

# HEW LEVELS 4-6 HIGH PERFORMANCE & LEADERSHIP WORKSHOP

ESSENTIAL SKILLS, CAPABILITIES AND ATTRIBUTES TO BE AN EFFECTIVE LEADER

10 - 11  
NOVEMBER

## EXPLORE

- ▶ Leverage your Emotional Intelligence (EI)
- ▶ Become confident in your communication skills
- ▶ Expand your influence through improved stakeholder relationships
- ▶ Reflect on career planning and pathways in HEW roles

## EXPERT FACILITATOR



**Michelle Landy**  
Executive Coach  
Michelle Landy Communications

BOOK  
BEFORE  
20 AUGUST,  
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## VIRTUAL EVENT

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## ABOUT THE EVENT

The Higher Education sector has faced significant change and disruption over the last year, this has created a greater need for more effective and efficient performance from professionals across all levels in Higher Education. This is never more true than at the HEW 4-6 banded level, where you make the critical first step on the road to leadership.

While developing technical capabilities is a vital part of your leadership toolkit, so too is your ability to manage competing demands. For even the most seasoned of educational leaders, mounting pressure can lead to feelings of self-doubt and uncertainty. Developed specifically for HEW Level 4-6 professionals, this two-day workshop will provide an opportunity to build on your strengths, project confidence, focus on your core purpose within this sector and how to thrive at your HEW level and beyond.

## TRAINING DELIVERY AND PRE-COURSE QUESTIONNAIRE

This workshop will be delivered using a three tiered approach. The structure of each session is as follows:

1. Technical overview and review of research into the topic area under discussion
2. Practical application of management principles in the review of case studies, worked examples and interactive exercises
3. Discussion of outcomes and implementation issues

Workshop participants will have the opportunity to include comments and questions about issues outlined in the program by way of a pre-course questionnaire. This feedback will enable the course facilitator to adjust content accordingly. The workshop has limited places to allow for customisation, greater interactivity and for individual concerns to be addressed.

## DAY ONE

### The Higher Education environment and your development

- ▶ Understand the Higher Education environment and where you fit in
- ▶ Assess your growth goals within this sector and how to thrive at your HEW level
- ▶ Explore your personal leadership strengths in your current role

### Establish your personal and professional leadership

- ▶ Assess the skills, capabilities and attributes of an effective leader
- ▶ Clarify the difference between managing and leading
- ▶ Answer the four questions to optimum performance

### The importance of Emotional Intelligence (EI)

- ▶ Understand the impact of EI on your performance
- ▶ Use authenticity, acceptance and empathy to build trust
- ▶ Explore how to develop the 5 key aspects of EI

### Communication and presentation skills

- ▶ Communicate with clarity to maximise influence
- ▶ Develop assertiveness and passion to increase engagement
- ▶ Explore ways to express your ideas and present them to others

## WORKSHOP SCHEDULE

- 8.30 - 9.00 Sign in
- 9.00 - 10.40 Session One
- 10.40 - 11.00 Morning Break
- 11.00 - 12.30 Session Two
- 12.30 - 1.30 Lunch Break
- 1.30 - 3.00 Session Three
- 3.00 - 3.20 Afternoon Break
- 3.20 - 4.30 Session Four
- 4.30 Close of Workshop

## DAY TWO

### People and stakeholder management

- ▶ Communicate effectively (reacting versus responding)
- ▶ Engage, collaborate and manage stakeholder expectations
- ▶ Collaborate with stakeholders and strengthen your influence skills

### Increase your ability to positively influence others

- ▶ Enhance team cohesion, engagement and motivation
- ▶ Manage others with confidence
- ▶ Give feedback effectively to others

### Develop resilience in times of uncertainty

- ▶ Manage your mindset through challenging times
- ▶ Build mentors and empowerment networks
- ▶ Invest in self-care - maintain your emotional and physical well-being

### Key approaches to growing your self-trust, credibility and build confidence in your abilities

- ▶ Be courageous - Trust yourself to perform
- ▶ Embrace flexibility on the road to success
- ▶ Commit to a conscious development path

## WHO WILL ATTEND?

Higher Education professionals in HEW Levels 4-6

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## YOUR FACILITATOR

Michelle is a specialist in Leadership, Change and Communication excellence. She is a highly experienced, facilitator, coach, professional development presenter and a Master practitioner in Neuro-Linguistic Programming. She is author of "The Confidence Workout", a book with strategies to developing confidence for work and in life.

She was a lecturer in Leadership at the University of Technology for fifteen years and in-house trainer and consultant to businesses throughout Australia. With over twenty-five years experience in business and personal growth development and a strong academic background, Michelle's work helps people make profound change. She has a strong presence in Agribusiness and is a board member at two agricultural businesses in Australia. The media regularly interview Michelle for her expert opinion on topics including empowerment and communication success. She is passionate about igniting capacity and performance in people.



**Michelle Landy**  
Executive Coach  
**Michelle Landy Communications**

## WHAT OUR DELEGATES ARE SAYING



“ 2-days were packed full of insight with a lot of takeaways that can be applied in a practical environment. There was room for discussion and sharing of experiences. A highly valuable workshop that was presented with a lot of relevance to my role.  
Thank You! ”



# HEW Levels 4-6 High Performance & Leadership Workshop

10 - 11 November 2021

Online Delivery

# Booking Form

Event Reference: HEWF1121A - O

Priority Code: I

## Registration Information

Organisation Name

Address Suburb State Postcode

Booking Contact Information

Title Full Name Position Email Phone

## Delegate Information

#	Title	Full Name or TBA	Position	Email
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

## Your Investment

Options (per person)	Rapid Action Rate Register and pay by 20 August	Value Plus Rate Register and pay by 9 September	Super Saver Rate Register and pay by 28 September	Early Bird Rate Register and pay by 14 October	Standard Rate
Qty Workshop	\$1795 + GST = (\$1974.50)	\$1995 + GST = (\$2194.50)	\$2195 + GST = (\$2414.50)	\$2345 + GST = (\$2579.50)	\$2495 + GST = (\$2744.50)
Discounted off standard rates :	<b>Save up to \$700</b>	<b>Save up to \$500</b>	<b>Save up to \$300</b>	<b>Save up to \$150</b>	All Prices listed in Australian Dollars

Group Discounts Available:

10% off Standard Rate  
Team of 3 - 4

15% off Standard Rate  
Team of 5 - 7

20% off Standard Rate  
Team of 8 - 9

25% off Standard Rate  
Team of 10 +

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**Conditions:** Group Discounts apply for bookings made simultaneously. Only one discount applies. Group discounts apply to standard rates only. Group discounts are not applicable to Value Plus, Super Saver and Early Bird rates. Discounts cannot be applied retrospectively and must be claimed at the time of booking. Liquid Learning Group reserves the right to have sole discretion on an organisation's eligibility for discounts.

**Note:** Course materials included. Registration Options are per person only.

## Payment Details

Payment is required prior to attending this event

Credit Card

Cheque (payable to Liquid Learning Group Pty Ltd)

Electronic Funds Transfer

Please invoice me:

Purchase Order No. #

Credit Card Details - Please charge my credit card for this registration:

Card Type  Visa  MasterCard  American Express

Note: 2% surcharge applies to American Express payments

Card Number                      Expiry  /

CVV    Full Name as on card

Cardholder's Contact Number

Signature

X

Electronic Funds Transfer (EFT)

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Westpac Account Name: Liquid Learning Group Pty Ltd  
BSB: 032 002  
Account No: 407 273  
SWIFT Code: WPACAU2S

Amount

Please quote ref HEWF1121A - O and registrant name

## Authority

Authorising Manager's Details: This registration is invalid without a signature

Name Position Phone

Email Signature Date

X

Email this form to: [registration@liquidlearning.com.au](mailto:registration@liquidlearning.com.au) or Call us on: +61 2 8239 9711

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