



## EXECUTIVE ASSISTANT TRAINING NOVEMBER 2019

BRISBANE | 18 & 19 NOVEMBER 2019  
MELBOURNE | 21 & 22 NOVEMBER 2019  
SYDNEY | 25 & 26 NOVEMBER 2019

Led by two of Australia's most inspiring and accomplished facilitators, these two full-day masterclasses will give you a serious edge in the business world. Book on both, and save \$200!

### YOUR EXPERT FACILITATORS



#### THRIVING BY DESIGN with DR JENNY BROCKIS

Become a sharper, smarter thinker, and develop the skillsets required to adapt and flourish in the digital age.



#### STEP UP AND INFLUENCE with MICHELLE GIBBINGS

Navigate through volatile and complex environments with ease, position ideas, negotiate outcomes and secure results.

DESIGNED AND DEVELOPED EXCLUSIVELY FOR THE NEEDS OF EAs AND PAs WORKING IN TODAY'S RAPIDLY CHANGING BUSINESS ENVIRONMENT

# STEP UP AND INFLUENCE MASTERCLASS

**BRISBANE**  
MONDAY 18 NOVEMBER 2019  
**MELBOURNE**  
THURSDAY 21 NOVEMBER 2019  
**SYDNEY**  
MONDAY 25 NOVEMBER 2019

## STEP UP AND INFLUENCE WITH MICHELLE GIBBINGS



### ABOUT YOUR MASTERCLASS

Organisations operate in an increasingly VUCA (volatile, uncertain, complex and ambiguous) environment. To succeed, you need to be able to navigate through this changing environment and deliver sustained organisational benefits. Doing this takes more than just technical skills. It requires a range of behavioural skills that ensure you are ready and able to influence outcomes.

Consequently, your professional toolkit must extend beyond traditional technical and management requirements to include an understanding of how to navigate this complexity and best influence those around you to make progress.

### Why you need this masterclass:

In order to remain successful in this ever-changing environment, you need to be able to step up to this challenge by:

- **Understanding self** – your mindset, decision bias and the behaviour that can be holding you back
- **Understanding others** – their mindset, agenda and needs so you can adapt your approach and style to influence outcomes
- **Understanding the system** – know the context, power structures and organisational dynamics so you can best position ideas, communicate successfully, negotiate outcomes and secure results

### Do you find:

- You spend time justifying your role and the value you offer?
- You sometimes struggle to navigate and deal with organisational politics?
- It hard to build collaborative networks, and so your ideas and messages go unheard?
- Negotiating outcomes and securing agreement with senior stakeholders challenging?

If you want to grow your career, your professional toolkit must extend beyond traditional technical and management requirements to include an ability to navigate complex environments and effectively engage and collaborate with colleagues, team members and stakeholders at all hierarchical levels.

### Benefits of attending this masterclass

Whilst the benefits each attendee receives is unique, this program focuses on elevating your career by:

- Enhancing your ability to influence so your voice and ideas are heard
- Enabling you to more successfully navigate a complex, changing organisation
- Equipping you with the behavioural and influencing skills to best challenge, inspire and engage with colleagues, stakeholders and team members

Benefits which ultimately help you secure sustained progress in your organisation – both in terms of outcomes and your career progression.

### Program timings and breaks

The exact program will be determined by your individual requirements on the day. However, you can plan for the following:

8.30 Welcome coffee and registration  
9.00 Start  
Breaks at 10.30 (30 mins), 12.30 (60 mins) and 15.00 (30) mins  
16.30 Close of masterclass

### About your facilitators

For a full bio of your expert facilitators, Michelle Gibbings and Dr Jenny Brockis, head to [www.thinktankmedia.net/training](http://www.thinktankmedia.net/training)

# THRIVING BY DESIGN MASTERCLASS

**BRISBANE**  
TUESDAY 19 NOVEMBER 2019  
**MELBOURNE**  
FRIDAY 22 NOVEMBER 2019  
**SYDNEY**  
TUESDAY 26 NOVEMBER 2019

## THRIVING BY DESIGN, WITH DR JENNY BROCKIS



### ABOUT YOUR MASTERCLASS

In times of increased stress and work-related pressure, knowing how to thrive is essential to our level of happiness, resilience, camaraderie and capability.

Becoming a smarter, sharper thinker and knowing how to avoid burnout or exhaustion is a must.

Choosing to invest in yourself is a powerful strategy to develop the skillsets required to adapt and flourish in the digital age. This is what provides the cognitive advantage for higher productivity and performance.

This high-level masterclass will show you how to shift your mindset from survival to thrival, promoting shared values, positive emotion and purpose.

### The science has shown:

- That building better brain health is the pre-requisite to better thinking
- That productivity, happiness and performance can readily, inexpensively and easily be boosted by understanding what really motivates us to want to deliver our best.
- That mindset is a choice and can be changed to nurture an open and growth-oriented mind and adopt a mindful approach
- Why having a sense of purpose and meaning elevates adaptability and resilience.

### Why do we seek to thrive?

Because it's that feeling of being alert and calm, content and excited all rolled into one. It's about being adaptive, responsive, happy and connected. It's sheer bliss.

### What's the problem?

Because despite the best of intentions and knowing you're good at your job, (in fact you know you're awesome at what you do), it can feel tough some days to feel human.

If you're constantly treading water just to keep up with everything, exhausted from working hard to skilfully negotiate your way through the myriad of distractions and keep your executives happy, it's time to quit "just getting by" and step up to sustainable, effective and enjoyable high performance.

This is about reconnecting with what matters the most for your happiness and wellbeing, and it's more than just taking an additional yoga class or having a healthy lunch.

### In this masterclass, you will learn:

- Why toughening up and building resilience is only part of the story
- Why busy is the enemy to effectiveness and how to avoid busy brain syndrome
- The Six Elements needed to fully T.H.R.I.V.E

### 8.30 Registration and welcome coffee

#### 9.00 Part One

How are you showing up? With the working landscape ever changing and increasing in complexity, what's holding you back from fully thriving?

### 10.30 Morning coffee break

#### 11.00 Part Two

Introducing THRIVE. The importance of wellbeing and why self-care matters.

### 12.30 Lunch

#### 13.30 Part Three

Did Yoda get it Wrong? Why less can be more. Discover the habits of peak performers and how to integrate these painlessly into your existing crowded schedule.

### 15.00 Afternoon tea

#### 15.30 Part Four

Breaking bad. What works to create enduring positive change.

### 16.30 Close of masterclass

Register online today at [www.thinktankmedia.net](http://www.thinktankmedia.net)



# thinktank training

## REGISTRATION FORM

To register for the November EA Training, please complete and fax this form to **02 9555 5949** or email it to **bookings@thinktankmedia.net**. If you would like to register a group or register over the phone, please call **02 9555 5940**. You can also register online at **www.thinktankmedia.net/training**

Name \_\_\_\_\_ Position \_\_\_\_\_  
Company \_\_\_\_\_ Email \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone \_\_\_\_\_ Mobile \_\_\_\_\_

### Please select your training location

☐ BRISBANE ☐ MELBOURNE ☐ SYDNEY

### Please select your masterclass preferences

☐ **STEP UP AND INFLUENCE WITH MICHELLE GIBBINGS**  
**\$795 + GST Super early bird rate, valid until August 30, 2019**  
\$895 + GST Early bird rate, valid until October 25, 2019  
\$995 + GST Full rate, for bookings made after October 25, 2019

☐ **THRIVING BY DESIGN WITH DR JENNY BROCKIS**  
**\$795 + GST Super early bird rate, valid until August 30, 2019**  
\$895 + GST Early bird rate, valid until October 25, 2019  
\$995 + GST Full rate, for bookings made after October 25, 2019

☐ **BOTH MASTERCLASSES (SAVE \$200)**  
**\$1390 + GST Super early bird rate, valid until August 30, 2019**  
\$1590 + GST Early bird rate, valid until October 25, 2019  
\$1790 + GST Full rate, for bookings made after October 25, 2019

### Why not bring your team along? Group discounts apply:

*3-4 delegates, 10% discount*

*5-7 delegates, 15% discount*

*8+ delegates, 20% discount*

We also offer deals for NFPs and charities, and also can help if you are travelling interstate and have additional travel costs to factor in. Send an email to **bookings@thinktankmedia.net** with your requirements and we can arrange the best possible deal for you.

### Please select your payment method:

☐ CREDIT CARD

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DINERS CLUB

### Card Number

Expiry Date   /   CVV

Cardholder's Name \_\_\_\_\_

Signature \_\_\_\_\_

☐ Please send a credit card payment receipt

☐ **BANK TRANSFER** (details below - an invoice will be sent)

Account name: **ThinkTank Media Pty Ltd**

BSB: 012 227

Account #: 4978 36793

☐ **CHEQUE** (please make payable to ThinkTank Media and mail to PO Box 416, BALMAIN NSW 2041, AUSTRALIA)

### Cancellation Policy and Terms & Conditions

For full terms and conditions including cancellation policy, please visit [www.thinktankmedia.net/terms](http://www.thinktankmedia.net/terms)