

Laos Australia Institute

Supporting Human Resource Development in Laos

Women in Leadership/ Learning Circles for Executive Women

30, 31 March & 1 April 2023

Program Guidelines

A course for Australian Alumni Women

Women in Leadership / Learning Circles for Executive Women

This program is to be ongoing and sustainable. It will begin with the Women in Leadership Retreat, built on the Effective Leadership Program. This will be extended to include the first stages of establishing the Learning Circles for Executive Women program.

The Effective Leadership program is an introduction to a range of models, theories and practices that are acknowledged as critical to leading effectively at a team level. It forms the basis for individuals to begin exploring and further developing their own leadership style grounded in best practice leadership behaviours.

The retreat will include detailed information in regard to the intent, coordination and desired objectives of the Learning Circles. By the end of the retreat participants will have a solid understanding of the concept, groups will have been formed and dates set for the first meetings.

30 Mar - 1 April 2023

Expected outcomes

Participants will be able to:

- Describe their own leadership style
- Understand Emotional Intelligence
- Develop coaching skills
- Understand and communicate the alignment between the achievement of organisational goals and objectives and personal career aspirations
- Establish realistic and understandable goals for the workplace and for each Learning Circle
- Share their ideas, issues and experiences in a safe environment

Inclusions:

- Transport to and from Vientiane to Vang Vieng
- Accommodation and all meals
- Per diems
- Course materials



DAY 1 – 30 Mar

PROGRAM OUTLINE



| Time | Item / Activity | Notes |
|---------------|--|-------------------------------|
| 08:45 – 09:00 | Registrations | LAI |
| 09:00 – 09:10 | Welcome, brief introduction | Iain Calman, HRD Advisor, LAI |
| 09:10 – 09:30 | Opening Remarks GoL Representative | TBC |
| 09:30 – 09:50 | Opening Remarks DFAT | TBC |
| 09:50 – 10:20 | Coffee break and photos | Participants & guests |
| 10:20 – 10:30 | Overview of program | Iain Calman |
| 10:30 – 11:30 | Icebreaking activity – 2 Truths and 1 Lie | Katalyst |
| 11:30 – 12:15 | Activity - describe someone you have enjoyed working with, colleague, boss, professionally or voluntarily. | All participants |
| 12:15 – 13:15 | Lunch | All participants |
| 13:15 – 14:30 | Outdoor team building activity | Katalyst |
| 14:30 – 15:15 | Activity – Difference between Leadership & Management | All participants |
| 15:15 – 15:30 | Afternoon Tea | All participants |
| 15:15 – 15:30 | Debrief Activity – Difference between Leadership & Management | Iain Calman Katalyst |
| 15:30 – 16:30 | Emotional Intelligence (EQ) <ul style="list-style-type: none"> • What is EQ? • Why is it worth understanding | Iain Calman Katalyst |



DAY 2 – 31 Mar

PROGRAM OUTLINE

| Time | Item / Activity | Notes |
|---------------|--|-------------------------|
| 08:45 – 09:30 | Reflections from Day 1 | Iain Calman Katalyst |
| 09:30 – 10:15 | Activity – Categorise leadership descriptors as either IQ or EQ | All participants |
| 10:15 – 10:30 | Morning Tea | All participants |
| 10:30 – 11:15 | Activity – 1. What motivates you 2. Write a definition of motivation | All participants |
| 11:15 – 11:40 | Maslow's Hierachy of Needs | Iain Calman Katalyst |
| 11:40 – 12:00 | Goals – Difference between Outputs & Outcomes | Iain Calman Katalyst |
| 12:00 – 13:00 | Lunch | All participants |
| 13:00 – 14:00 | Team building activity | Katalyst |
| 14:00 – 14:45 | SMART Goal Explanation and Activity | Iain Calman Katalyst |
| 14:45 – 15:15 | Situational Leadership | Iain Calman Katalyst |
| 15:15 – 15:30 | Afternoon Tea | All participants |
| 15:30 – 15:50 | John Addairs Action Centred Learning Model | Iain Calman Katalyst |
| 15:50 – 16:30 | Case Study | Iain Calman Katalyst |
| 16:30 – 16:45 | Wrap up | Iain Calman Katalyst |

DAY 3 - 1 Apr

PROGRAM OUTLINE



| Time | Item / Activity | Notes |
|---------------|--|------------------|
| 08:45 – 09:15 | Reflection on Day 2 | All participants |
| 09:15 – 09:45 | Coaching Behaviour | Iain Calman |
| 09:45 – 10:00 | Introduce the Learning Circles Concept | Iain Calman |
| 10:00 – 10:15 | Morning Tea | All participants |
| 10:15 – 11:00 | Form Learning Circle Groups | Iain Calman |
| 11:00 – 11:45 | Rules of Engagement for Learning Circles | Iain Calman |
| 11:05 – 12:00 | GROW Model | Iain Calman |
| 12:00 – 13:00 | Lunch | All participants |
| 13:00 – 13:45 | Activity – each group to establish GROW Goal(s) for their Circle | All participants |
| 13:45 – 14:45 | Each Group to present their GROW Goal(s) And ideas for their first session | All participants |
| 14:45 – 15:00 | Explanation of 6 week half day meeting | Iain Calman |
| 15:00 – 15:15 | Afternoon Tea | All participants |
| 15:15 – 16:00 | Activity – Where have i come from – where am I going | All participants |
| 16:00 – 16:30 | Next steps and wrap up | Iain Calman |
| 16:45 | Depart for Vientiane | All participants |

Please note there may be some adjustments to the above outline depending on further consultation to ensure alignment with training and development needs.



Questions?

If you have any questions or require further information, please contact

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Applications are open now and will close at midnight on **Sunday 12 March 2023**.

Applications can be lodged by following this link: <https://bit.ly/WomeninLeadership2023>



For more information:

Laos Australia Institute

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