



PERSONAL CAREER MANAGEMENT

ENABLING WOMEN IN LEADERSHIP



Take a deep dive into the concept of personal career management and build capacity in the areas of leadership, communication and influencing with this practical, strategic and well-resourced WOB program.

Our **Personal Career Management** program will develop your understanding around what counts in managing your career from a strategic perspective, how to exercise influence and why you need self-awareness and clarity around your career narrative. It supports you to dig deep to align your passion and purpose with your career plan. It is suited to:

- women who have been passed over for advancement due to a perception they are 'not ready' or are 'not strategic enough';
- women stuck in general or mid-level management roles who need to overcome speed humps that have slowed their progress to more senior roles; &
- senior and executive leaders who are seeking to understand how to plan their way to board and committee roles.

Virtual Sessions

Via ZOOM

Session 1 | 7 April: Participant introductions & orientation around personal career management and 'plan on a page' (12noon – 2:00pm AEST)

Session 3 | 12 May: Factoring boards & committees into your career options (12noon – 1:30pm AEST)

Session 4 | 19 May: Nailing your new presentation skills (20 min sessions x 2 people held throughout the day)

Session 5 | 26 May: Bringing it all together (12noon – 1:00pm AEST)

Face to Face Session

McGrathNicol -Level 12/20 Martin Place, Sydney

Session 2 | 5 May: Core elements of the program brought together in a highly focussed and energised day.

Mentoring

One personal 60-minute mentoring sessions available for individual booking for duration of the program.

| Session Number | Date / Delivery | Session Title | Overview / Learning Outcomes | Lead Presenters |
|----------------|---|--|--|---|
| Session 1 | 7 April (12noon – 2:00pm AEST) VIA ZOOM | Module 1: Introduction & Orientation to the Key Elements of Career Management | <ul style="list-style-type: none"> Meet the cohort; introduce the program; participant expectations; goals related to the program and deliverables. Orientation to the concept of personal career management and the ‘Plan on a Page’ exercise which flows through the program. Develop understanding around what counts in managing your career from a strategic perspective, how to exercise influence and why you need self-awareness and clarity around your: - <ul style="list-style-type: none"> Career narrative Ambitions & goals Strengths Purpose & values Influence & impact Specialist skills & industry knowledge Transferable skills Work preferences <p><i>Homework will be assigned as preparation for key elements of Session 2</i></p> | Claire Braund Ruth Medd Sheena Wilson |
| Session 2 | 5 May (8:45am – 5:00pm AEST) Face to Face SYDNEY CBD | <p>Welcome 8:45am – 9:00am</p> | <ul style="list-style-type: none"> Welcome to the face-to-face day; presenter introductions and program outline. | Claire Braund |
| | | <p>Module 2 9:00am – 10:30am Harnessing the power of connected communication</p> | <ul style="list-style-type: none"> Understanding the role of influence, connection and presentation skills in your career strategy. Recognising presentation behaviours that limit your influence. Developing your presence and increasing your confidence in your ability as a presenter. Using storytelling strategically to increase rapport and connection. Valuable communication techniques that can be applied immediately. The ability to use your presentations to influence key stakeholders and enhance career and leadership goals. | Mariette Rups-Donnelly |

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| | | <p>Module 3 <i>11:00am – 1:00pm</i> Building your 'Plan on a Page' and managing your career</p> | <ul style="list-style-type: none"> • Discussion: Taking a strategic approach to personal career management. • More detailed focus and group discussion and exercises on your 'Plan on a Page' to test understanding and clear articulation of all key elements, including: <ul style="list-style-type: none"> - Your principal career goals - Your 'story' The key messages - Your purpose and values - Your specialist knowledge and transferable skill - Your preferred personal working framework; people, location, level of responsibility, remuneration considerations etc - Building your overall career narrative. • Career planning and execution – being thoughtful about both elements of personal career management and awareness of need for regular refresh • Who can help us? A look at the role that sponsors, mentors, coaches, line managers, board members and others whose advise we can leverage. • How do we continue to move forward? | Sheena Wilson Claire Braund |
| | | <p>Module 4 <i>1:45pm – 3:15pm</i> Creating impact from strategic thinking and strategy execution</p> | <ul style="list-style-type: none"> • How to think and act strategically • Appreciate the difference between strategy and strategy execution • Be introduced to some strategic planning tools and frameworks to measure and report on strategic outcomes • Understand the importance of co-design in strategy and stakeholder engagement | Gillian McFee |
| | | <p>Module 5 Presentation skills <i>3:45pm – 5:00pm</i></p> | <ul style="list-style-type: none"> • Putting it all into practice. <i>Program exercise: In small groups prepare a one-minute 'best I can do' presentation that reflects back on some aspect of the strategy work done on the day. Present to the whole group and receive feedback.</i> • Conclude with "Red Cloak" | Mariette Rups-Donnelly |

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| Session 3 | 12 May (12noon – 1:30pm AEST) VIA ZOOM | Module 6 Factoring boards & committees into your career options | <ul style="list-style-type: none"> • Why consider a board or committee role as part of your career strategy • How to set yourself up to add boards and committees to your portfolio of activities • What to expect • What might you bring to a board <ul style="list-style-type: none"> - Clarity around your value proposition for a board - Know your technical / transferable skills & experience and how to express / articulate these clearly • Where to look - target your specific areas / sectors for action | Claire Braund Ruth Medd |
| Session 4 | 19 May (10am – 3:30pm AEST) VIA ZOOM | Module 7 Nailing your new presentation skills | <ul style="list-style-type: none"> • Deliver your 2-3 minute presentation, demonstrating learning from Module 3 and centred around your 'Plan on a Page • Present to a panel in paired 20-minute sessions and receive immediate live feedback, which is recorded and available for you to review later. | Claire Braund Catherine Brown Mariette Rups-Donnelly |
| Session 5 | 26 May (12noon - 1:00pm AEST) VIA ZOOM | Module 8 Bringing it all together | <ul style="list-style-type: none"> • Reflect on your presentation / feedback and write down two things that went really well and two things you could have done differently. • Reflect on other learnings / outcomes from the program and commitments to action • Final questions on your 'Plan on a Page' before you submit it for review. | Claire Braund Sheena Wilson Ruth Medd |