

EA Special Interest Group Meeting
10am~1.00pm on Thursday, 25 February 2021
Virtual Zoom meeting
Convenor: Julie Douglas



AGENDA

SIG Purpose:

The Executive Assistants' SIG exists to provide a forum for sharing information, networking and professional development in the Victorian water industry.

9am-9.45am	Optional Virtual Plenary keynote presentation – Victor Perton, Founder and Chief Optimism Officer of The Centre for Leadership who will be giving a presentation on Optimism and Innovation: Building Your Realistic and Infectiously Optimistic Innovation Team.
10.00am	Welcome and introductions (incl Safety Moment)
10.15am	Confirmation of minutes and any outstanding business items
10.20am	<p>Group Discussion: EA SIG meeting – tbc xx July 2021 (Location: Melbourne tbc)</p> <p>To discuss the agenda for the EA SIG meeting taking place on xx July 2021:</p> <ul style="list-style-type: none"> • Communicating with Confidence – 10min video followed by discussion – Marilou Hudson/YVW • Possible future speaker: Nicola Hogan: Nicola’s primary focus is on evidence-based, developmentally-appropriate approaches to mental health strategy, psychoeducation and wellbeing across the full spectrum of the community. Nicola concentrates on developing a wide range of professional capabilities in her clients including high-level communication, interpersonal, resilience and problem solving skills – Roslyn Shipton/YVW
10.30am	<p>Presentation: Creating Habits to get 1% better every day</p> <p>Presenter: Ros Pereira, Yarra Valley Water</p> <p>Whatever frustrations you are facing, it is always a good idea to set aside some time for yourself and think about what you want to achieve and how you can get closer to the person you want to be every day with just small changes in your daily routine. Based on learnings from the book ‘Atomic Habits’ by James Clear, we will run through some helpful techniques that will hopefully get you closer to your desired identity.</p>
11.30am	10 minute break
11.40am	<p>Group discussion: how to advance your EA career within the Water sector and what you can study, such as internal courses, secondments, setting up a mentor.</p> <p>Presenter: Lee Williams, Learning & Experience Manager, People and Capability, Melbourne Water</p>
12.20pm	Group Discussion - A general discussion was suggested for the February meeting on our return to work in COVID normal.
1pm	Close