands what it's like to walk a day in your shoes. In this session, you will be guided through simple steps to increase your confidence and transform your thinking into a 'boss mindset' so that you can achieve your goals and develop your influence.

**2.30 - 3.15PM**

**SUPERCHARGE YOUR CAREER**

Get ready to amplify your awesomeness and supercharge your career with this practical toolkit of essential skills and techniques to help you elevate your performance and reach your potential. Learn how to articulate your value, conquer confidence, tweak your speak and build your alliances so that you can effectively communicate and influence up and out the savvy way.

**3.15 - 3.30PM**

**DAY IN REVIEW & CLOSING REMARKS**

**3.30PM**

**AFTERNOON TEA AND NETWORKING SESSION**