



AN EMPOWERING WORKSHOP SERIES FOR PA'S, EA'S, ADMINISTRATIVE SUPPORT PROFESSIONALS

THE
SPRING
BOARD
SERIES

**HARNESS YOUR PERSONAL POWER, BENEFIT FROM YOUR UNIQUE
VALUE AND POSITION YOURSELF TO SPRINGBOARD YOUR CAREER!**

What is the Springboard Series?

Designed to launch your career from a support role to potent influencer, the Springboard Series acts as your personal business coach, focused career advisor and motivator to progress yourself professionally and personally.

"My Career purpose, my career vision" -Series 1, and "My influencing, my impact", Series 2. Aptly titled, the dynamic coaching style workshops are customized to suit small groups, and will provide you with tools and tips to harness your personal power and key strengths, to position you for career advancement and professional growth.

Acknowledging the unique attributes, experience and expertise that personal/executive assistants acquire, the **Springboard Series** will inspire you to extend your competencies within and beyond your existing role, and prepare you to propel yourself in your career opportunities.

'Springboard 'is for PA's and Executive Assistants wanting to propel their career capability and create impact through self-empowerment and effective influencing skills.

Launching in Melbourne, the Springboard Series duo Tracey McDonald and Janey Francis present their creative culmination of career advancement capability in an engaging, energetic series of Workshops.

Tracey and Janey's program is drawn from three accredited learning methods: Hermann Brain Dominance Instrument (HBDI), Cognitive Behavior Therapy (CBT) and Strength based coaching methodologies.

Tracey McDonald

"People and Culture" guru is a recognized people leader and career development advisor. She combines a track record in supporting and coaching people in career development and advancement with an extensive background in Human Resources in leading corporate organisations. Tracey is passionate about seeing people unlock and achieve their career potential.

Janey Francis

Communication and Personal Branding expert is a vibrant, and engaging communications and workplace relationships specialist, capitalizing on her strong corporate background in marketing and leadership training, and her qualifications in linguistics, marketing and Drama. Janey is an accredited HBDI psychometric assessment practitioner. Providing Powerful communication techniques to improve confidence, interpersonal dynamics, and team performance is her passion.



THE SPRINGBOARD PROGRAM

A series of two stand-alone interactive coaching workshops in 4 modules to harness your personal power, catapult your career and improve your professional presentation and influencing skills:

Series 1: Position yourself for success

- Unlock your personal power, discover your unique value and create a powerful personal vision of your career trajectory.
- Benefit from self-discovery and self-awareness tools: Understand the power of your personal thinking style and how you can build stronger relationships with others.
- Affirm your unique Value by Identifying and overcoming barriers to success through strength based coaching.
- Build on the unique combination of talents, knowledge and skills that help you do what you do best every day.

Series 2 : Be your own Brand

- Develop the art of effective networking and influencing through 'Whole Brain Communication'
- Become an impactful presenter of ideas through 'Powerful Messaging techniques' and 'Tailor made persuasion'
- Succeed as your personal Brand with Presentation and Image building skills
- Set personal and professional goals, by creating 5 Bold steps to Execute your career future into action.



The Springboard Collaboration provides assistance and contributes to 'Fitted for Work' a not for profit organization which assists disadvantaged woman to get work and keep it.

www.fittedforwork.org

This course is right for you if:

- You want to take control of your professional development and enjoy increased contribution in your work
- You want to set a clear vision to improve your career opportunities beyond a support role
- You want to use practical tools to develop your influencing and presentation skills.
- You want to harness your individual value and thinking style to build your personal Brand and impact with others.

Your employer will benefit from:

- Developing your confidence to step out of your traditional role to seize opportunities around you.
- Applying your skills and initiative to anticipate and respond to workplace challenges and opportunities
- Your ability to influence key stakeholders for positive outcomes.



JOIN THE SPRINGBOARD SERIES FOR 1 OR BOTH DAYS

Series 1 - Position Yourself for Success

Thursday 8th October, 2015 10am-4.30 pm, Melbourne CBD

Series 2 - Be your own Brand

Thursday 22nd October, 2015, 10am – 4.30pm, Melbourne CBD

Workshop registration

Day 1 only \$600 or Days 1 & 2 \$1050 per attendee

*Springboard is for small groups only.
Spaces limited*

Register NOW: Book with EventBRITE
<http://www.eventbrite.com.au/e/the-springboard-series-an-empowering-career-development-program-for-eas-pas-and-administrative-tickets-17180515384>

