

## Stepping Forward into Leadership Conference

### Conference Dinner

Friday, 23 July 2021

5.30pm – 9.00pm

Venue – St Hilda's Anglican School for Girls

Dress - Formal

- Welcome to Country
- Conference Registration and Opening
- Rotation Dinner – speaking with 9 x AISWA School Principals
- Dinner Speaker – Tania Ceccioni, Executive Officer of CEO's for Gender Equity

Saturday, 24 July 2021

8.15am - 4.30pm

Venue – St Hilda's Anglican School for Girls

Dress – Professional

### Conference Program

#### Session 1 – Who am I and why am I here?

- Finding your voice with Tina Altieri
- Managing the recruitment relationship with Kathy McLean
- Standing out from the pack – Tips for surviving the recruitment process

#### Session 2 – What do they want and do I have it? (Choosing your pathway)

- a) Panel discussion with four Board Chairs to speak on selecting a Principal, what they looked for and the process they used to find it.

**OR**

- b) Panel discussion with four Principals who will speak on What am I looking for in my leadership team, what qualities, qualifications and processes do they use and how do you make yourself visible.

#### Session 3 – Getting to the interview (your pathway - select 2 of the following 4 workshops)

- a) Building a career plan and finding a mentor ~ being strategic about your path – what you need in your backpack and who needs to be on the journey with you. How you build your resume and which jobs should you apply for.
- b) Writing a CV and a cover letter – who is looking for what? What format might you use, what do you include and what do you leave out. Learn from those who know what they are looking for.
- c) The critical image: Your personal brand for success ~ *you don't get a second chance to make a first impression*. Work with stylist Peta Preston in a fun session learning about clothes/fashion as armour and the messages it sends to others and evolving your personal style.
- d) Coaching session – this is an opportunity to spend time one on one with current and past AISWA Principals to discuss and develop your career plan. This is the opportunity to get feedback and suggestions on your resume or any part of the process.

#### Session 4 – Succeeding at the Interview (your pathway - select 2 of the following 4 workshops)

- a) Answering the interview questions – predicting and preparing. What are *they* likely to ask and how do I prepare so that I can answer the questions successfully.
- b) The presentation component – many selection processes require some kind of presentation from applicants – what sort of presentations might be required and what are the key components of successful delivery.
- c) Business wardrobe essentials for successful women, work with stylist Peta Preston in a fun session learning about *11 must have items you need to know & own*.
- d) Coaching session – this is an opportunity to spend time one on one with current and past AISWA Principals to discuss and develop your career plan. This is the opportunity to get feedback and suggestions on your resume or any part of the process.

#### Session 5 – How to negotiate for what you want (Zoom Keynote with Wies Bratby)

- a) Negotiation coach, former top lawyer and HR Director, and unapologetic advocate for women getting what they want and what they are worth. Wies has helped women all around the world change their mindsets and increase their self-belief, and given them practical, effective tools and techniques, so they can negotiate their careers powerfully. It's not magic – it's a skill set that anyone can learn.