



CEO SHADOW PROGRAM

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ABOUT THE PROGRAM

The NAWIC CEO Shadow program is a unique industry program providing NAWIC members with the opportunity to spend a day shadowing a senior industry leader (CEO).

Applications will open April 5th, 2019, for the program to commence at a function located in the CBD on the 4th June 2019.

PROGRAM STRUCTURE

SELECTION PROCESS – SHADOWS

Participants will be selected with a 'best in class' approach where all applicants will be assessed, and the most suitable candidate for each position will be selected.

- Applicant will complete and submit application form via e-mail by 30th April 2019;
- Program coordinators will review applicants and shortlist (if required); and
- Interviews with Program Co-ordinators will take place with shortlisted applicants. Further submissions may be required to portray applicant's goals, achievements, career planning and progression aspirations.

If the number and/or quality of Shadow applicants are not considered sufficient, only those applicants considered to be acceptable will be shortlisted.

All applications will be considered confidential, to respect the privacy of the applicant.

PARTICIPANT CODE OF CONDUCT

All participants are expected to maintain the upmost professionalism throughout the Program at all times. Participants are expected to respect Program events, workplaces, work practices and the confidentiality of information during the course of the Program and thereafter. Professional or personal opinions during the 'Shadow Day' are not to be expressed by a Shadow unless clearly requested by a CEO. Participants are to be mindful of their duty to the safety and welfare of themselves and others, and report any potential safety hazards to their partnered CEO. Participants are to adhere to the anti-discrimination Guidelines and all Workplace Safety Guidelines and Regulations. This includes but is not limited to observing the CEO's company Code of Conduct and Confidentiality Agreement where applicable. All participants have a responsibility to ensure other participant personal details, professional opinions and observations are respected and properly protected.

PARTICIPANT INTRODUCTION

The Participant Introduction function will be a relaxed function where the participating CEO's and their respective Shadows will have the opportunity to meet in a social setting. The intention of this event is to put both parties at ease prior to the "Shadow day" as well as providing an opportunity for the participants to exchange their reasons for being involved in the Program. In addition, it will familiarise all participants with the Program Co-ordinators and highlight the Program outlay.

Program Co-ordinators will welcome all participants with an information pack providing Program details, contacts, sessions, helpful hints and a reflections section which is aimed at encouraging CEO and Shadows to reflect on goals pre- and post the Program.



‘SHADOW DAY’ PLANNING AND COORDINATION

It is expected of all participants to value the opportunity the Program is providing and make the most of the experience. No ‘homework’ of such is set however to gain valuable experience (as a CEO and as a Shadow) participants are encouraged to set goals for outcomes they hope to achieve from the Program. These can be developed with the assistance of the Program Coordinators or other participants. It is hoped that these goals will be achieved, as well as setting a valuable benchmark (particularly for shadows) in defining their desired career pathway and progression.

SELECTION OF DATE

A period of 4 weeks will be allocated for the Shadows and CEO’s to schedule a mutually convenient day for the “shadowing” to occur. It is suggested that the CEO’s provide a number of days that would be acceptable for the shadow to choose from.

COMMUNICATION PRIOR TO “SHADOW DAY”

Prior to “Shadow Day” the CEO must provide to the Shadow any required information, such as:

- Where and when to present
- Safety/PPE requirements
- Confidentiality Documentation

‘SHADOW DAY’

There is no set format to the actual Shadow Day. The intention is that the Shadow will spend the day with the CEO, throughout the day to gain an appreciation of the activities, meetings, issues, problems faced on an “average” day by someone in a senior position in a company.

POST “SHADOW DAY”

REFLECTION AND LESSONS LEARNED

To improve the process for future years, it is requested that the Shadows prepare a reflection and lessons learned paper. The preparation of this paper will assist the Shadows in communicating the experience they have had while respecting the confidentiality of their CEO’s and respective companies. The Shadows will submit their lessons learned paper to their respective CEO for approval prior to providing it to the Program Co-ordinators.

PROGRAM CLOSE

The Program will be closed at a function located in the CBD on the 9th July 2019. While ongoing communication between the CEO’s and their shadows is not discouraged, this event signals that there is no further ongoing time commitment. It is stressed that the Confidentiality Agreements will remain in place.

NAWIC HAS PARTNERED WITH DOWNER TO BRING THIS PROGRAM TO ITS MEMBERS