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Australian Government  
Australian Sports Commission

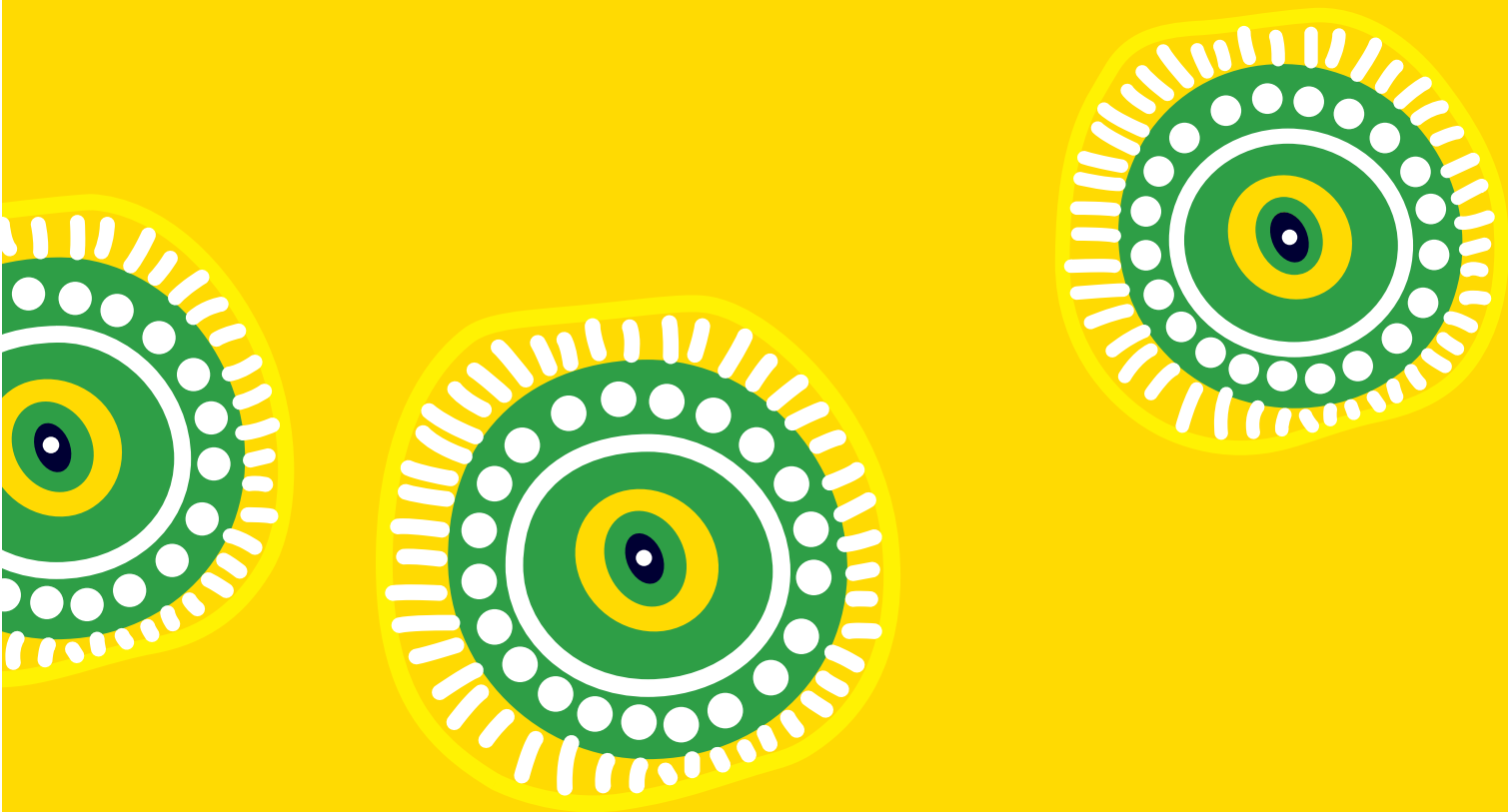


AIS

# 2025 Women Leaders in Sport

Online Leadership  
Workshop Information





### **Australian Sports Commission Acknowledgement of Country**

The Australian Sports Commission (ASC) acknowledges the Traditional Custodians of the lands where its offices are located, the Ngunnawal people and recognise any other people or families with connection to the lands of the ACT and region, the Wurundjeri Woi-wurrung people of the Kulin Nation, the people of the Yugambeh Nation and the Gadigal people of the Eora Nation.

The ASC extends this acknowledgment to all the Traditional Custodians of the lands and First Nations Peoples throughout Australia and would like to pay its respects to all Elders past, present and future.

The ASC recognises the outstanding contribution that Aboriginal and Torres Strait Islander peoples make to society and sport in Australia and celebrates the power of sport to promote reconciliation and reduce inequality.



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# Introduction

Australians have a deep passion for sport, and the Australian Sports Commission (ASC) is committed to ensuring everyone has the opportunity to be involved in sport - as a participant, an official, an administrator or as a volunteer. From grassroots to the elite level, the ASC plays a crucial role in ensuring sport is a safe, welcoming, and inclusive environment for everyone. The ASC has a strong focus on gender equity and continues to strive for equal representation in sport.

Gender equality remains a central focus for the ASC as we strive for equal representation in sport. Since its inception in 2002, the Women Leaders in Sport (WLIS) program has proudly supported over 28,000 women and more than 800 sporting organisations. The WLIS program is a comprehensive initiative designed to elevate women in the sports industry. It includes six key components: Individual and Organisational Grants, an Executive Program, Online Leadership Workshops, the Athlete Talent Program, and Athlete Accelerate Program. Together, these components offer robust support and development opportunities, ranging from financial grants to advanced leadership training, targeted skill-building workshops, and specialised capability programs for sporting organisations.

The WLIS Leadership Workshop offers comprehensive support to women across various stages of their sporting careers. It provides targeted training, professional development opportunities, and resources designed to enhance skills and leadership capabilities. By focusing on inclusivity, empowerment and creating a safe space, the WLIS Leadership Workshop ensures that women in sport have access to the tools and knowledge necessary to excel and achieve in their career aspirations.





## Important Dates

2025 WLIS Workshop Program	Timeframe
Applications open	9:00am (AEST) Monday 2 September 2024
Applications close	3:00pm* (AEST) Monday 30 September 2024
Outcomes notified to all applicants	December 2024

\*Applications must be submitted before 3:00pm AEST. Late or incomplete applications will not be accepted.



### Important

Please note the time differences for each state below.

- QLD, NSW, ACT, VIC, TAS: 3:00pm
- SA & NT: 2:30pm
- WA: 1:00pm

## Contact

For any questions about the WLIS program:

Email: [wlis@ausport.gov.au](mailto:wlis@ausport.gov.au)

Phone: 02 6214 1463

Business hours: Monday-Friday: 9:00am-5:00pm (AEST) excluding national and ACT holidays

Website: [www.sportaus.gov.au/grants\\_and\\_funding/women\\_leaders\\_in\\_sport](http://www.sportaus.gov.au/grants_and_funding/women_leaders_in_sport)



# WLIS Online Leadership Workshop Information

This online workshop series is an excellent opportunity for eligible women involved in the sport industry, including sports administrators, coaches, officials, club volunteers, and those in sports media who want to enhance or refresh their leadership skills.

The online workshop provides individuals with contemporary leadership techniques, imparts valuable insights into the sports world, and fosters connections among women from every corner of the country.

Spanning seven weeks, these online sessions, address topics such as leading self, working in and with teams, building positive culture and courage in leadership.

## Objectives of the Online Leadership Workshops

- Enhance leadership competencies, capabilities, and self-confidence, thereby promoting greater diversity and inclusivity within the sporting sector.
- Foster connections among women in the sports industry to create a supportive network for sharing experiences, knowledge, and resources.
- Address challenges related to work-life balance and provide strategies for managing stress and maintaining well-being in a demanding industry
- Help participants enhance their personal brand and visibility within the sports industry

## Cost

Free



## Workshop Structure and Schedule

In 2025, the ASC will offer two identical seven-week workshop cohorts.

2025 WLIS Workshop Cohort	Dates
Cohort 1	Week Commencing 17 <sup>th</sup> February to 6 <sup>th</sup> April 2025
Cohort 2	Week Commencing 12 <sup>th</sup> May to 29 <sup>th</sup> June 2025

When applying, participants will select which cohort they want to join. In their chosen cohort participants will attend (1) session per week and will be assigned to one of the groups listed below. Group preferences will be collected during the application process and confirmed upon acceptance. There is some flexibility to swap sessions during the program to accommodate participant commitments.

Group sessions are subject to change based on participant preferences.

Group	Day	Time (AEST)
Group 1	Tuesday	9:00am to 10:45am
Group 2	Tuesday	12:00pm to 1:45pm
Group 3	Tuesday	7:30pm to 9:15pm
Group 4	Wednesday	8:00am to 9:45am
Group 5	Wednesday	6:30pm to 8:15pm
Group 6	Thursday	9:00am to 10:45am
Group 7	Thursday	12:00pm to 1:45pm
Group 8	Friday	9:00am to 10:45am
Group 9	Friday	12:00pm to 1:45pm
Group 10	Sunday	6:45pm to 8:30pm



### Important

All sessions are scheduled in Australian Eastern Standard Time (AEST).

Please review session times and select sessions based on your respective states time zone.





## Workshop Content

The following provides an overview of the workshop topics and content\*

### Week 1: Myself as a Leader

Before the program begins, participants will gather feedback on their leadership abilities to set a foundation for their development. In the first week, focus will be on leadership from a human-centred perspective, emphasizing relationships, presence and mindset. Participants will introduce themselves, explore leadership concepts and reflect on their styles, balancing leadership and management roles in modern contexts.

### Week 2: Building Self Awareness

During the second week, the focus shifts towards emotional intelligence, starting with its basics and exploring how emotions influence actions. This will build self-awareness and improve interpersonal skills. Through hands-on learning and open discussions participants will develop the emotional intelligence needed for effective leadership and relationships.

### Week 3: Self- Management

In the third week, the focus is on self-management, addressing personal biases through systems thinking and aligning values with ethical decision-making. Participants will reflect on living authentically, develop assertiveness and explore time management techniques to boost productivity and balance work and personal life.

### Week 4: Working with Others

In the fourth week, the focus will be on collaboration and teamwork, highlighting distributive leadership. Participants will learn to understand individual needs, communication styles and practice empathy and inclusion. They will develop skills in relationship building active listening and conflict resolution using emotional intelligence to foster trust, co-operation and mutual respect within teams.

### Week 5: Engaging and Influencing Others

In the fifth week the focus is on engaging and influencing others to drive collective success. Participants will explore strategies for team engagement, collaborative decision-making and effective delegation. They will learn influential communication techniques, emphasizing the importance of explaining the 'why' behind decisions to gain support and align with common goals.

### Week 6: Leading Culture

In the sixth week, the focus turns to the pivotal role of leadership in shaping organisational culture. Participants will explore how core values translate into visible behaviours and learn strategies for leading and influencing culture. Emphasizing distributed leadership, they will use a club example to understand how to foster shared ownership and accountability becoming catalysts for positive cultural change.





## Week 7: Leading with Courage and Curiosity

In the final week, the focus is on courage and curiosity in leadership. Participants will explore how courage helps align values, make decisions, embrace vulnerability and learn from mistakes. Participants will learn techniques for handling tough conversations constructively and see how curiosity drives innovation and learning. The session will also cover strategies for expanding influence through networking and mentorship to help achieve professional goals.

\*Subject to change

### Weekly Challenges & Reflection

After each session participants will be given a challenge and reflection. The challenges are designed to assist participants become visible as leaders and to put into practice some of the skills discussed. The reflections give participants the opportunity to consider their strengths and areas for development, to engage in reflective practice and to consider their brand and how to present it. The time commitment involved is no more than an hour per week.

## Eligibility Criteria

To be eligible to apply, an applicant must satisfy all the following criteria:

1. Identify as a woman
2. Aged 18 years or over
3. An Australian citizen or have permanent residence status
4. Currently involved in a paid or volunteer capacity for either:
  - A National Sporting Organisation (NSO) or National Sporting Organisation for people with Disability (NSOD), recognised by the ASC ([Australian Sports Directory](#))
  - Local Club or State/Territory Sporting Organisations (SSO) affiliated with an NSO or NSOD recognised by the ASC ([Australian Sports Directory](#))
  - Commonwealth Games Association,
  - The National Institute Network (NIN),
  - Australian Sports Foundation
  - A media organisation as a sport journalist/writer
5. Not be a current employee of the ASC\*
6. Not have any outstanding debts or reporting requirements through other funding programs or services administered by the ASC.
7. Supporting organisation is not named on the [Workplace Gender Equality Agency website non-compliant organisations list](#).
8. Supporting organisation is not named in the National Redress Scheme for Institutional Child Sexual Abuse on its list of "Institutions that have not joined or signified their intent to join the Scheme".

\*Current employee also includes consultants contracted to the ASC where this engagement is the only link to the sporting sector. ASC cannot be the supporting organisation.



Applicants must meet all the above eligibility requirements. The ASC may at its sole discretion, offer an applicant special consideration if an eligibility requirement set out in these guidelines cannot be met due to extenuating circumstances. Please contact [wlis@ausport.gov.au](mailto:wlis@ausport.gov.au) if you have any questions about your eligibility.

## Diversity of Applicants

The ASC welcomes applicants that reflect the diversity of the Australian community and encourage women from the following backgrounds and identities to apply:

- Aboriginal and Torres Strait Islander peoples and cultures
- Culturally, racially, and linguistically diverse
- LGBTIQ+
- Living with disability
- Living in rural and regional locations

If you have any assistance requirements to participate in the online workshop, please discuss with the ASC prior to submitting your application email [wlis@ausport.gov.au](mailto:wlis@ausport.gov.au) or call 02 6214 1463.



# Assessment and Selection

## Assessment Criteria

Applicants must address the following assessment criteria in their application. Eligible applications will be assessed against these criteria:

- Clearly outlines current role or involvement in the sporting sector and explains why they believe developing or refreshing their leadership skills is important for their role.
- Clearly outlines how they envision applying leadership techniques and insights gained from this program in their work within the sporting sector with clear examples.
- Clearly describes a situation where they had to demonstrate leadership or courage within the sporting sector, challenges faced and how their participation in the workshop could enhance their leadership abilities.

## Assessment Process

- Each application undergoes an initial review to ensure it meets the basic eligibility criteria. This includes verifying that the applicant and their organisation fulfill all necessary requirements to participate in the program.
- Eligible applications are assessed against the assessment criteria detailed above.
- Each application is scored based on their responses to the assessment criteria. Scores are assigned by a panel of evaluators who carefully review the strengths and merits of each application.
- Applications are ranked based on their scores. The highest-scoring applications are identified as the strongest candidates for the program.
- The top-ranked applications are selected to fill the limited spots available in the program.
- Applicants will be notified of their selection status, and those who are successful will receive further instructions on the next steps.
- Unsuccessful applicants will be placed on a waitlist and will be contacted should a place in the program become available
- Due to the large volume of applications, individual feedback on applications cannot be given



## Marketing and Promotion

The ASC encourages all workshop participants to promote their stories and achievements via social media. Please reference the 'Women Leaders in Sport Program', tag the ASC by searching 'Australian Sports Commission' on [LinkedIn](#), [Facebook](#), [Twitter](#), and [Instagram](#), and don't forget to include the hashtag #WLIS.

## Conflict of Interest

Conflict of interest could arise if the applicant and ASC Assessor;

- Has a professional, commercial or personal relationship with a party who can influence the application selection process
- Has a relationship with, or interest in, an organisation which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently, or

Applicants will be asked to declare any perceived or existing conflicts of interests or that, to the best of their knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or potential conflict of interest, the ASC must be informed in writing immediately.

Conflicts of interest regarding ASC staff will be handled in accordance with ASC Conflict of Interest Policy. ASC Assessor's will also be required to declare any conflicts of interest.

## Child Safe

The ASC is committed to Australian sport environments that are safe, supportive and friendly for children. The ASC Child Safe Policy outlines our commitment to child safeguarding, and the obligations and responsibilities of our people and stakeholders to protect children. All program participants will be bound by the ASC [Child Safe Policy](#).

The ASC has adopted the Commonwealth Child Safe Framework, including the National Principles for Child Safe Organisations. All participating organisations should adopt and implement the National Principles for Child Safety and ensure that all child related personnel are compliant with legislation relating to the employment or engagement of people working with children, including Working With Children Checks and mandatory reporting of child abuse and neglect.

The ASC is a participating organisation in the National Redress Scheme.



# Disclosure of Information

## How the ASC will use your information

- The ASC will provide your information to the workshop facilitator for program administration purposes
- The ASC may share your information with other government agencies for a relevant Australian Government purpose such as: to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research, and
- to announce successful applicants.

## Treatment of confidential information

The ASC will treat the information provided by applicants as confidential, if it meets all the three conditions below:

- is clearly identified as confidential with an explanation as to why it should be treated as confidential
- the information is commercially sensitive, and
- disclosing the information would cause unreasonable harm to you or someone else.

The ASC may disclose confidential information to:

- the ASC Board and our employees and contractors (and to other Commonwealth employees and contractors as required) to help us manage the Program effectively, and so we can research, assess, monitor and analyse our programs and activities
- the Minister for Sport
- the Auditor-General, Ombudsman or Privacy Commissioner, and
- a House or Committee of the Australian Parliament.

The ASC may also disclose confidential information if required or authorised by law, or if someone other than the ASC has made the confidential information public.

## Personal Information

The ASC must treat your personal information according to the Australian Privacy Principles (APPs) and the Privacy Act 1988. This includes informing you:

- what personal information the ASC collects
- why the ASC collects your personal information, and
- who the ASC may give your personal information to.

The details of the ASC's privacy policy can be found at:

[https://www.sportaus.gov.au/legal\\_information/privacy\\_policy](https://www.sportaus.gov.au/legal_information/privacy_policy)

The ASC may give personal information collected, to our Board, employees and contractors, and other Commonwealth employees and contractors as required, so we can:

- manage the Program, and
- research, assess, monitor and analyse our programs and activities.



# Enquiries and Complaints

If you have any questions regarding the WLIS program, please email [wlis@ausport.gov.au](mailto:wlis@ausport.gov.au)

If you wish to lodge a complaint regarding the program this can be done via the ASC complaints form:

[www.ausport.gov.au/contacts/feedback-and-complaints](http://www.ausport.gov.au/contacts/feedback-and-complaints)



# Appendix 1 – Terms and Conditions for 2025 WLIS Individual Leadership Workshop

If the Australian Sports Commission (ASC) decides to offer the applicant the opportunity to attend the Women Leaders in Sport (WLIS) Individual Leadership Workshop Program, the offer (Offer) will be made subject to these terms and conditions.

1. These terms and conditions, together with the notification from the ASC providing details of the Offer (Successful Email), will constitute an enforceable agreement between the ASC and the successful applicant (Recipient) upon the Recipient accepting the Offer, as required by the Successful Email.
2. The Recipient agrees to attend all components of the WLIS Individual Leadership Workshop Program as detailed in their Successful Email (Activity).
3. The ASC seeks to maximise the benefit of its WLIS Individual Leadership Workshop Program to women in the sporting sector. Failure by the Recipient to complete the Activity, without the prior agreement of the ASC, may negatively impact on any future application for support that the Recipient makes to the ASC.
4. The personal details of Recipients (including name, home state, sport, and any photo or video footage of them produced in connection with the WLIS Individual Leadership Workshop Program) may be released by the ASC to the public and the media for the use of promotional and educational purposes.
5. The Recipient must, if requested by the ASC, cooperate with the ASC in relation to reasonable publicity initiatives regarding the WLIS Individual Leadership Workshop Program.
6. The ASC may terminate this agreement by notice in writing, in the event that: the Recipient fails to comply with any of its terms, or that the ASC, at its discretion, deems it inappropriate that the Recipient attend the WLIS Individual Leadership Workshop Program.
7. The ASC reserves the right to cancel, suspend, postpone, or vary the nature of the WLIS Individual Leadership Workshop Program at any time and for any reason. The ASC will not be liable to any person for any loss, damage or claim arising from WLIS Individual Leadership Workshop Program the or such variation, cancellation, suspension, or postponement.
8. This agreement is governed by the law of the Australian Capital Territory.





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