EMBRACING AND INFLUENCING CHANGE
LIFTING MY ASPIRATIONS AND ATTRIBUTES

THE JANUS COFFEE SHOP

THE 2018 NATIONAL CONFERENCE
FOR PERSONAL ASSISTANTS TO PRINCIPALS, HEADS OF SCHOOL AND SENIOR EXECUTIVES IN SCHOOLS

17 - 18 MAY, 2018
RACV CLUB
BOURKE STREET
MELBOURNE

JANUS CONSULTING DEVELOPING PERFORMANCE PEOPLE

SUPPORTING: ARDOCH SPONSORED BY: JOHNSON RECRUITMENT
Latest techniques and possibilities; sharing ‘brilliant tips’, systems and structures, style and presentation, and changing what has become obsolete; establishing your professional presence in management and in the common room; leading, mentoring and coaching your team; performance reviews and deep dreaming.

8.30 AM COFFEE AND REGISTRATION

8.50 AM
WELCOME AND INTRODUCTION MC

9.05 AM
THREE ‘DISCOMFORT’ SCENARIOS AT THE BEGINNING OF A BRILLIANTLY ORGANISED DAY

• The “must-be-seen” parent
• The highly respected Principal who tells you that she has just been diagnosed with a terminal cancer
• The long-standing colleague who tells you that she has just realized that the position she has and loves does not challenge all of her abilities and wants to discuss her next career move with you because she has just been offered another position at another school.

9.15 AM
THE FIRST TEAM OF TWO: DEALING WITH THINGS THAT CAN GO WRONG, DO GO WRONG AND SHOULD GO WRONG

Traditional thinking encourages a deeply ingrained mental model about the duties and abilities of the Executive Assistant and the systems and structures the EA should operate within. But, best contemporary practice brings a new view on ‘Front Office’ operations and the responsibilities the EA should assume. After a general overview, this team of two will concentrate on what their office will do when confronted with the three discomfort scenarios (see above), those “things that go wrong” possibilities, then, a ‘can go wrong’ possibility, a ‘has gone wrong’ possibility and a ‘should go wrong’ possibility.

Presenters:
Mark Murphy, Principal, and Sian Cameron, EA to the Principal, Marcellin College, Melbourne. The first 2018 ‘Team of Two’. 

10.00 AM
THE STUDIO AND QUESTIONS

10.30 AM
THE SUMMATION

10.45 AM A BREAK

11.00 AM
THE JANUS COFFEE SHOP:
Coffee and light refreshments served at each of the tables

The EA Janus Consulting Café is built on the assumption that the EAs and PAs we work with already have within them the wisdom and creativity to confront even the most difficult challenges; that the answers we need are available to us; and that we usually find that we are wiser together than we are alone.

GETTING THE BEST TIPS ABOUT THE NEW CHALLENGES WE ALL FACE IN THE FOLLOWING AREAS .

THE JANUS Coffee Shop

THE FRONT OFFICE OF THE FUTURE
The CAPACCINO table

MANAGING CHANGE IN THE FRONT OFFICE
The SOY LATEF table

PPA’S ROLE EXPECTATIONS
The BABY CINO table

PERSONAL GROWTH: WELLNESS, MINDFULNESS AND DISCOMFORT
The RISTRETTO table

TEAM STRUCTURES FOR THE PROFESSIONAL STAFF
The ESPRESSO table

CUSTOMER SERVICE
The DECAF LATTE table

PAPERLESS OFFICE
The LONG MACCHIATO table

INFORMAL PROFESSIONAL DEVELOPMENT FOR THE PROFESSIONAL BUSINESS TEAM?
The DOUBLE SHOT SOY table

LATEST TECHNIQUES, HELPFUL HINTS AND SHARING ‘DISCOVERIES’
The SHORT MACCHIATO table

TIME MANAGEMENT
The CAFÉ LATTE table

Each table will have a facilitator who will spend about five minutes setting the “Coffee Shop Menu” to include an agenda for the discussion, suggest some initial ideas ‘to get the discussion going’, maybe some literature. This facilitator will report for the group to the Conference, and note group conclusions for distribution after the conference.

11.45 AM
SUMMATION, QUESTIONS & TAKE-BACK

12.45 PM LUNCH
1.30 PM
A FORUM: AS I Present & AS I speak: MY PROFESSIONAL PRESENCE
You are a member of a profession, now establishing itself as an intrinsic part of the school’s structure. It is important to know how to establish a presence, especially in meetings or when confronting the older teacher or the irate parent. Your professional presence will depend on your voice utilization, your body language, your charisma and how you control your nerves and your confidence. You need techniques to stand fearlessly in front of any audience, to get rid of performance anxiety and to embody authenticity, humour and personal magnetism. It is all about your verbal style and non-verbal behaviour, even discovering the authentic you.
This forum will be interactive and experiential as well as a great deal of fun.

Presenters:
Mary Ferguson and Richard Lawton of Ignite Coaching.

3.00 PM AFTERNOON TEA

3.15 PM
ESTABLISHING THE PA’S PROFESSIONAL PRESENCE IN MANAGEMENT AND IN THE COMMON ROOM
Leading, mentoring and coaching your team. Defining the team’s contribution to the school’s operation. Personal growth, wellness and mindfulness, professional expectations and professional development; career development, and career path development as a consequence of an annual review.

Presenters:
A Panel of Practitioners

4.15 PM DRINKS

8.30 AM COFFEE

9.00 AM
PROFESSIONAL PASSAGES: LAYING FOUNDATIONS FOR THE FRONT OFFICE’S NEXT TEAM OF TWO
Often, the Principal’s EA will be expected to play a special role in the transition from the well-known, highly respected, retiring principal to a new, often unknown, principal. That transitional role will usually be ill-defined, largely made up of different assumptions and expectations. Negotiating the role the EA might expect to play in establishing the “new” Team of Two. Phases; existing practices, systems and structures to be maintained initially, marked for development or replacement, or immediately binned; new practice expectations and objectives; implications for staffing and resourcing, and the management of change. The EA’s specific role in communication, implementation and feedback. A work-in-progress. Is every Team of Two an on-going work-in-progress?

Presenters:
Janus is not yet in a position to publish the names of this ‘Team of Two’.

9.45 AM
THE ON-GOING ROLE AN EA SHOULD PLAY IN DEFINING THE OPERATIONS OF THE FRONT OFFICE
We are delighted that The Team of Two, will address a topic that has been consistently asked for over the many years that we have conducted these conferences. How and what role should the EA expect and be expected to play? Equally importantly, in negotiating this topic, we have realised that the lessons to be learned at the outset usually apply throughout the team’s professional life. What on-going role should the EA expect to play in defining and continually improving the Front Office’s operations?

10.30 AM AFTERNOON TEA

11.00 AM
LESSONS FROM THE BUSINESS WORLD: BECOMING A KEY INFLUENCER WITHIN THE ORGANIZATION
Inclusion, portfolio management and influence for the EA is becoming a feature of best practice in the contemporary workplace. An EA to a senior executive may use this ‘unique position’ to become a key influencer, motivator, a driver for more effective or efficient practice and a change agent. Understanding and isolating unconscious or long-standing bias and its effect in the workplace, an EA will better know how to work with senior leadership on strategies to improve both personal contribution and the team’s sense of inclusion and satisfaction in the operations of the school.

Presenters:
Karen Gately of Ryan Gately

11.45 AM
CONCLUSION

12.00 PM
THE CONFERENCE LUNCH: DEEP DREAMING
The conference will gather for lunch and to hear Amanda Schafer speak on the personal and professional satisfaction to be gained from “Deep Dreaming” with regard to the empowerment and enhancement of the EA role. The EA can be an agent of change. Amanda will explore with you the value that you add from your position as you see a new vision come into reality. Prepare yourself for some deep dreaming – serious and savvy, with a touch of light-heartedness.

Guest Presenter:
Amanda Schafer of the Career Management Group

1.30 PM FAREWELL

CONFERENCE FEES AND REGISTRATION
The complete conference fee for the two days and including the cost of a buffet lunch and morning tea on both days will be:

“Early Bird” Two Day Conference Fee $1,140
(not including GST)

Full Two Day Conference Fee $1,350
(not including GST)

The ‘Early Bird’ concession will apply to all two day enrolments received by 4pm, Friday, March 16, 2018.

It will also apply to all second and subsequent enrolments received from the one school at any time before enrolments close. The final date for registration will be May 10, 2018.

A cancellation policy applies. Cancellations before March 16, 2018 will receive a full refund less 20%; cancellations before April 7, 2018 will receive a 50% refund but any cancellation after April 7, 2018 will not warrant a refund. A substitute is always welcome if a delegate finds that unforeseen circumstances have arisen which prevent attendance.
**MARK MURPHY**  
Mark has been an educator in Catholic Schools for 30 years. During this time he has held positions of leadership in a number of schools in both student wellbeing and learning and teaching. Mark has also been an active member of the broader educational community where he has presented in the area of Boys Education and he is currently a member of the Executive of the Principals’ Association of Victoria Catholic Secondary Schools. As a Principal of a Marist school Mark has a strong commitment to the Charism and educational philosophy of Saint Marcellin Champagnat as a vehicle for supporting young men as they grow in their Catholic faith. Mark has qualifications in Education, Arts, Theology and Student Wellbeing and he has completed a Masters in School Leadership. In 2015 he completed his Master of Business Administration (Executive) from the Australian Catholic University.

**SIAN CAMERON**  
Sian has three years of experience working with Senior Leadership at Marcellin College and is currently the Principal’s Assistant. Recently she supported six colleagues as the PA to the Leadership Team. Previously Sian taught Physical Education, Health and Outdoor Education at State and Independent Schools. It was during these 7 years that Sian’s skills for planning, organisation, implementation and time management were developed to now complement her role as an effective assistant. Sian has a clear understanding of her integral role in supporting the vision and mission of the Marcellin community. Being an active member of the College’s Peer Coach Program and assisting in the management of the College Marketing are examples of where Sian understands her commitment to the community reaches beyond her responsibilities within the Office of the Principal.

**MARY FERGUSON**  
Mary has extensive experience as a senior level international consultant designing and delivering coaching and training programs to the corporate, public and education sectors. Her expertise is firmly anchored in the latest evidenced based research into conflict resolution, leadership, positive psychology, human behaviour and organisational culture change. As an NMAS accredited mediator, Mary regularly works with her clients to untangle the knots of personal conflict and gain understanding of best practice to resolve conflict within their teams. As a facilitator and keynote speaker, Mary’s style is dynamic, warm, pragmatic and inclusive. Mary’s areas of specialty include: conflict resolution; conscious communication; difficult conversations; building resilience and wellbeing in leaders and teams; mindfulness technique training, and coaching programs for women leaders.

**RICHARD LAWTON**  
Richard Lawton delivers corporate programs in developing confidence and gravitas, compelling and effective communication, and dealing with difficulty. A master voice coach and consultant, he has worked with lawyers, managers, C.E.O.’s and board directors as well as the Sydney Theatre Company, N.I.D.A., Sydney and Monash Universities. A specialist in body language and voice work, an accredited executive leadership coach and Myers-Briggs trainer and facilitator, a recipient of the Vice-Chancellor’s award for excellence in teaching at Monash and a widely experienced choral master, he is also the author of *Raise your Voice* published in 2017 by Harper Collins.

**KAREN GATELY**  
Karen Gately is a leadership and people-management specialist and a founder of Ryan Gately. Karen works with leaders and HR teams to drive business results through the talent and energy of people. She is the author of *The People Manager’s Toolkit* (Wiley) and *The Corporate Dojo*; Driving extraordinary results through spirited people. Karen is a regular contributor to the CEO magazine, AFR, news.com.au and Huffington Post and writes extensively for other well-regarded publications such as BRW, Company Director, HRD, Australian newspapers, Inside HR and Daily Telegraph. Karen has a weekly radio segment with Power FM and is regularly invited to share her insights for other broadcast media including Today Extra, Sky News Business, ABC Radio, *The Luke and Susie Show*, 2UE and others.

**AMANDA SCHAFER**  
Amanda Schafer is a Director of Career Management Group, working with people stepping forward in their careers. This work comes in many variations, and almost always brings up some form of insecurity, confidence issues or capability development needs. As a Coach, Amanda helps people to understand, to address and to free up their capability for optimal performance and career satisfaction. Amanda works with teams, leaders and individuals on development and performance. This work is bespoke and targets both the needs of the organisation and strategy moving forward. Working with both education and industry, Amanda has consulted on people projects, designing and delivering state and national programs. She has both a teacher and a consultant to the Department of Education. For the past 16 years, she has been working in private practice as a Career Strategist, Lead Coach and Program Developer.

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**REGISTRATION**  
Send each completed registration form

By email info@janusconsulting.com.au  
By mail 4/74 Stokes St, Port Melbourne VIC 3207  
Phone enquiries 0414 295 048

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- **“Early Bird” Fee** ($1140 plus $ 114 GST) **$1254** (available until March 16, 2018)
- **Full Conference Fee** ($1350 plus $135 GST) **$1485**
- EFT payment to Janus Consulting Pty Ltd at Westpac BSB 033 243 ACC No. 45 4171
- Credit card Please charge my [ ] Visa [ ] Mastercard in the amount of $

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