



Welcome,

In this month's edition of The Xplorer we will be celebrating some of our own personal successes and examining what it takes to achieve success.

Perhaps the most important realisation that we can make in our quest for personal growth is that there is no single formula that defines the path to personal success. We all have different goals and priorities, which means that different activities and attitudes will make us feel good about ourselves. We also have different natural strengths and weaknesses that are a part of our inherent personality type. So what makes you feel successful in your life?

We hope you all enjoy your journey to personal success.

The Xplore Team

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Celebrating our people

We are fortunate enough at Xplore to work with some talented and extraordinary people – clients and colleagues. We're very proud of our people and so it is with enormous pleasure that we'd like to highlight some recent successes.

On Australia Day 2010, **Diana Ryall** was awarded an AM (Member of the Order of Australia) for services to the community. I'm sure you'll all join us in congratulating Di on this great achievement.

It is always a mixture of regret and delight when members of the Xplore team move on to new opportunities. When we have such fabulous senior associates with a wealth of experience we have to be prepared to say *'follow your dream'*. Over the Christmas break we have said good luck to **Yu Dan Shi** (who has joined Cisco as Director of Marketing), **Joanne Allen** (who has returned to an Asia Pacific role within Citi

Group) and **Michele Owen** (who has joined CBA in their Learning and Development team).

Liane McGrath will be joining the Xplore team as a senior associate, she has a broad range of experience in leadership training, coaching and corporate roles. Welcome Liane!

Also, our business development team has grown to include **Helen Rhodes** and **Kate Wiechmann**.

If you need any information about the services that Xplore offers don't hesitate to call 02 9660 4526 where **Lyn Holt** capably runs our office.

"It is literally true that you can succeed best and quickest by helping others to succeed."

- Napoleon Hill.

Xplore success story



Get to know Lee-Anne Molony

Follow Lee-Anne's journey of self-awareness, leading to her successful transition into a management position. Learn about the impression Xplore's Career Resiliency Program left on Lee-Anne. [Read more](#)

**A successful life**

by Diana Ryall AM



This year I was delighted to be awarded an AM and it made me pause to reflect on a successful life and what it means to me. I would like to share with you the successes in my life and why they were milestones in my life...

Becoming a patrol leader in the Girl Guides at age 12

What I loved about Girl Guides was the opportunity to learn new

and different things and to enjoy the outdoors. When I became patrol leader I was able to share my love of these things and help others gain badges and promotions within the group. This gave me great personal satisfaction.

Going for my first job interview in the US

Having gone to university in Australia and then onto teaching I had never had to present myself, my credentials and negotiate a job. It took enormous courage to go to different areas of Penn State University to seek a job. Winning a job as a computer programmer having never done any computer programming, taught me that the skills of learning and passion was just as important as past experience.

The birth of my sons

I cannot describe the awe of a new baby and the incredible responsibility that one feels, to provide care and opportunity to these new individuals in order for them to achieve their own success in whatever field they should choose.

Writing the first educational computer software directory in 1984

When I first joined Apple, computers were not used extensively in schools and where they were used it was most likely to teach basic programming. I believed that the potential of computers in education had a much broader application, and was involved with many

teaching groups on how computers could be used to open new doors for learner's, especially reluctant learners or those with a disability. This led me to writing and publishing the first educational software directory for schools in 1984 – it was an arduous process but allowed educators around Australia access to information about resources that would change their teaching.

Becoming MD at Apple Australia in 1997

After many years at Apple, I worked my way up from the part-time trainer in schools to Managing Director. It gave me the opportunity to provide the style of workplace that I believed would bring out the best in others – that is one where ideas from all people are valued, where authority and responsibility are shared and all employees have opportunities to grow and enjoy their time at work.

Winning the Best Employers in 2000

Winning this award that measures engagement of employees at their work is something I really value. Over 90% of the staff responded to a confidential questionnaire and reinforced the values that I had sought to bring to the workplace during my time as MD.

Realising Breast Cancer was not necessarily a death sentence

Being diagnosed with breast cancer really shook my life. Like many others, the diagnosis brings a realisation of mortality and also a pressure to review one's life so far. I was unaware of how much treatment and outcomes had improved and I am delighted to be in my 10th year since my diagnosis. Part of my re-evaluation of life was to step out of the MD role to make more time for myself, my fitness and to look for the next challenge in my life which I knew would increase my time spent nurturing others.

Attending the Benevolent Society's Sydney Leadership Program in 2002

This was the start of a new journey allowing me to reflect on the Australian community and how communities thrive and struggle. An experience of studying social leadership is something that has had a major impact on my thinking. *Continued over >>*



A successful life (continued)

Starting Xplore for Success in 2002

After leaving Apple, I was not sure what I would do in the future. However, I became aware that I felt really fulfilled when I worked with small groups or individuals and their lives and careers. The first program 'Career Resiliency' began at the end of 2002 and in over 7 years we have now touched the lives of over 4,000 women and a smaller number of men.

The feedback from the participants on the confidence the program gives them and also tips and techniques for career and life success is wonderful. Read about some of our Xplore Success Stories.

Seeing my sons reach manhood, marry wonderful strong women and have their first children

It gives me great joy to see both of my sons who are such different men finding their way in the world, finding wonderful strong women as wives and the love and affection they show for their children. To have been a part of raising two wonderful men is definitely a part of my life success.

Working with the team to start up Dress for Success Sydney (ex Suited for Work) in 2008

For many years I had sought a way to return to the community and yet seeking something that had a fit with Xplore for Success. Dress for Success offers that synergy. Dress for Success seeks to provide opportunities for women returning to the workplace by provide work appropriate apparel and the skills to be successful in their job seeking.

Co-authoring the CEW - CEO Kit

This was an opportunity to work with others from the CEW who as passionate as I am about the success of women. The resource we produced provides solid research and pragmatic suggestions on how organisations can support their women more effectively. For information on how to order the CEO Kit, go to How to order the Kit

Seeing women from the CEW talent development programs gain promotions

From 2004 to 2008 I headed the CEW Talent Development Program put together to take groups of 4 women from up to 8 organisations in Sydney and Melbourne, and provide them with time to reflect on their career, diversity in their organisation and how they can be even more successful and support the up-and-coming women in their careers. In 4 years I met a range of talented young women some of whom already are taking important positions in our community.

Working with many women to find their passion and success

On many occasions I have the opportunity to work with young women as they seek their path in terms of career and life. Working with so many young women and admiring their skills and strengths makes me more confident that the workplace of the future will be a better place for all.

As I look at the list, I realise that I define my success in many ways, by the success of those that I touch. Over the next years I will seek more opportunities to meet more people and mentor them to achieve their own goals for life and career.

'Suited For Work' is now 'Dress For Success Sydney'

In May 2009 Suited for Work was established as a not-for-profit organisation. In January 2010 the Suited for Work organisation successfully became an affiliate of Dress for Success Worldwide and the organisation is now known as Dress for Success Sydney.



DRESS FOR SUCCESS
SYDNEY

Suits to Self-Sufficiency

Becoming an affiliate of the Dress for Success Worldwide organisation will enable the organisation to achieve stronger results within Sydney by leveraging their existing infrastructure and best practice learning's from around the world.



Join one of our Xplore public programs starting soon...

Xplore's Career Resiliency and Senior Career Resiliency programs are run as public programs as well as in-house. The start dates for our next programs are coming up soon, so be sure to book your place now!

Career resiliency

This inspiring group mentoring program is for professionals to develop themselves and their career resiliency skills. The Career Resiliency Program provides an opportunity for participants to reflect on their goals, aspirations and career, and to build from these reflections an action plan on how they want to achieve these goals and aspirations.

All participants have access to role models and are given opportunities for active dialogue with their peers. The program is tailored to small groups of individuals, usually in early leadership positions with approximately 3 or more years in the workplace. It involves 7 x 3 hour sessions each over 3 months with ample opportunity for discussion and networking. Two individual DISC profiles covering work behaviours and characteristics and leadership and management are included in the cost of the program.

The next Career Resiliency Program starts on Thursday 29th April in Sydney [Read more and book here.](#)

Senior career resiliency

This program provides senior women in leadership positions with an active learning environment, where they have the opportunity to learn both from the program leaders and from other successful senior women in the program. It was designed to provide a

high calibre development program for senior women in a small group situation. Participants will become more self-aware and able to develop a clear understanding of their leadership style.

Senior Career Resiliency is a hybrid program including group sessions and leadership coaching. Incorporated are 4 x 3 hour structured group sessions plus 4 x 1 hour individual leadership coaching sessions. We also offer additional coaching sessions as an add-on offering.

This program is suitable for managers with at least 10 years workplace experience and is also the perfect next step for women having completed the Xplore Career Resiliency Program who are looking to further their personal career development.

The next Senior Career Resiliency Program starts on Thursday 22nd April in Sydney [Read more and book here.](#)

Don't forget to check out Xplore's full range of [Programs](#) and [Workshops](#) to assist you and/or your organisation to achieve success.

To discuss your needs in further detail call Di Ryall on 02 9660 4526 or email office@xplore.net.au.

Xplore networking events - May 2010

Xplore's Women's Breakfasts are already filling up for 2010. Be sure to secure your seat at the next events in May:

Sydney
Friday 14th May
7:30am to 9:30am
[Register now >>](#)

Melbourne
Wednesday 19th May
7:30am to 9:30am
[Register now >>](#)

Come along and share your thoughts and ideas with like-minded professionals.

Promotion

As a valued reader of *The Xplorer* we would like to offer you a free [Xplore Women's Breakfast](#) ticket (valued at \$70) if you refer a friend to enrol onto one of our Xplore public programs in April. To refer a friend and take advantage of this offer, email office@xplore.net.au



How to have an effective meeting

Ask anyone what wastes their time and poorly run or unnecessary meetings will be mentioned. It is not surprising then that many surveys identify meetings as one of the biggest time wasters.

Effectiveness in organising and driving meetings is crucial to your success. So here are our top tips on how to be successful in organising and participating in meetings:

Make sure you need a meeting. Ask yourself, "Do we need a meeting?" If your answer is "No", then don't call the meeting!

Prepare goals. These are the results you want to obtain by the end of the meeting. Write out your goals before. They should be so clear, complete, and specific that someone else could use them to lead your meeting. Also, make sure they can be achieved with available people, resources, and time. Specific goals help everyone make efficient toward relevant results.

Challenge each goal. Ask, "Is there another way to achieve this?" For example, if you want to distribute information, you may find it more efficient to phone, e-mail or visit. A meeting is a team activity, so save tasks that require a team effort for your meetings.

Prepare an agenda. Everyone knows an agenda leads to an effective meeting. Yet, many people "save time" by neglecting to prepare an agenda. A meeting without an agenda is like a journey without a map. It is guaranteed to take longer and produce fewer results.

Inform others. Send the agenda before the meeting. That helps others prepare to work with you in the

meeting. Unprepared participants waste your time by preparing for the meeting during the meeting.

Focus on the issue. Avoid stories, jokes, and unrelated issues. Although entertaining these waste time, distract focus, and mislead others. Save the fun for social occasions where it will be appreciated.

Budget time. No one would spend \$1,000 on a pencil, but they often spend 40 employee hours on trivia. Budget time in proportion to the value of the issue. **MEETorDIE** is a fun way to look the cost of a meeting and highlights the need to evaluate the real cost of meetings.

Assign action items. There are action items originating out of meetings. Towards the end of the meeting all the action items should be summarised and assigned to appropriate individuals/teams. It is ideal if you can get a due date commitment from the people responsible. Telling people clearly what is expected out of them and by when is vital to making progress in the meeting and bringing accountability in the team.

Distribute meeting minutes within 24 hrs. People will most effectively contribute to results if they get started on action items right away. They still have a fresh memory of the meeting, the discussion and the rationale for the chosen direction. They remain enthusiastic and ready to get started.

Have you got any tips for effective meetings? (or any meeting horror stories...) join the Xplore for Success group LinkedIn discussion.

Can you help? Student work placements needed

North West Business Education Network is a not-for-profit organisation funded by the NSW government to source and manage the Work Placement program for the schools and TAFEs in North Western Region of Sydney – North Sydney, Ryde Hunters Hill Ku-ring-gai regions. Students who are studying a Vocational Course (TAFE Certificate II) in conjunction with the HSC must complete 2 x 1 week mandatory industry placements in their area of study so they are relying 100% on industry support to course complete. We would like to offer employers the chance to assess potential young employees/trainees while at the same time contributing to their employability skills. We invite you to be part of this successful program which has very positive outcomes for young people and the wider community.

If any employer can offer a placement or two for a week sometime this year at a time to suit themselves, give us a ring on (02) 9440 9656 for a chat or a visit. We need all young people skilled and employed in the future to support the Australian economy.





Ditch distractions and stay focused when working online

While the Internet is one of the most powerful tools to facilitate communication, distribute information, and most importantly, enable work, it's also chock full of sports scores, viral videos, tweets and wall posts, email chain-letters, and a ton of other distractions that can negatively affect your productivity and work output!

Here are a few tips you can follow to help better manage your work time to stay productive while also keeping yourself happy.

Set The Time: Chunking your time into various categories can really help you stay focused and become more efficient with your day. Set work into three different groups:

General Work Time. While working on general projects you can be available to be contacted through email, instant messenger, Skype, work-related social media, telephone etc. This is when you get your primary communication done before getting started on your main projects.

Concentration Time. This is where you close Outlook, close all Internet browsing windows, set your IM status to "busy", and get down to business. Some suggest completely unplugging to get away from Internet distractions but you may need to stay connected just in case there is any online reference material you need access. Use the combination that fits your work life best, but remember to make sure you designate some time alone to get to work.

Break Time. Designating small, succinct time periods where you can simply take a load off, read the news, stretch, catch up on blogs, or have a little bit of time to indulge yourself can really help you decompress during the day, especially after a long period of hard work.

Control Your Notifications: Notifications, like the ones you see conveniently pop up in Outlook, Yahoo! IM, AOL Instant Messenger, RSS readers, and more are great for keeping you up to date with the latest news and commentary, but they somehow manage to come

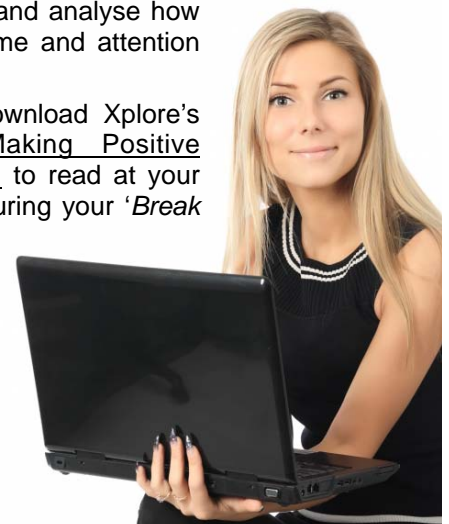
at the perfect time to derail your productive streak.

Try Batch Processing: By definition, "Batch Processing" is the execution of a series of programs ("jobs") on a computer without manual intervention. Try applying some of the same ideology to your work. For example, with email, try setting a specific time period where you read and respond to all messages in a batch process. Some recommend doing this two times a day, for example once in the morning and once mid afternoon, but find a schedule that makes most sense for you.

Batch processing can be applied to a number of things, for example responding to Twitter and Facebook messages, RSS readers, and even your daily tasks. You'd be surprised at how you can really improve your productivity by organising your tasks and ploughing through them in an orderly fashion.

Use online tools to help: RescueTime is a web-based time management and analytics tool for knowledge workers who want to be more efficient and productive. The software allows you to block distracting parts of the Internet for a period of time that you specify, report on and analyse how you spend your time and attention on the Internet.

Why don't you download Xplore's latest eBook 'Making Positive Changes for 2010' to read at your leisure, perhaps during your '*Break Time*'...



In the next edition of The Xplorer...

In the next edition of **The Xplorer...** we will be covering "The challenge of change". Feel free to send us your recommendations of topics to discuss thexplorer@xplore.net.au.