

## Beyond Administrator to Trusted Advisor The High EQ Office Professional Series

Today's demands for increased productivity, faster turnaround times and greater innovation provide opportunities for Office Professionals, Executive Assistants, Support Personnel and Administrative Assistants to take on more strategic roles in their organisations. This places more responsibilities on these people.

The most valued professionals are those who:

- create greater value by taking a more strategic view of their role
- have strong personal leadership skills
- exude confidence and are able to help influence change
- drive initiatives
- manage stakeholder perceptions and expectations.

**This 2-day workshop provides emotional intelligence tools to help you achieve greater self-confidence, assertiveness and emotional flexibility at work.**

### What You Get

- ✓2-Day Workshop
- ✓Participant Workbook
- ✓Exercises and activities
- ✓Morning & Afternoon Tea, Lunch
- ✓EQ Assessment
- ✓21-day post workshop online review and coaching program

**Investment:**  
 \$1,568.00 (inc GST)  
**Early Bird Pricing**  
 \$1,388.00 (inc GST)

City	Date	Early Bird Deadline
Brisbane	27 <sup>th</sup> - 28 <sup>th</sup> March 2012	26 <sup>th</sup> February 2012

Group Discounts apply.  
 Limited spots available. To register, either call  
**1300 922 381 or complete the registration form overleaf and fax to 02 9475-5378**

### About your Trainer

**DOMINIC SIOW, FOUNDER, MOTIVATIONAL SPEAKER, PEAK PERFORMANCE CONSULTANT, EQ STRATEGIST**

Dominic is founder and principal consultant of EQ Strategist, a consultancy specialising in Peak Performance and Emotional Intelligence. Having experienced success as a senior executive in the I.T. industry, he discovered a knack and passion for empowering others with the habits and strategies that distinguish peak performers from the rest. His talks and workshops on realising one's full potential have benefited thousands across Australia, NZ and South East Asia. For the past three years, his customised workshops for Office Professionals, Executive and Administrative Assistants have been a huge success.

Dominic is part of the Robbins Research Institute's Senior Leadership team, an accredited Master Practitioner of Neuro-Linguistic Programming (NLP), a certified DISC Practitioner and has undergone training with the Coaches Training Institute (CTI). He lives a full and fulfilling life in Sydney with his wife, Sue, who trains with him and three children.



### Hear what previous attendees say

"I don't believe I have ever got so much out of one person's delivery as I did yours. Thank you for sharing your experience and knowledge with us. I know I will be a better employee and team leader for you having imparted those skills on me." **J. Franklin, Executive Assistant to the CEO & Mayor, Campbelltown City Council, South Australia,**

"Very enjoyable – I was concerned that having been an EA for almost 20 years that I had nothing new to learn – I was wrong!! I got more out of it than I expected!" **EA, Canberra**

"The seminar really motivated me to go outside of my comfort zone. I feel more confident to try some new approaches to communicate with my audience." **EA, Canberra**

"Inspirational speaker. I got the nudge needed to make things happen! I'm now able to see things from my boss' perspective as well and can stop the blame game!!" **EA, Melbourne**

"Re-focussed my energies whilst working in a negative environment. Learned to live my inner passion and enjoy the adventure until I reach my destination. Dominic clearly and simply articulated the information and demonstrated how it worked in business by examples." **EA, Melbourne**

### PROGRAM BENEFITS

Find and then be a source of Inspiration for others

Learn to delegate, prioritise and manage time strategically

Develop confidence to influence and assert yourself

Be more confident in dealing with stress, negativity and adversity

Develop skills to improve staff engagement levels

Develop awareness of strengths and weaknesses and how others might perceive you.

Learn to monitor and adapt your own emotions and behaviours for best results

Be empowered to take charge of your career direction

# REGISTRATION FORM

## THE HIGH EQ OFFICE PROFESSIONAL: BEYOND ADMINISTRATOR TO TRUSTED ADVISOR

Register by: Tel: 02 8901-3239 Fax: 02 9475-5378 Email: info@eqstrategist.com

Your Investment: \$1,568.00 (inc GST) Early Bird Special: \$1,388.00 (inc GST)

### What You Get:

- 2-day Workshop
- Full workshop Notes and Participant Workbook
- Morning Tea, Lunch and Afternoon Tea both days
- Professional Training/Conference Centre Facilities
- EQ Self-Assessment – valued at \$98.00

### Location & Date:

Brisbane 27<sup>th</sup> - 28<sup>th</sup> March 2012

#### 1<sup>st</sup> Delegate

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

#### 2<sup>nd</sup> Delegate

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

#### 3<sup>rd</sup> Delegate

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

For additional delegates, please use a separate form or email us the details

Organisation \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Signature \_\_\_\_\_

Tax Invoice will be sent after receipt of payment

Please make payment BEFORE the workshop, or early bird due date for early bird pricing

Please debit my: Visa / Mastercard

Card number: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Expiry date: \_\_ / \_\_

Card holder's name: \_\_\_\_\_

Card holder's signature: \_\_\_\_\_

#### Team discounts – only 1 discount applies

- Register 3 or 4 participants and get 10% off each registration
- Register 5 or more participants and get 15% off each registration

#### Privacy

We do not send out emails, hard copies or faxes without the consent of the receiver.

#### Program changes

We reserve the right to make changes to the date and venue of the program

#### Cancellation policy

- Cancellations made 3 weeks before the event will receive a complete refund.
- Cancellations made within 3 weeks of the program will be liable for the full fee with no refund. In this situation, we will either issue you with a credit note (minus a 10% administrative fee) that you can use towards any of our future events up to the same investment amount or you can choose to transfer your enrolment to another delegate.
- If the future event is not held for any reason, our liability will be limited to the event fee less 10% administration fee only.
- In any event, our liability is limited to the event fee only.

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#### Please quote Surname if paying by EFT

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