

## Day 1, Monday October 28 2019

Timings	Program Details
8.00am	<b>Registration opens</b>
8.30 – 8.40am	<b>MC Welcome/Acknowledgement to Country</b>
8.40 – 8.50am	<b>Welcome Address:</b> Special Guest
8.50 – 8.55am	<b>Welcome Address:</b> Sue McComasky, AIOOP National President & EA to CEO, GHD
8.55 – 9.55am	<p><b>Keynote 1- Embracing Change</b> Jason Clarke, Founder, Minds at Work</p> <p>When you've given up the idea of managing change (or even avoiding it all together) then maybe it's time you learned how to embrace it, harness it, make it work for you and your team. Who knows? You might even want to create a little change of your own!</p>
<b>9.55 – 10.25am</b>	<b>Morning tea amongst Exhibition</b>
10.25 – 11.05am	<p><b>Panel/Debate: Keeping relevant in a modern business world</b> This panel will explore the use of new and emerging technologies in the workplace, innovation, networking and the how to become more resilient</p> <ol style="list-style-type: none"> <li>1. Sue McComasky- AIOOP National President, EA to CEO, GHD</li> <li>2. Lily North- AIOOP NT President &amp; Executive Assistant, Halikos Group</li> <li>3. Susan Jeakings- AIOOP NSW President</li> <li>4. Maria Wallace- AIOOP ACT President, EA to CEO, Cultural Facilities Corporation</li> </ol>
11.05 – 11.30am	<p><b>Case Study - Leading through Change</b> Liz Van Vliet, Being Indispensable</p>
11.30 – 11.55am	<p><b>What In-authentic leadership looks and feels like, and how to flip it</b> Tamsin Simounds, Head of Leadership &amp; Coaching, The Edge Tamsin will share her own journey from a struggling young leader, to impactful, thriving 'senior' leader.</p>
11.55 am	MC wrap up of this morning's sessions
<b>12:00 – 1.00pm</b>	<b>Lunch amongst the Exhibition</b>
1.00 -1.40pm	<p><b>Panel/Debate: Leadership Journeys</b></p> <ol style="list-style-type: none"> <li>1. Lydia Hart, Executive Assistant &amp; Leader Business Support, Roy Hill</li> <li>2. Liz Van Vliet, Being Indispensable</li> <li>3. Ashley Wright, Chief Executive Officer, GHD</li> <li>4. Tamsin Simounds, Head of Leadership &amp; Coaching, The Edge</li> </ol>
1.40 – 2.40pm	<p><b>Keynote 2: Be Bold and Make it Happen!</b> Simon Griffiths, co-founder and CEO, Who Gives a Crap</p> <p>Simon is the Founder and CEO of Who Gives A Crap, a toilet paper company that uses 50% of its profits to help build toilets in the developing world. His talk 'Be Bold and Make it Happen' will tell the inspiring story of taking Who Gives A Crap from an idea to a global social business with more than \$2 million donated in 6 years. He'll share the story of Who Gives A Crap's viral launch campaign, discuss how to prepare for failure in order to be successful, and end with 10 key lessons that he has learned from running a purpose-led business and adapting to change.</p>
<b>2.40 – 3.00pm</b>	<b>Afternoon Tea amongst the Exhibition</b>
3.00 – 3.20pm	<p><b>Resilience- How to avoid emotional burnout</b> Jane Jackson, Career Management Coach</p> <p>This is an inspirational talk covering my personal life and career journey, and how to overcome the challenges of multiple stressors. This talk is a powerful one that engages the participants and generates lots of discussion. The key takeaway from this talk is that participants feel empowered to take control of their lives.</p>
3.20 – 3.40pm	<p><b>How to communicate with impact and influence</b> Amy Chandler, Head of PR, The Edge</p>
3.40 – 4.40pm	<b>Interactive activity</b>

4.40 – 4.50pm	MC wrap up of day's proceedings
4.50 – 5.00 pm	Closing Address: Sue McComasky, AIOP National President
<b>5.00 – 6.30pm</b>	<b>Cocktail event</b> A chance to strengthen your connections with other Office Professionals.

## Day 2, Tuesday October 29 2019

Timings	Program
<b>8.00am</b>	Registration
8.30 – 10.00am	<p><b>Workshop 1: Improving your networking skills</b> Ron Gibson, Founder, Go Networking</p> <p>This interactive workshop will cover:</p> <ul style="list-style-type: none"> <li>• How to overcome the hurdles of networking</li> <li>• How to further your career by building strong relationships</li> <li>• How to network effectively and the steps to initiate a worthwhile conversation.</li> </ul> <p>This workshop will also include a facilitated speed networking activity.</p>
10.00 – 10.30am	<b>Morning Tea</b>
10.30 – 12:30pm	<p><b>Workshop 2: Managing conflict within the workplace</b> Douja Elhajj, Principal Mediator, Insight Dispute Resolution</p> <p>This interactive workshop will cover the following topics:</p> <ul style="list-style-type: none"> <li>• Resolving difficult situations – A case study example, following a step by step model.</li> <li>• Types of difficult conversations and how to manage them</li> </ul>
<b>12:30pm</b>	<b>Closing Address</b>