

Executive Assistants Program AGENDA

Date Tuesday 19 November 2024
Time 11.00am – 3.05pm
Venue QT Canberra, 1 London Circuit, Canberra

Item	Topic	Time	Timeframe	Discussion Lead
1.	Welcome	11.00am	10 mins	
2.	<p>Kim Vella – Kim Vella Coaching</p> <ul style="list-style-type: none"> Strategies to implement that can strengthen our capabilities, Confidence, Communication and Connection, Practical tools around daily tasks and strategic thinking and how we do this? Maintaining positivity when challenged and feeling pressures – what do we do to overcome this? Mental Health and wellbeing in the office Improving delegation and workflow management General discussion and sharing 	11.10am	1 hr 20 min	Kim Vella
	Lunch	12.50pm	60 min	
3.	<p>Luke Hayler – Automic Consulting</p> <ul style="list-style-type: none"> The current landscape of AI in Australia Practical applications of AI in community housing Strategies for successful AI integration Future trends and preparing for ongoing transformation General discussion and sharing 	1.50pm	75 min	Luke Hayler
4.	Finish	3.05pm	5 mins	





Kim Vella

Dr. Kim Vella is an executive coach with a rich background in public service and a deep commitment to leadership development. With a Ph.D. in Sociology and a Master's in Public Administration from the Australian National University, Kim brings an evidence-based perspective to her coaching practice. She is recognised as a Professional Certified Coach by the International Coaching Federation and is a Fellow of the Institute of Coaching at McLean Hospital, a Harvard Medical School Affiliate. Her collaboration with senior leaders across academia, the public sector, and private enterprises is a testament to her commitment to helping others achieve their full potential. Additionally, Kim serves on the ACT Legal Aid Review Committee non legal practitioners panel, reflecting her dedication to community service. For those looking to navigate the complexities of leadership, Kim offers a supportive and empathetic approach, guiding clients through personal growth and organisational change

<https://www.kimvella.com.au/>



Luke Hayler

Luke Hayler, a technologist and futurist, is revolutionising executive support roles through cutting-edge AI solutions. With over three decades of experience in emerging technologies, Luke's journey began in 1993 when he founded an internet service provider, setting the stage for a career at the forefront of digital innovation. His international work experience has honed his ability to navigate global business landscapes, a crucial skill for modern executive support professionals.

Recently, Luke's collaboration with Tenants Queensland exemplifies his commitment to leveraging technology for community benefit. As founder at Atomic Consulting, he empowers businesses, including those in the housing sector, to harness Generative AI, streamlining operations and enhancing service delivery. Luke's collaborative approach and generosity with his expertise make him a valuable resource for executive assistants seeking to innovate their practices. Looking ahead, Luke envisions AI as a transformative force in community organisations and non-profits. He sees executive support roles evolving to become strategic partners in this AI-driven future. When not pioneering technological advancements, Luke enjoys outdoor adventures, demonstrating the importance of work-life balance in high-pressure environments.

<https://atomic.online/>