



# Seminar Planning

## Women in Leadership Committee

1. To help in organising Women in Leadership (WiL) seminars, this document summarises key activities and things to think about in organising a seminar. Activities and a timeline are outlined below, together with document templates for providing briefing to speakers and facilitators.
2. Key activities and timelines are as follows. Not all steps will apply to all seminars. Use this as a guide (e.g. room bookings will be different in Auckland/regions):

Timing	Activities
At yearly planning cycle (or when topics come up)	Topics and timelines for seminars agreed.
9 weeks out (or as early as possible).	<p>Invite speakers and confirm their availability – set a date for the seminar.</p> <p>Book rooms – at least two of G.01, G.02, G.03. Remember to book time before and after the seminar for set up and packing out.</p> <p>Confirm date and time of seminar with MBIE SLT.</p> <p>Confirm budget for gifts for external speakers and flights as needed – send a short email to [SLT sponsor] explaining how many flights are needed and why/how many gifts are needed for external speakers (approximately \$50 per gift). A cost code will be supplied.</p> <p>Book flights through your PA using the cost code supplied via [SLT sponsor].</p>
6 weeks out	Find a facilitator – to introduce speaker(s), or facilitate a panel session as needed.
5 weeks out	Email Communications and Design contacts to ask for poster design and comms support – provide details including date, time, topic (a couple of sentences of information), location, speaker names.
3-4 weeks out	<p>Provide briefing material to speakers – thank them for agreeing to speak, provide logistical details, including an outline/run sheet for seminar including length of time for speaking and Q&amp;A, information on other speakers/guests, topics they are addressing, if a panel session potential questions they may be asked. Samples for a speaker briefing are attached as Appendices 1 (individual speaker) and 2 (panel session).</p> <p>Provide briefing material to facilitator – thank them for agreeing to facilitate, provide biographies of the speakers, a session run sheet, a list of questions if facilitating a panel discussion. A sample of a facilitator briefing is attached as Appendix 3.</p>

	Remember to save material in the Women in Leadership folder in MAKO for future reference.
2-3 weeks out	Write intranet/Managers' update article and send to Communications (intranet articles are sent to [intranet email address], Manager's update articles to [contact email address]). These updates should be circulated/put on the intranet about a week and half before the seminar happens.
1 week out	<p>Put up posters around the building/office.</p> <p>Talk to facilities about what set up you want in the room – do you need microphones for the speakers, how many, lectern or clip on style? Is it possible for the furniture to be pre-arranged?</p> <p>Buy gifts for external speakers. This can be done via purchase card (if you have one) – advise your team manager/PA of the cost code that should be used for the gift purchase, or via an expense claim using the cost code provided by [SLT sponsor].</p> <p>Confirm final arrangements with speakers including meeting them on the ground floor on the day.</p> <p>Talk to the WiL inbox co-ordinator to ask them to create a calendar invite through the Women in Leadership email inbox. This should be sent to the WiL committee members to cascade to people who may be interested in attending. It could also be forwarded to relevant groups to forward – for example, policy capability project, Te Punaha. Example invitations can be found in the WiL email calendar.</p>
On the day	<p>Confirm set up with facilities.</p> <p>Meet and greet speakers, show them into the room and mic them up, introduce them to the facilitator and the other speakers.</p> <p>Arrange furniture in the rooms if needed – may need other members of WiL to help with this.</p>
During seminar	<p>Record/estimate seminar attendance.</p> <p>Take photos of the speakers/notes if intending to provide a write up of the seminar on the intranet/Women in Leadership Hub</p>
After the seminar	<p>Pack down the room.</p> <p>Give yourself a high five and heave a sigh of relief after another successful seminar!</p> <p>Send thank you email/call to speakers and facilitators</p> <p>Write up article for the intranet (if wanted) and submit to Communications</p> <p>Feedback/discuss the seminar and any lessons learned with the WiL Committee.</p>

## BRIEFING

# Women in Leadership at MBIE

## PURPOSE

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1. Thank you for agreeing to speak at MBIE. The purpose of this briefing is to give you some background and context on MBIE's Women in Leadership initiative and the seminars we have held over the last year.

## WOMEN IN LEADERSHIP INITIATIVE

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2. The Women in Leadership initiative is aimed at raising awareness of the issues and challenges facing women in their careers. Encouraging a dialogue on these issues is important in creating a forum for constructive discussion of individual experiences, and in working towards addressing gender imbalances.
3. The purpose of the Women in Leadership initiative is to promote the interests of MBIE women and to support and encourage women to achieve their career goals.
4. Women in Leadership involves both:
  - a. encouraging women in all positions to take opportunities to lead, influence and achieve their career goals; and
  - b. supporting women aspiring to be in senior leadership positions (and those already in senior leadership positions).

## NANOGIRL TALK ON 2 JUNE

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5. We are so pleased you have agreed to take the time to come and speak to us. As such a strong and inspiring woman, we are really interested in hearing about your career, the challenges you have faced being a woman, and how you have responded to and overcome those challenges. We are especially interested in your personal experiences, thoughts and insights. For this reason we are keen for you to speak to what you feel passionate about.
6. Reading the recent NZ Herald interview with you, we found the following themes really interesting:
  - Working to overcome weaknesses
  - Dealing with external pressures and expectations while still managing to pave your own way
  - The virtues of failing

- Your concern for people at the low end of society, both through donating a percentage of your income to charity, and your commitment to science education, as well as your OMGTech charity
  - Your views on sexism in science and the workplace
  - Having the confidence to speak up when something doesn't sit right with you
  - Your take on 'imposter syndrome'
7. We thought a TEDx style presentation would be really powerful, and note you have previously presented in this format, but are happy for you to take any approach you see fit, so please let us know what facilities you require.
  8. Your talk will be facilitated by Adrienne Meikle, General Manager of Resolutions Services at MBIE. Adrienne is the current sponsor of the *Women in Leadership* initiative.
  9. MBIE has a number of regional offices and we intend to video the seminar and post it on the internal intranet for those who are unable to attend in person. For this reason, you will wear a lapel microphone and we will have roving microphones for audience questions. You will be given the opportunity to review the video or request edits before we publish it.

## DETAILS

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What: As mentioned above, a TEDx format if that works for you. We invite you to speak for approximately 40 minutes followed by questions from the audience for 15-20 minutes.

When: Tuesday 2 June 12pm – 1pm.

Where: Ground Floor (capacity 90 people), MBIE, 15 Stout Street, Wellington. You will be met by [two contact names] at reception.

Who: The seminar is an in-house event that is open to all MBIE staff but will be attended mainly by female managers and policy advisors. Your work in science and communications are likely to be of interest to people in the Science, Skills and Innovation area of MBIE.

## CONTACT DETAILS

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10. If you have any questions about the seminar or the briefing, please do not hesitate to contact us:

**[Contact Name]**  
 Position  
 email address  
 DDI]

**[Contact Name]**  
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 DDI]

## WOMEN IN LEADERSHIP INSPIRATION

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### “Lean In” by Sheryl Sandberg

1. In 2014, the MBIE Women in Leadership organising committee held a series of internal seminars to raise awareness and generate conversations about the challenges facing women in their careers and in progressing to positions of leadership.
2. The genesis for the series was that a number of us read *Lean In: Women, Work and the Will to Lead* by Sheryl Sandberg, the Chief Operating Officer of Facebook.
3. Sandberg writes:

“My goal with *Lean In* is to empower women to believe in themselves, to sit at the table and reach for opportunities. It is also to help men, managers, companies, all of us see that we need to take responsibility for understanding and addressing the challenges that women face.

[...]

“... I wrote *Lean In* because I wanted to change the conversation on women from what we can't do to what we can do. No matter how much progress we've made, we're still really far from having our share of leadership roles anywhere in the world.

[...]

“I strongly believe that it is critical to society to have more female leaders so we can have a better world for ourselves and our children.”

4. As a group, all of us found parts of the book that resonated. Particular issues that come to mind include:
  - a. How to manage the finding that success and likeability are positively correlated for men but negatively correlated for women.
  - b. How to raise the profile of women when men appear to be promoted based on potential and women on their past achievements.
  - c. How to balance career and personal/family life.
  - d. The way gender stereotyping still shapes behaviour in the workplace. For example, there appears to be a hidden expectation that women should be concerned with others and not with self-interest and as a result, if women negotiate hard for their pay packets, they are viewed negatively, which may even hamper future advancement.
  - e. How to deal with fear, self-doubt or the guilt that work might clash with family commitments.
5. We thought it would be opportune to try and raise the level of discussion within MBIE for a sustained period of time by organising a series of seminars over the course of a couple of months on *Women in Leadership*.

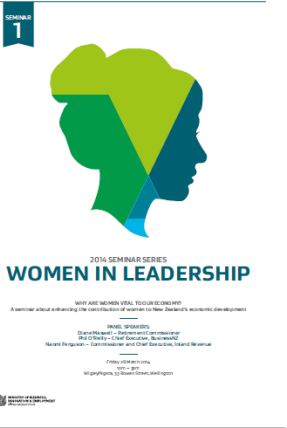
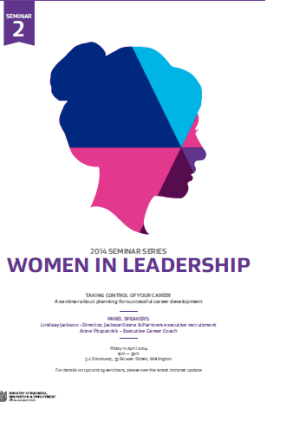
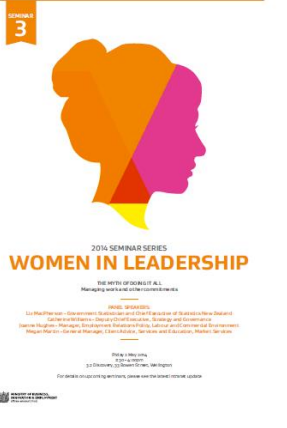
## **The NZ context**

6. Although women account for around 60 per cent of the New Zealand public service workforce, women are yet to achieve equal footing in securing senior positions. Similar trends can also be seen in the private sector. As the first country in the world to give women the right to vote, New Zealand is often seen as a global leader when it comes to human rights and gender equality. But has the rate for progressing gender equality stagnated? Is New Zealand missing out on opportunities to grow the economy because it is not embracing diversity?

## **We started with a Seminar Series...Women in Leadership seminars**

7. We started with a Seminar Series to raise awareness of some of the challenges facing women and look at the potential for change in our own lives, which could effect change on a broader scale.
8. We invited a range of speakers (from within MBIE and outside) to talk about the big issues such as the role of women in improving New Zealand's economic development; the role of MBIE men as husbands, fathers, managers and mentors; and how best to realise the potential of MBIE women (please see full table of seminars attached).
9. The seminar series proved a huge success, with every talk being oversubscribed. The series opened a conversation and engaged people from across our organisation. The turnout at each of the seminars demonstrated just how important these issues are for people within our organisation, and the enthusiasm they have for discussing and debating them.
10. We also held five follow-up seminars in 2015, the details of which are also provided in the attached Table of Seminars. These seminars were also well-attended and received very positive feedback. Further internal seminars are being planned for 2016.

## Table of seminars

POSTER	TOPIC	SPEAKERS
 <p><b>2014 SEMINAR SERIES</b> <b>WOMEN IN LEADERSHIP</b></p> <p>WHY ARE WOMEN VITAL TO OUR ECONOMY? A seminar about enhancing the contribution of women to New Zealand's economic development</p> <p><b>SEMINAR SPEAKERS:</b> Dianne Maxwell - Retirement Commissioner Phil O'Reilly - Chief Executive, Business NZ Naomi Ferguson - Commissioner &amp; Chief Executive, Inland Revenue</p> <p>Friday 28 March 2014 10:30 AM Milton Keynes, 22 Shortland Street, Auckland</p> <p><b>MBIE</b> Ministry of Business, Enterprise &amp; Innovation</p>	<p><b>Seminar 1</b></p> <p>Why are women vital to our economy? A seminar about enhancing the contribution of women to NZ's economic development</p> <p>Friday 28 March 2014</p>	<p>Panel:</p> <ul style="list-style-type: none"> <li>- Dianne Maxwell (Retirement Commissioner)</li> <li>- Phil O'Reilly (Chief Executive, Business NZ)</li> <li>- Naomi Ferguson (Commissioner &amp; Chief Executive, Inland Revenue)</li> </ul> <p>Facilitated by Gaye Searancke (Deputy Chief Executive, LACE, MBIE)</p>
 <p><b>2014 SEMINAR SERIES</b> <b>WOMEN IN LEADERSHIP</b></p> <p>TAKING CONTROL OF YOUR CAREER A seminar about planning for successful career development</p> <p><b>SEMINAR SPEAKERS:</b> Lindsay Jackson - Director, JacksonStone &amp; Partners Anne Fitzpatrick - Executive Career Coach</p> <p>Friday 11 April 2014 10:30 AM Milton Keynes, 22 Shortland Street, Auckland</p> <p><b>MBIE</b> Ministry of Business, Enterprise &amp; Innovation</p>	<p><b>Seminar 2</b></p> <p>Taking control of your career: A seminar about planning for successful career development</p> <p>Friday 11 April 2014</p>	<p>Presenters:</p> <ul style="list-style-type: none"> <li>- Lindsay Jackson (Director, JacksonStone &amp; Partners)</li> <li>- Anne Fitzpatrick (Executive Career Coach)</li> </ul> <p>Facilitated by Iain Cossar (General Manager, CCE, MBIE)</p>
 <p><b>2014 SEMINAR SERIES</b> <b>WOMEN IN LEADERSHIP</b></p> <p>MANAGING WORK AND OTHER COMMITMENTS A seminar about balancing work and other commitments</p> <p><b>SEMINAR SPEAKERS:</b> Liz MacPherson - Chief Executive, Statistics NZ Catherine Williams - Deputy Chief Executive, Strategy &amp; Governance, MBIE Joanne Hughes - Manager, Employment Relations Policy, MBIE</p> <p>Friday 2 May 2014 10:30 AM Milton Keynes, 22 Shortland Street, Auckland</p> <p><b>MBIE</b> Ministry of Business, Enterprise &amp; Innovation</p>	<p><b>Seminar 3</b></p> <p>Managing work and other commitments</p> <p>Friday 2 May 2014</p>	<p>Panel:</p> <ul style="list-style-type: none"> <li>- Liz MacPherson (Chief Executive, Statistics NZ),</li> <li>- Catherine Williams (Deputy Chief Executive, Strategy &amp; Governance, MBIE)</li> <li>- Joanne Hughes (Manager, Employment Relations Policy, MBIE).</li> </ul> <p>Facilitated by Megan Martin (General Manager, Client Advice, Services &amp; Education, MBIE)</p>

 <p><b>SEMINAR 4</b></p> <p><b>2014 SEMINAR SERIES WOMEN IN LEADERSHIP</b></p> <p><b>THE IMPORTANCE OF MEN</b> The side of business leaders is represented through a set of men's silhouettes.</p> <p><b>PANEL SPEAKERS:</b> Adam Cooper, Executive Director, Office of the Chief of Staff of the Government of New Zealand Andrew Crisp, Deputy Chief Executive, Commercial and Financial Markets David Smol, Chief Executive, Infrastructure and Resource Markets John Goff, Chief Executive, Ministry of Education John Hogg, Chief Executive, Ministry of Health John Key, Prime Minister John Latham, Minister of Labour and Employment John Tait, Minister of Transport</p> <p>Friday 16 May 2014 10:30am - 12:30pm Level 3, Unilever House, Wellington</p> <p>For details on parking options, please see the event website.</p> <p><b>MBIE</b></p>	<p><b>Seminar 4</b></p> <p>The importance of men: the role of husbands, fathers, managers and mentors</p> <p>Friday 16 May 2014</p>	<p>Panel:</p> <ul style="list-style-type: none"> <li>- David Smol (Chief Executive, MBIE)</li> <li>- Andrew Crisp (Deputy Chief Executive, MBIE)</li> <li>- Adam Cooper (Executive Director, Infrastructure and Resource Markets, MBIE).</li> </ul> <p>Facilitated by Kim Connolly-Stone (Principal Policy Analyst, MBIE)</p>
 <p><b>SEMINAR 5</b></p> <p><b>2014 SEMINAR SERIES WOMEN IN LEADERSHIP</b></p> <p><b>THE VALUE OF DIVERSITY</b> How do we embrace and promote diversity in our work environments to achieve success? What are the challenges we need to overcome?</p> <p><b>PANEL OF SPEAKERS:</b> Kate Camp, Corporate Communications Manager, Ministry of Education Simon Power, General Manager, Westpac Traci Houpapa, Chairperson of the Federation of Maori Authorities John Goff, Chief Executive, Ministry of Education John Hogg, Chief Executive, Ministry of Health John Key, Prime Minister John Latham, Minister of Labour and Employment John Tait, Minister of Transport</p> <p>Friday 30 May 2014 10:30am - 12:30pm Level 3, Unilever House, Wellington</p> <p>For details on parking options, please see the event website.</p> <p><b>MBIE</b></p>	<p><b>Seminar 5</b></p> <p>The value of diversity</p> <p>Friday 30 May 2014</p>	<p>Panel:</p> <ul style="list-style-type: none"> <li>- Kate Camp (Corporate Communications Manager, MFAT)</li> <li>- Simon Power (General Manager, Westpac)</li> <li>- Traci Houpapa (Chairperson of the Federation of Maori Authorities)</li> </ul> <p>Facilitated by Melanie Porter (Manager, CCE, MBIE)</p>
 <p><b>SEMINAR 6</b></p> <p><b>2014 SEMINAR SERIES WOMEN IN LEADERSHIP</b></p> <p><b>IT'S A STRUGGLE, NOT A LADDER:</b> How do we help women realise their potential?</p> <p><b>ONE SPEAKER:</b> Theresa Gattung, former CEO of Telecom NZ and the first female CEO of a publicly listed company in NZ</p> <p>Tuesday 10 June 2014 12:00pm Level 3, Unilever House, Wellington</p> <p><b>MBIE</b></p>	<p><b>Seminar 6</b></p> <p>Enabling women to realise their potential: how to do it?</p> <p>Tuesday 10 June 2014</p>	<p>Presenter:</p> <ul style="list-style-type: none"> <li>- Theresa Gattung (former CEO of Telecom NZ)</li> </ul> <p>Facilitated by Gaye Searancke and followed by a wrap-up of the series</p>



# Gender and Superdiversity

## WOMEN IN LEADERSHIP WITH STRATEGIC POLICY

### PURPOSE

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11. Thank you for agreeing to speak at this 'Gender and Superdiversity' MBIE event. This briefing gives you some background and context on MBIE's Women in Leadership initiative and the Strategic Policy Branch. It also provides a brief outline of how the 'Gender and Superdiversity' event will run and outlines proposed questions that will be used to guide the panel discussion.
12. Adrienne Meikle will introduce the session and facilitate the panel. She is the Deputy Chief Executive for the Corporate, Governance and Information Branch at MBIE.
13. Isabel Kelly, former MBIE intern who wrote the Strategic Policy Emerging Issues Paper 'Superdiversity' will briefly discuss her findings. Isabel is a third year Law, Economics and Finance student at the University of Auckland. Over the summer she completed an internship at MBIE, where she authored the Diversity Emerging Issues paper. Outside of her studies she enjoys business case competitions, Barbershop singing and classical piano. Isabel is also a member of the subsequent panel discussion. The draft paper has been sent to you along with this briefing.
14. The other speakers on the panel are:
  - a. Berlinda Chin, Private Secretary Ethnic Communities, Office of Hon Sam Lotu-liga, Minister for Ethnic Communities, Pacific Peoples and Local Government. Berlinda was most recently Director of the Office of Ethnic Communities.
  - b. Jeremy Lambert, Principal Advisor, Americas and Asia Group, Ministry of Foreign Affairs and Trade. Jeremy is a diplomat and a campaigner for LGBT rights.

### WOMEN IN LEADERSHIP INITIATIVE

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15. The Women in Leadership initiative is a staff-led group aimed at raising awareness of the issues and challenges facing women in their careers. Encouraging a dialogue on these issues is important in creating a forum for constructive discussion of individual experiences, and in working towards addressing gender imbalances.
16. The purpose of the Women in Leadership initiative is to promote the interests of MBIE women and to support and encourage women to achieve their career goals. More information about the Women in Leadership seminars is at the end of this document.
17. Women in Leadership involves both:
  - a. encouraging women in all positions to take opportunities to lead, influence and achieve their career goals; and
  - b. supporting women aspiring to be in senior leadership positions (and those already in senior leadership positions).

## **STRATEGIC POLICY BRANCH**

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18. Strategic Policy Branch is part of the Office of the Chief Executive at MBIE. The Branch works with MBIE teams to help frame up policy problems and contribute to policy development in priority areas across the ministry. Strategic Policy Branch:

- Works with teams on some of their bigger projects
- Helps to join the dots across MBIE
- Looks ahead at future economic trends
- Helps senior management to shape MBIE's directions and priorities

19. Strategic Policy has written a series of emerging issues papers. The latest paper, which you have received as part of your briefing pack is linked to the topic of this seminar and being launched as a part of the seminar on 'Gender and Superdiversity'. Other papers have covered issues such as 'The Firms that Grow the Fastest', 'What does Māori-led Government-enabled mean for MBIE?' and 'Are New Zealand businesses making good use of ICT?'

## **GENDER AND SUPERDIVERSITY SEMINAR ON 30 MAY - BACKGROUND**

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20. New Zealand is an increasingly diverse country. In Auckland, 50 percent of people identify as Māori, Asian or Pacific. By 2038 the ethnic makeup of New Zealand will match that of Auckland now, according to current projections.

21. Studies have shown a link between diverse workforces and higher financial returns. This may be attributed to the diversity dividend – the possible increased innovation, customer orientation, investment and international trade brought by a diverse labour market and society.

22. New Zealand businesses have an opportunity to maximise the diversity dividend to gain a competitive advantage in the global marketplace. This will require overcoming issues such as unconscious bias, workplace exclusion and exploitation.

23. At the MBIE, unpacking the issues of diversity has become increasingly important. The Women in Leadership initiative is particularly interested in unpacking diversity from a gender perspective.

## **GENDER AND SUPERDIVERSITY SEMINAR 30 MAY 2016 - DETAILS**

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What: This is a panel session facilitated by Adrienne Meikle. It will open with Isabel Kelly speaking to the Emerging Issues paper 'Superdiversity' then four panellists will be interviewed about their diversity journey.

When: Monday 30 May 12.30-1.30pm. Please arrive at 12.15pm for set up.

Where: Ground Floor (capacity 200 people), MBIE, 15 Stout Street, Wellington. You will be met by [two contact names] at reception. Please contact [name] on [DDI] if you need to reach her.

Technology: Microphones and a projector system will be supplied. Please let us know additional technology you might require.

Who: The seminar is an event that is open to all MBIE staff. MBIE members who attend are mainly female managers, policy and research advisors.

### Session Format:

24. The session will be run as a panel. The panel will be introduced and facilitated by Adrienne Meikle, Deputy Chief Executive, Corporate, Governance and Information, MBIE.

25. The following questions are proposed to guide the discussion. You will have a maximum of 3 minutes to answer each question:

- a. Please outline your personal journey so we can understand your current role in advocating for diversity. In particular, what are your experiences with gender and superdiversity?
- b. Please provide some examples of how you have seen diversity positively contributing to your workplace and/or community.
- c. Please outline some of the main challenges you see that diversity brings and how these can be overcome.
- d. Please explain some practical ways we can champion diversity as individuals and in our workplaces.

## **CONTACT DETAILS**

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26. If you have any questions about the seminar or this briefing, please do not hesitate to contact us:

**[Contact Name]**  
Position  
email address  
DDI]

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DDI]

## WOMEN IN LEADERSHIP INSPIRATION

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### “Lean In” by Sheryl Sandberg

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28. The genesis for the series was that a number of us read *Lean In: Women, Work and the Will to Lead* by Sheryl Sandberg, the Chief Operating Officer of Facebook.

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“My goal with *Lean In* is to empower women to believe in themselves, to sit at the table and reach for opportunities. It is also to help men, managers, companies, all of us see that we need to take responsibility for understanding and addressing the challenges that women face.

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“... I wrote *Lean In* because I wanted to change the conversation on women from what we can't do to what we can do. No matter how much progress we've made, we're still really far from having our share of leadership roles anywhere in the world.

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“I strongly believe that it is critical to society to have more female leaders so we can have a better world for ourselves and our children.”

30. As a group, all of us found parts of the book that resonated. Particular issues that come to mind include:

- a. How to manage the finding that success and likeability are positively correlated for men but negatively correlated for women.
- b. How to raise the profile of women when men appear to be promoted based on potential and women on their past achievements.
- c. How to balance career and personal/family life.
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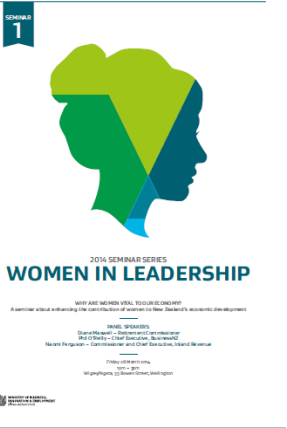
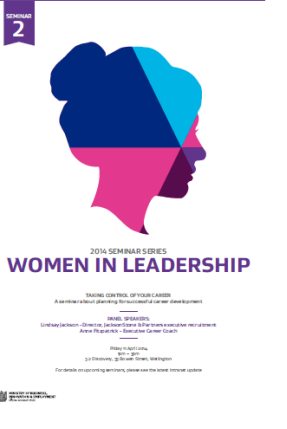
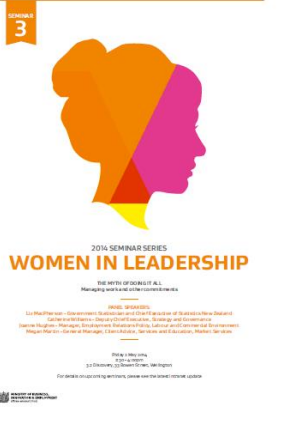
## **The NZ context**

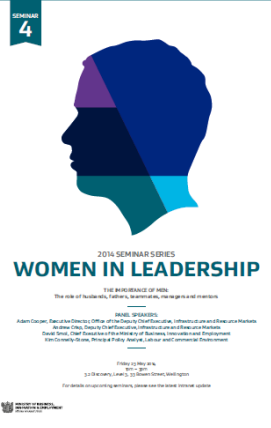
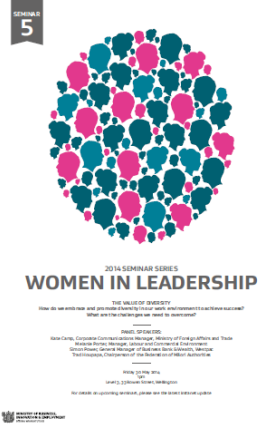
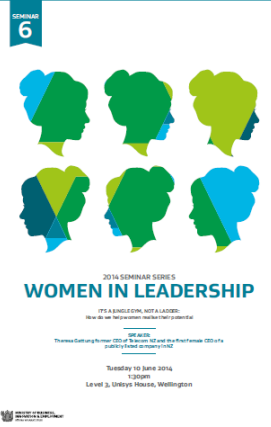
32. Although women account for around 60 per cent of the New Zealand public service workforce, women are yet to achieve equal footing in securing senior positions. Similar trends can also be seen in the private sector. As the first country in the world to give women the right to vote, New Zealand is often seen as a global leader when it comes to human rights and gender equality. But has the rate for progressing gender equality stagnated? Is New Zealand missing out on opportunities to grow the economy because it is not embracing diversity?

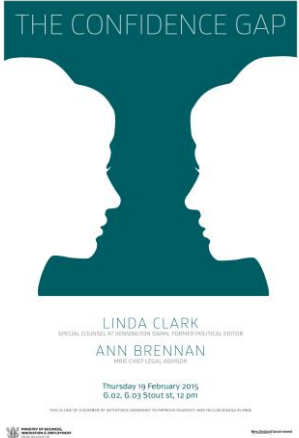


## **We started with a Seminar Series...Women in Leadership seminars**

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34. We invited a range of speakers (from within MBIE and outside) to talk about the big issues such as the role of women in improving New Zealand's economic development; the role of MBIE men as husbands, fathers, managers and mentors; and how best to realise the potential of MBIE women (please see full table of seminars attached).
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## Table of seminars

POSTER	TOPIC	SPEAKERS
 <p><b>2014 SEMINAR SERIES</b> <b>WOMEN IN LEADERSHIP</b></p> <p>WHY ARE WOMEN VITAL TO OUR ECONOMY? A seminar about enhancing the contribution of women to New Zealand's economic development</p> <p><b>DATE:</b> Friday 28 March 2014 <b>TIME:</b> 9:30am - 12:30pm <b>LOCATION:</b> Waipapa, 22 Short Street, Wellington</p>	<p><b>Seminar 1</b></p> <p>Why are women vital to our economy? A seminar about enhancing the contribution of women to NZ's economic development</p> <p>Friday 28 March 2014</p>	<p>Panel:</p> <ul style="list-style-type: none"> <li>- Dianne Maxwell (Retirement Commissioner)</li> <li>- Phil O'Reilly (Chief Executive, Business NZ)</li> <li>- Naomi Ferguson (Commissioner &amp; Chief Executive, Inland Revenue)</li> </ul> <p>Facilitated by Gaye Searancke (Deputy Chief Executive, LACE, MBIE)</p>
 <p><b>2014 SEMINAR SERIES</b> <b>WOMEN IN LEADERSHIP</b></p> <p>TAKING CONTROL OF YOUR CAREER? A seminar about planning for successful career development</p> <p><b>DATE:</b> Friday 11 April 2014 <b>TIME:</b> 9:30am - 12:30pm <b>LOCATION:</b> Waipapa, 22 Short Street, Wellington</p>	<p><b>Seminar 2</b></p> <p>Taking control of your career: A seminar about planning for successful career development</p> <p>Friday 11 April 2014</p>	<p>Presenters:</p> <ul style="list-style-type: none"> <li>- Lindsay Jackson (Director, JacksonStone &amp; Partners)</li> <li>- Anne Fitzpatrick (Executive Career Coach)</li> </ul> <p>Facilitated by Iain Cossar (General Manager, CCE, MBIE)</p>
 <p><b>2014 SEMINAR SERIES</b> <b>WOMEN IN LEADERSHIP</b></p> <p>MANAGING WORK AND OTHER COMMITMENTS? A seminar about balancing work and other commitments</p> <p><b>DATE:</b> Friday 2 May 2014 <b>TIME:</b> 9:30am - 12:30pm <b>LOCATION:</b> Waipapa, 22 Short Street, Wellington</p>	<p><b>Seminar 3</b></p> <p>Managing work and other commitments</p> <p>Friday 2 May 2014</p>	<p>Panel:</p> <ul style="list-style-type: none"> <li>- Liz MacPherson (Chief Executive, Statistics NZ),</li> <li>- Catherine Williams (Deputy Chief Executive, Strategy &amp; Governance, MBIE)</li> <li>- Joanne Hughes (Manager, Employment Relations Policy, MBIE).</li> </ul> <p>Facilitated by Megan Martin (General Manager, Client Advice, Services &amp; Education, MBIE)</p>

 <p><b>SEMINAR 4</b></p> <p><b>2014 SEMINAR SERIES</b> <b>WOMEN IN LEADERSHIP</b></p> <p><b>THE IMPORTANCE OF MEN</b> The side of business leaders is becoming increasingly male.</p> <p><b>PANEL SPEAKERS:</b> Adam Cooper, Pauline Sherry, Office of the Chief of Defence Force, International and Trade Policy Markets Andrew Crisp, Deputy Chief Executive, Commercial and Financial Services David Smith, Chief Executive, Financial Services David Smith, Chief Executive, Financial Services Ian Cooper, Finance, Strategy &amp; Policy, MBIE</p> <p>Friday 16 May 2014 10:30am - 12:30pm Level 3, Unilever Building, Wellington</p> <p>For details on parking facilities, please see the event website under</p>	<p><b>Seminar 4</b></p> <p>The importance of men: the role of husbands, fathers, managers and mentors</p> <p>Friday 16 May 2014</p>	<p>Panel:</p> <ul style="list-style-type: none"> <li>- David Smol (Chief Executive, MBIE)</li> <li>- Andrew Crisp (Deputy Chief Executive, MBIE)</li> <li>- Adam Cooper (Executive Director, Infrastructure and Resource Markets, MBIE).</li> </ul> <p>Facilitated by Kim Connolly-Stone (Principal Policy Analyst, MBIE)</p>
 <p><b>SEMINAR 5</b></p> <p><b>2014 SEMINAR SERIES</b> <b>WOMEN IN LEADERSHIP</b></p> <p><b>THE VALUE OF DIVERSITY</b> How do we attract and promote women into high performance leadership roles? What are the challenges we need to overcome?</p> <p><b>PANEL SPEAKERS:</b> Kate Camp, Corporate Communications Manager, Ministry of Foreign Affairs and Trade Andrew Crisp, Deputy Chief Executive, Commercial and Financial Services David Smith, Chief Executive, Financial Services Ian Cooper, Finance, Strategy &amp; Policy, MBIE</p> <p>Friday 30 May 2014 10:30am - 12:30pm Level 3, Unilever Building, Wellington</p> <p>For details on parking facilities, please see the event website under</p>	<p><b>Seminar 5</b></p> <p>The value of diversity</p> <p>Friday 30 May 2014</p>	<p>Panel:</p> <ul style="list-style-type: none"> <li>- Kate Camp (Corporate Communications Manager, MFAT)</li> <li>- Simon Power (General Manager, Westpac)</li> <li>- Traci Houpapa (Chairperson of the Federation of Maori Authorities)</li> </ul> <p>Facilitated by Melanie Porter (Manager, CCE, MBIE)</p>
 <p><b>SEMINAR 6</b></p> <p><b>2014 SEMINAR SERIES</b> <b>WOMEN IN LEADERSHIP</b></p> <p><b>IT'S A JUNGLE, NOT A LARDER</b> How do we help women realise their potential?</p> <p><b>PANEL SPEAKERS:</b> Theresa Gattung, former CEO of Telecom NZ and the first female CEO of a publicly listed company in NZ</p> <p>Tuesday 10 June 2014 12:00pm - 1:30pm Level 3, Unilever House, Wellington</p>	<p><b>Seminar 6</b></p> <p>Enabling women to realise their potential: how to do it?</p> <p>Tuesday 10 June 2014</p>	<p>Presenter:</p> <ul style="list-style-type: none"> <li>- Theresa Gattung (former CEO of Telecom NZ)</li> </ul> <p>Facilitated by Gaye Searancke and followed by a wrap-up of the series</p>

	<p><b>Extra seminar</b></p> <p>The Confidence Gap</p> <p>Thursday 19 February 2015</p>	<p>Presenters:</p> <ul style="list-style-type: none"> <li>- Linda Clark (Special Counsel at Kensington Swan, former Political Editor)</li> <li>- Ann Brennan (MBIE Chief Legal Advisor)</li> </ul> <p>Facilitated by Cath Atkins (Deputy Chief Executive, Labour and Commercial Environment, MBIE)</p>
	<p><b>Extra seminar</b></p> <p>Leading and Surviving in Changing Times</p> <p>Tuesday 3 March 2015</p>	<p>Presenter:</p> <ul style="list-style-type: none"> <li>- Christine Nixon (first female Chief Commissioner in Australian State Police Force and former Chair of the Victorian Bushfire Reconstruction and Recovery Authority)</li> </ul>
	<p><b>Extra Seminar</b></p> <p>Nano Girl</p> <p>Tuesday 2 June 2015</p>	<p>Presenter:</p> <ul style="list-style-type: none"> <li>- Dr Michelle Dickinson (Senior Lecturer in Engineering at the University of Auckland)</li> </ul>



## BRIEFING

# Women in Leadership: Facilitating Seminar Four

## PURPOSE

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11. The purpose of this briefing is to provide background and run through the structure of the seminar to help you prepare and facilitate the seminar.

## INTRODUCTION

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12. You may wish to lead off the discussion by introducing yourself and your role at MBIE as some of the people in the audience may not know who you are. You may wish to provide a brief bit of personal background and/or a personal anecdote focused around the topics to be discussed in the seminar. You may then wish to round off the introductions by introducing the seminar topic and the speakers, as outlined below.

## SEMINAR FOUR AND THE WOMEN IN LEADERSHIP SERIES

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13. The aim of this seminar series is to raise awareness of some of the challenges facing women and look at the potential for positive change in our own lives, which could effect change on a broader scale.
14. The broad theme for Seminar Four is *the importance of men: the role of husbands, fathers, teammates, managers and mentors*. The seminar explores the role that men can play in encouraging, supporting and promoting the work of women. The seminar will explore how to forge working partnerships both inside and outside the workplace.

## INTRODUCING THE SPEAKERS

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15. To reflect on the role and importance of men as husbands, fathers, teammates, managers and mentors, we have a panel of senior MBIE men:
  - a. **Adam Cooper** – Adam is currently the Executive Director, Office of the Deputy Chief Executive, Infrastructure and Resource Markets Branch.
  - b. **Andrew Crisp** – Andrew is the DCE for Infrastructure and Resource Markets Branch. Andrew has had a long career in the public service. Prior to working at MBIE, Andrew worked at the Ministry for the Environment where he held the roles of Deputy Secretary Strategy and Corporate and most recently Deputy Secretary Programmes. Andrew has also worked at Treasury and the Department of Labour on areas as diverse as fiscal policy, labour markets, housing, social policy and public sector performance.

- c. **David Smol** – David is the Chief Executive of the Ministry of Business, Innovation and Employment. David came to MBIE from the former Ministry of Economic Development, where he was Chief Executive. David joined the Ministry of Economic Development in April 2003 as Deputy Secretary responsible for the Energy and Communications Branch. Previously David was a director of an Oxford-based energy consulting firm. From 1989-1997, David worked in New Zealand, where amongst other roles, he was an analyst and then manager in network industries at the Treasury. David is also a husband and father to three young adults.

## STRUCTURE OF THE DISCUSSION

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16. All presenters have received a briefing so that they know what to expect. To provide structure to the seminar we suggested they prepare thoughts on and consider their own experiences in relation to the following themes:

- *In your role as a leader, how can you support others to reach their potential?*
- *How can men support women to 'lean in' in the workplace?*
- *How can we shape/change the expectations on both women and men in terms of professional and personal responsibility, and support work and wider responsibilities for both genders?*
- *How can we enable men to manage work and other commitments in order to support women and to enable men to 'lean in' to commitments outside of a career?*

## AUDIENCE AND FORMAT

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17. The room holds 100 people and we are expecting it to be full. This means that sound projection might be a bit of a challenge. We will have lapel mics for each speaker. As facilitator, it might be worth checking that people down the back of the room can hear.
18. To accommodate people that cannot attend, the seminar is going to be filmed to be posted on the intranet. Notes for the panellists indicate that the seminar will be filmed, and following the seminar, panellists will be provided with a copy of the seminar to review prior to posting on the intranet. In order to get a decent picture, the camera will be placed in the middle aisle, close to the panel.
19. In terms of format, we propose the seminar is run as a conversation around the themes set out in paragraph 16. Once you have introduced each person you might like to comment or pose a question on the first of the themes set out in paragraph 16. Once each panellist has had a chance to put forward their thoughts, you would then move on to the second theme and so on.
20. We expect the conversation to take around 40 – 50 minutes and be followed by a time from questions from the floor. At an appropriate point, you could then draw the various threads of the conversation together before thanking the guests, making a plug for Seminar 2 (see below) and invite people to continue the conversation over tea and coffee.

## SEMINAR FIVE – THE VALUE OF DIVERSITY

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21. To round off, you may wish to highlight seminar five. The seminar is ‘the value of diversity’ and is focused more broadly on how diverse perspectives and backgrounds can benefit an organisation and add rigour to decisions. The format of seminar five will be a series of short presentations followed by a facilitated discussion. Presenters include:

- Kate Camp, Corporate Communications Manager, Ministry of Foreign Affairs and Trade. Kate is also an accomplished poet and won the New Zealand Post Book Award for Poetry.
- Simon Power, General Manager of Business Bank & Wealth, Westpac. Simon has been a government minister, holding the Justice, Commerce and State-Owned Enterprises portfolios. He is currently on the board of NZX, which promotes diversity through its listing rules.
- Traci Houpapa is of Waikato Maniapoto, Taranaki and Tūwharetoa descent. She is the Chairperson of the Federation of Māori Authorities (FoMA) and a member of the Tainui Executive Committee. She is the first woman to lead FoMA since its establishment in 1987, and is committed to encouraging and promoting Māori participation in the economic development.

22. It is scheduled to be held on **Friday 30 May** and will be in the function rooms on the third floor, 33 Bowen Street.

## SCHEDULE OF SEMINARS

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Topic	Focus and Format	Details
<p><b>Seminar 1</b></p> <p><b><i>Enhancing the contribution of women to New Zealand's economic development</i></b></p>	<p>Focus on why the role of women in the workplace is important – setting the scene for the seminar series. Panel discussion from a range of perspectives.</p>	<p>Friday 28 March 2014</p> <p>1pm – 3pm</p> <p>33 Bowen Street, Wellington</p>
<p><b>Seminar 2</b></p> <p><b><i>Leaning into your career: tips for successful career development</i></b></p>	<p>Focus on how to make the most out of your career opportunities with focus on career development and planning. Presentations by a career coach and an executive recruiter followed by a facilitated discussion.</p>	<p>Friday 11 April 2014</p> <p>1pm – 3pm</p> <p>33 Bowen Street, Wellington</p>
<p><b>Seminar 3</b></p> <p><b><i>Managing work and other commitments</i></b></p>	<p>Focus on how to manage work commitments and other commitments, such as raising a family. Series of short presentations and anecdotes from a range of perspectives.</p>	<p>Friday 2 May 2014</p> <p>1pm – 3pm</p> <p>33 Bowen Street, Wellington</p>
<p><b>Seminar 4</b></p> <p><b><i>The importance of men: the role of husbands, fathers, managers and mentors</i></b></p>	<p>Focus on the experience of MBIE men who are husbands, fathers, managers, and mentors. Series of short presentations and anecdotes from a range of perspectives.</p>	<p>Friday 16 May 2014</p> <p>1pm – 3pm</p> <p>33 Bowen Street, Wellington</p>
<p><b>Seminar 5</b></p> <p><b><i>The value of diversity</i></b></p>	<p>Focus on how diverse perspectives and backgrounds can benefit an organisation and add rigour to decisions. Series of short presentations followed by facilitated discussion</p>	<p>Friday 30 May 2014</p> <p>1pm – 3pm</p> <p>33 Bowen Street, Wellington</p>
<p><b>Seminar 6</b></p> <p><b><i>Enabling women to realise their potential: how to do it?</i></b></p>	<p>Focus on outcomes: how do organisations develop their female employees. Either one individual speaking in depth or a panel discussion (tbc).</p>	<p>Tuesday 10 June 2014</p> <p>1pm – 3pm</p> <p>33 Bowen Street, Wellington</p>