

THE 2015 NATIONAL CONFERENCE

PERSONAL ASSISTANTS TO PRINCIPALS, HEADS OF SCHOOL AND SENIOR EXECUTIVES IN SCHOOLS

JANUS CONSULTING

Our responsibilities,
our working relationship,
our communication,
our management of conflict,
and above all, about change, time,
and where we, the professional staff,
fit in, in the modern school.

timely conversations

With my Principal,
my Business Manager
and my Colleagues



HOTEL WINDSOR
SPRING STREET, MELBOURNE

MAY 21 - MAY 22, 2015

Janus Consulting Developing Performance People

8.30 am	COFFEE AND REGISTRATION
9.00 am	WELCOME
9.10 am	<p>CONVERSATIONS WITH MY PRINCIPAL OUR PROFESSIONAL RELATIONSHIP: DEVELOPING THE BRILLIANT PARTNERSHIP</p> <p>The excellent working relationship: shared and specific responsibilities; inward, outward and upward communication; carrying messages particularly concerns, conflicts, difficulties and mistakes; driving policy development and the devolution structure; managing meetings and the relentless round of events, while remaining stress-free and keeping the Principal “accessible” for those students, parents and staff in need, all in the pursuit of continual improvement and best practice.</p> <p>Presenter: TBC TBC</p>
9.50 am	THE STUDIO ON THE PROFESSIONAL RELATIONSHIP
10.10 am	Q&A, SUMMATION and TAKE-BACK
10.30 am	MORNING COFFEE
11.00 am	<p>THE TEAM OF TWO FOR 2015: TWIGG WOLFENDEN AND HER PRINCIPAL, DR PHILLIP MOULDS</p> <p>The nature and characteristics of our working relationship and partnership. How we thrive in the controlled chaos of a dynamic, high-achieving school environment amidst daily challenges, intelligence gathering, administrative tasks and the many they did what?! moments that pop up. How we achieve success, recognise each other’s needs and support one another and our thoughts on the changes we see coming.</p> <p>Presenters: Dr Phillip Moulds and Twigg Wolfenden of Rockhampton Grammar School</p>
11.45 am	Q&A and TAKE-BACK
12 noon	<p>CONVERSATIONS WITH THE BUSINESS MANAGER A WORKROOM: WHERE DO I FIT IN? WHERE SHOULD I FIT IN?</p> <p>Does the PA have an integral role to play in Management or is (s)he solely the facilitator of Managerial practice? Do (s)he (and her team) have a fundamental role in communication and public relations or should communication remain the fundamental responsibility of the academic staff? Who indeed are the PA’s colleagues and where in the organization, do and should each “fit in”?</p> <p>This workroom will be structured to enable wide discussion with the presenter and the delegates.</p> <p>Presenter: Leanne Sparkes, Business Manager, Ruyton Girls School.</p>



“I do see my PA as a key strategist on our team..I really value the professional perspective she brings to our decision process.”

LYNDA REID, PRINCIPAL,
ST. CUTHBERT’S COLLEGE, NZ.

1.00 pm	LUNCH
1.45 pm	<p>CONVERSATIONS WITH MY COLLEAGUES A WORKROOM: LEADING MY TEAM, BUILDING AN UNDERSTANDING OF THEIR CONTRIBUTION AND FURTHERING RECOGNITION BETWEEN THE ACADEMIC AND PROFESSIONAL STAFF</p> <p>The professional staff in schools do not form a “natural” team because their skills are so diverse and these skills are usually only shared by one or two members of the team whereas the academic staff share the bonds common to teaching or their discipline. What particular team needs should the leader emphasise and how will the meeting conduct of this team differ from, say, the mathematics faculty team meeting? How should the leader develop unity and manage conflict, lack of recognition, and their highs and their lows? How, too, should the leader develop an understanding in the wider academic staff of their contribution when often even members of the professional team do not know how, say, the “I.T. department spends its day”?</p> <p>This workroom will incorporate the chance to work with the presenter through some practical issues and a scenario.</p> <p>Presenter: Andrea McCall, Andrea McCall and associates.</p>
3.00 pm	AFTERNOON TEA
3.30 pm	<p>THE PANEL: BURNING ISSUES, INNOVATIONS AND IMPROVEMENT TIPS</p> <p>Typically, delegates have been asked at the conference outset what their burning issues and best innovations have been in the last year. Last year, many delegates asked that this session be “given the time it deserves” so that a fuller discussion of some of the innovations and issues might be had. This year, we have scheduled that time! All will be asked during the welcome to raise their burning issues, innovations and tips and these will be discussed during this session either by panel members or from the floor.</p> <p>Chair: Geraldine Wilson, Janus Consulting</p>
4.15 pm	DRINKS

9.00 am	HOW DOES THE CHANGE AGENT ENGINEER THE CHANGE PROCESS?
	<p>Change is all around us. Some welcome the new, but so many fear the consequences of change. The leader who can assure and take colleagues to new places and practices follows, as a change agent, a set of well-established principles. What are those principles? How might these be applied so that the practice changes the school may want or need to adopt are welcomed rather than resisted? How might a “change readiness mentality” be developed so that colleagues are looking for ways to improve or adopt new practices?</p> <p>The specific issue of the introduction of an integrated communications program and change communications will background this critical topic.</p> <p>Presenter: Jacqui Martin, Director, Sodona Consulting.</p>
9.45 am	THE STUDIO ON CHANGE MANAGEMENT
10.10 am	Q&A, SUMMATION AND TAKE-BACK
10.30 am	MORNING COFFEE
11.00 am	MANAGING TIME: PLANNING AND IMPLEMENTING THE UNPLANNABLE DAY
	<p>Many plans are made: nearly as many are broken. The Front Office in being more accessible is becoming busier. How can a schedule be set and met? The time- management tools now available and the best workplace practices need to be employed. In similar vein, disruptions will occur and need to be catered for in the schedule, as does time to think and to communicate with each other. The brilliant PA knows exactly how systems, policies, meetings, and special quirks like a “five-minute” book enable great practice.</p> <p>Presenter: Jude Pointon, PA to the Principal, St. Cuthbert’s College, NZ.</p>



IT’S ALL ABOUT CHANGE: BECOMING A CHANGE AGENT AND “EATING CHANGE” FOR BREAKFAST

11.45 am	THE STUDIO ON MANAGING TIME
12.15 pm	Q&A, SUMMATION AND TAKE-BACK
12.30 pm	LUNCH
1.30 pm	A WORKROOM: MOTIVATING MY TEAM AND MAYBE, OCCASIONALLY, MYSELF
	<p>How can we motivate and inspire the team? What are the things that really “turn people on” about their work? What are the “little things” a leader can do that will lift commitment and morale? What does one then do when all the “little things” have come to naught? Then, can we actually motivate our parent body to do what we need them to do, such as read their notices and return their rsvp’s? And, how do I motivate myself when occasionally everything seems to be going awry?</p> <p>This workroom will include a number of practical demonstrations and exercises.</p> <p>Presenter: Deidre Dattoli, Deidre Dattoli and Associates.</p>
2.45 pm	CONCLUSIONS
3.00 pm	FAREWELL

Conference Fees and Registration – The 2015 National Conference for Personal Assistants in Schools

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 (not including GST)	\$990
Full Two Day Conference Fee(not including GST)	\$1145

The ‘Early Bird’ concession will apply to all two day enrolments received by 4pm, Wednesday, February 25, 2015. 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 Friday, May 14, 2015.

A cancellation policy applies. Cancellations before February 25, 2015 will receive a full refund less 20%: cancellations before March 16, 2015 will receive a 50 % refund but any cancellation after March 16, 2015 will not warrant a refund. A substitute is always welcome if a delegate finds that unforeseen circumstances have arisen which prevent attendance.

the presenters



Andrea McCall

Andrea has qualifications in History, Politics and Human Resources, has lectured at Monash, Swinburne and Victoria Universities, is a trainer, mentor and mediator and was for seven years the Member for Frankston and a Ministerial Advisor. She now runs her own HR training and consulting business. She lives on the Mornington Peninsula with her cat Albert.



Jude Pointon

Jude has been PA to Principal of St. Cuthbert's College, NZ. Previously, she has worked internationally for several CEO's in medical, advertising and public relations, television, hospitality and property development. She will share a very special view of the PPA's role, responsibilities and talents.



Deidre Dattoli

Deidre is a trained DISC presenter, a member of the International Coach Federation, an experienced coach and facilitator providing professional and personal development training solutions to promote colleague engagement, working with tools that elevate passion, purpose, performance and workplace well-being, and was for nine years, the National Education manager for L'Oreal Professionnel. She has her own business, Aspire YOU.



Geraldine Wilson

Geraldine Wilson is a Director of Janus Consulting Pty Ltd, a Fellow of the Australian Institute of Office Professionals and Past President of AIOP, and was previously an HR professional with one of the "Big 4", managing recruitment, induction and workplace performance. She has worked very closely with and in independent schools, knows at first hand the pressures and rewards of the office, and understands the implications and dimensions of the Office Professional.



Jacqui Martin

Jacqui has been communicating with people her entire working life, firstly as a teacher of six year olds through to her senior executive positions in the higher education sector. She excels at marketing and communications analysis, strategy and producing and embedding creative solutions. She is particularly interested in assisting organisations to meet their goals through improving their communication practices and integrating the world of digital into everything they do. After working for governments, TAFEs and universities in three states she now chooses to work on interesting projects with like-minded people



Presenter TBC - Deidre is a trained DISC presenter, a member of the International Coach Federation, an experienced coach and facilitator providing professional and personal development training solutions to promote colleague engagement, working with tools that elevate passion, purpose, performance and workplace well-being, and was for nine years, the National Education manager for L'Oreal Professionnel.

Dr Phillip Moulds

PhD, BSc, BMus, GradDipEd, BEdSt(Hons), MACE, FAIM



Phillip has been Headmaster at The Rockhampton Grammar School (RGS) since 2010. Recognised as one of the Top Country Schools in Australia, RGS is Queensland's largest co-education boarding school. It is also considered one of the best schools in the state. Under Phillip's leadership, the non-denominational Early Childhood to Year 12 school has improved its academic outcomes. Additionally, Dr Moulds has led the development of a unique (and acclaimed) Masters of Education programme, designed for RGS staff and delivered in conjunction with Griffith University. He is lecturer for the Graduate School of Education at Harvard University on-line. In 2014 Phillip received an Excellence in Teaching Award for Outstanding Contribution to Teaching from the Queensland College of Teachers.

Twigg Wolfenden



Twigg has been PA to two Headmasters at The Rockhampton Grammar School over the past six years, five of them with Dr Phillip Moulds. Twigg manages the Headmaster's interactions with more than 300 staff, 1500 students (and their parents) and additional stakeholders. She has worked in education for over 30 years, as Practicum Coordinator at CQUniversity and as a primary school teacher aide. She has presented to education administrators on the importance of professionalism, communication, customer care, brand and networking and is looking forward to sharing the special working relationship she has with her current Headmaster.

Leanne Sparkes



Leanne Sparkes has extensive experience as a business professional in the education sector and is currently Business Manager at Ruyton Girls' School in Kew, Victoria. As a Business Manager, Leanne has contributed to a broad range of environments, from large to small, coeducational, single sexed and boarding schools. She has also held various finance roles within the commercial sector. She is an active committee member for the Association of School Business Administrators and in this capacity contributes to the organisation of conferences and seminars for business professionals within the Independent Schools Sector. She has served on a number of boards and committees, including the Australian Ballet School as Director and Chair of the Audit & Risk Committee. Leanne is a CPA and holds a Bachelor of Business, Accounting from RMIT and a Master of Business Administration from Deakin University.

Presenter

REGISTRATION

Send each completed registration form

By email info@janusconsulting.com.au **By fax** 61 3 8672 0706

By mail PO Box 891, Port Melbourne VIC 3207 Australia **Phone enquiries** 0414 295 048

Name	Surname
School	
Postal	
Address	
Telephone	Email

"Early Bird" Fee (\$990 plus \$99 GST) \$1089.00 (available until February 25, 2015)

Full Conference Fee (\$1140 plus \$114 GST) \$1259

PAYMENT METHODS ABN 52 151 218 067

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The Conference will be held in Melbourne at the Hotel Windsor, Spring Street, Melbourne over the two days, Thursday, May 21 and Friday, May 22, 2015.