

# VPS 3-4 Women in Leadership Workshop

Develop essential skills to position  
yourself as a future leader in the VPS



14 - 15  
**DECEMBER**  
ONLINE DELIVERY

## EXPLORE

- ▶ Understand your EI and its impact on the way you are perceived as a leader
- ▶ Techniques to maintain resilience in times of change
- ▶ Drive organisational operational service delivery
- ▶ Career planning & pathways in VPS roles

## EXPERT FACILITATOR



**Jo Wise**  
Leadership Performance Coach  
Jo Wise Leadership

BOOK  
BEFORE  
20 AUGUST,  
SAVE  
**\$700**



## VIRTUAL EVENT

Attend from anywhere!

**START YOUR LEADERSHIP JOURNEY!**

Call +61 2 8239 9711 Priority Code - I



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## ABOUT THE EVENT

Aspiring women leaders in the Victorian Public Service must display reflective thinking, self-awareness, planning and strategy, but also the confidence and courage to put themselves forward for new opportunities. Ongoing transformation in the VPS has unlocked new and exciting opportunities for emerging women leaders to step up into senior executive roles.

This workshop will equip women with the tools and practical knowledge to build confidence in their leadership abilities and to best position themselves for career advancement.

Aimed at VPS 3-4 level officers and management, this workshop provides you with a unique opportunity to advance core skills for successful leadership in the VPS. This hands-on, interactive learning session has been designed with both current and emerging leaders in mind. Walk away with a practical leadership plan you can use to navigate a successful career and advance to senior levels!

## 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

### Managing your inner critic

- ▶ Recognise and manage your inner critic voice
- ▶ Strategies for controlling self-doubt
- ▶ Finding the mentor within

### Authentic personal leadership

- ▶ Developing a 'leadership at every level' mindset
- ▶ Recognise demands of leadership and the expectations of your organisation
- ▶ Embracing your diverse and inclusive leadership style

### Leading with Emotional Intelligence (EI)

- ▶ Evaluate your EI level and identify opportunities for further growth and development
- ▶ Leverage your EI in the workplace
- ▶ Embrace qualities of empathy and understanding to become a better leader

### Practising resilience and authenticity through times of change

- ▶ Embrace resilience to maximise personal focus
- ▶ Working under pressure: resilience and self-management
- ▶ Trust your intuition and step outside your comfort zone

## 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

### Communicating with influence

- ▶ Understanding different communication styles
- ▶ How to talk about the issue, not the person
- ▶ Non-verbal skills to communicate with authority

### Coaching techniques to create positive change in your team

- ▶ Develop effective coaching skills and 'conversational intelligence'
- ▶ Effective techniques of persuasion and negotiation
- ▶ Understand the nature of conflict and why it exists

### Stakeholder engagement and management

- ▶ Explore the best structure and style to effectively connect with others
- ▶ Maintain strong internal and external networks
- ▶ Identify and meet stakeholder needs and expectations

### VPS 3-4 Women's Leadership think-tank

- ▶ Wrap up discussion on key themes and your career action plan
- ▶ What will you do differently as a result of this program?
- ▶ How to stay on track when other priorities demand attention

## YOUR FACILITATOR

Jo Wise is a Leadership Coach, Keynote Speaker and Executive Performance & Behavioural Adviser to leaders who really care about what they do and how they do it.

Jo is very passionate about working with leaders in coaching sessions and workplace training seminars to help them up-level their professional brand and executive presence to take their leadership and career to new heights in a sustainable way.



**Jo Wise**  
Leadership Performance Coach  
**Jo Wise Leadership**

## WHO WILL ATTEND?

Aspiring, emerging and existing women leaders across all disciplines and departments throughout the Victorian Public Sector, including:

- ▶ VPS 3-4
- ▶ Officers
- ▶ Senior Officers
- ▶ Principal Officers
- ▶ Advisors
- ▶ Senior Advisors
- ▶ HR, People & Culture, Diversity & Inclusion
- ▶ Women's Leadership Program Managers

## 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! ”



“Everything was extremely prepared and organised. Usually i have the mantra if I leave a workshop/ summit similar to this learning at least one thing it was useful - I have four pages of notes from this Liquid Learning session which is a testament to how great it was! ”



# VPS 3-4 Women in Leadership Workshop

14 - 15 December 2021

Online Delivery

# Booking Form

Event Reference: VAWL1221A - 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

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## Your Investment

Options (per person)	Rapid Action Rate Register and pay by 20 August	Value Plus Rate Register and pay by 16 September	Super Saver Rate Register and pay by 14 October	Early Bird Rate Register and pay by 4 November	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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TOTAL incl GST	
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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

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Note: 2% surcharge applies to American Express payments

Card Number                 Expiry  /

CVV    Full Name as on card

Cardholder's Contact Number

Signature

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Westpac Account Name: Liquid Learning Group Pty Ltd  
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SWIFT Code: WPACAU2S

Amount

Please quote ref VAWL1221A - O and registrant name

## Authority

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

Name	Position	Phone	Signature	Date
			<input checked="" type="checkbox"/>	

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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