

THE 2016 NATIONAL CONFERENCE FOR
EXECUTIVE AND PERSONAL ASSISTANTS TO
PRINCIPALS, HEADS OF SCHOOL AND
SENIOR EXECUTIVES IN SCHOOLS



REAL PROBLEMS:
REAL POSSIBILITIES:
REAL SOLUTIONS

DESIGNING MY PROFESSIONAL LANDSCAPE



HOTEL WINDSOR
SPRING STREET,
MELBOURNE



MAY 19 – MAY 20, 2016

JANUS CONSULTING DEVELOPING
PERFORMANCE PEOPLE

.smart.
TEACHERS



BRIDGE
CONSULTING

Rachael Robertson, the communicator of the moment and the most in-demand female speaker in Australia, a global expert in communication, leadership and teamwork, is our Keynote speaker. Communication colours our professional landscape: so too does it colour hers!



DESIGNING MY PROFESSIONAL LANDSCAPE

THURSDAY MAY 19, 2016

8.30 AM

COFFEE AND REGISTRATION

9.00 AM

WELCOME

9.10 AM

KEYNOTE ADDRESS

Eradicating gossip and innuendo to develop an open, accurate and respectful communication culture.

Speaking honestly may not always be the best policy but speaking dishonestly and behind another's back is disastrous! Rachael Robertson in her book "Leading on the Edge" examines the fears we have about speaking honestly, proposes a communications culture of "no more triangles", and tells how to speak early, often and empathetically.

Presenter: Rachael Robertson,
Author and international presenter

9.50 AM

THE STUDIO

10.10 AM

Q&A SUMMATION AND TAKE BACK

10.30 AM MORNING COFFEE

11.00 AM

THE 2016 TEAM OF TWO

Solving problems that have defied solution.

Traditional thinking and the "this is how we have always done it" rear-vision practice have their place but ought not to constrain contemporary thinking, innovation and practice, especially in this Age of Information. How does one constrain the conservative influences on our colleagues and our culture to build a "learning organization" mindset? What about the change-resistor? What has our front office practice modelled? How has this been transferred to the Professional team?

Presenters: Philip Krutzner and Jacquie Lyon, Carey Grammar School, Melbourne

12.00 AM

SPEAKING OUT

Setting yourself for speaking in public.

Too often those who should be heard are not heard because of their fear of speaking publically. One's professional profile will always be enhanced by speaking out in staff rooms, management meetings or parent gatherings. Traditionally, the PA has been

expected to take minutes and to be in the background but so much needs to change for so many good reasons. Technique, rehearsal, practice and conquering fear can all be applied to enhance your standing and your contribution to your school's growth.

Presenter: Geraldine Wilson, Director, Janus Consulting

1.00 PM LUNCH

2.00 PM

THE PRACTITIONERS' PANEL

Waving my magic wand.

Three practitioners will be asked to consider which one of their many magic wands that they currently have, has worked best in designing their professional landscapes. They will then share with the conference why it has worked as well as it has and whether it is applicable generally in schools and whether there are some 'downsides' using the wand. Then, they will tell about the magic wand they are currently searching for, what they expect that wand will do and what if any dangers there may be, in using it. Once we have heard from the panel, the session will be thrown open to have all share their thoughts about 'magic wands'.

Presenters: A panel of invited, experienced practitioners.

2.45 PM AFTERNOON TEA

3.15 PM

THE PROFESSIONAL LANDSCAPE

Core skills and values, psychological health, wellness and mindfulness, stressors and other signs of psychological injury, and prevention strategies.

Our workplace is emotionally charged, highly accountable, 'public' especially since the advent of "facebook" and its many clones. The PA and the professional team work with colleagues who often do not understand the extent of the expectations the team carries. So, stress and distress, isolation, harassment, bullying, hours of work, interruptions, unreal expectations and time-lines, professional arrogance and establishing the team's professional presence, time-lines and the ill-defined nature of our contribution all can contribute to dysfunction. How can all these issues be knitted into a productive, mentally happy professional landscape? What are the tell-tale signs of distress and the tried and true prevention strategies?

Presenter: Claire Ebstein, BodyCare Workplace Solutions.

4.15 PM DRINKS

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JANUS CONSULTING
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FRIDAY, MAY 20, 2016

9.00 AM

PROFESSIONALISING OUR CORE
COMMUNICATION

**Professional issues, incorrigible problems
and lasting solutions.**

Professional issues, problems that never seem to go away, “rear-vision mirror” thinking, gossip and confidentiality, constraints, ego, even managing the “self-managing manager”: these issues appear in different guises in each generation. They consume energy, time and productivity. How can each be properly constrained, even eradicated, and professionalised?

Presenter: Denise Phillips, Iona Presentation College, Perth

10.15 AM MORNING COFFEE

10.45 AM

THE MINI-MASTERCLASS

**Discovering and defining our
communication core**

Electronic media will supersede traditional communication systems but will the new core require a more modern or an even more conservative approach? To manage, must the PA assume more of an EA role?

This Information Age has generated a communication flow that is swamping many organizations. The school is more subject to information overload than most. Most could just cope with the input from notes, record books, letters and the telephone. But, the advent of email, text and more esoteric social media has quite dramatically brought schools to a crisis point and presages an operating practice that will involve moving into new territory with new accountabilities. Coming to grips with this new information has been likened by one of Australia’s leading Principals to herding cats! At the same time, the confidentiality, values and ethics, and intelligences that lie at the core of communication are

changeless. Contemporary best practice too requires the school to be more transparent and invite, even actively seek, more parental feedback. So, how will the school hear and respond to those messengers carrying real issues, develop appropriate policies and procedures, yet discriminate upon its inputs to capture what is core, not allowing the important inputs to die like desert flowers simply because there was little or no time to consider them as they were drowned out by a rash of electronic chatter?

In presenting this topic, Andrea will use the various faces of confidentiality as the prism through which to focus on the issue.

Presenter: Andrea McCall, Andrea McCall and Associates

12.45 PM LUNCH

1.45 PM

MY TEAM, MY LEADERSHIP AND OUR
CONTRIBUTION

**Knowing how to get to know each member
better and to discover what special
contribution each member can make.**

Each member of my team can make a special contribution. I need to know what her personality is and what challenge really motivates her. If I can create a professional landscape wherein each member is doing something unique for our school, and more importantly, wherein she is recognised for her contribution, I will have created a team that will be one of many fulcrums upon which the school may operate. An examination of the DISC Personality Profile and some powerful theories of motivation.

Presenter: Deidre Dattoli, Deidre Dattoli and Associates.

3.15 PM

CONCLUSIONS

3.30 PM

FAREWELL

CONFERENCE FEES
AND REGISTRATION

**The 2016 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)	\$1040
Full Two Day Conference Fee (not including GST)	\$1290

The ‘Early Bird’ concession will apply to all two day enrolments received by 4pm, Friday, March 18, 2016.

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 13, 2016.

A cancellation policy applies. Cancellations before March 18, 2016 will receive a full refund less 20%: cancellations before April 18, 2016 will receive a 50% refund but any cancellation after April 18, 2016 will not warrant a refund. A substitute is always welcome if a delegate finds that unforeseen circumstances have arisen which prevent attendance.



Rachael Robertson

Rachael led the Australian expedition to Davis Station, Antarctica - the second female to lead a team at the Station and the youngest ever leader. She managed a team of 18 people through the long, dark, Antarctic winter and through trial and error built a resilient and highly successful team based on the foundation that 'respect trumps harmony'. Since returning Rachael has completed her MBA, written a best-selling book, *Leading on the Edge*, and has presented at over 600 events around the world.



Philip Grutzner

Philip's first principalship was at Braemar College, Woodend (1997 to 2004). Then, from 2005 to 2010, he was Headmaster of the prestigious St. Peter's College, Adelaide. In 2010, Philip was appointed Principal of Carey Grammar, Melbourne. More, Philip is a Director of Independent Schools Victoria, a Board member of the Independent Schools Council of Australia, a member of the G20 Group of International Schools, and a past Chair of the Victorian Ecumenical Schools System among other positions of authority. He also assisted with the establishment of Christ the King College, Cobram.



Jacquie Lyon

Jacquie has worked at Carey Grammar since 2001, firstly in Daily Organisation for 8 years before moving to the PA to Principal role, working first with Phil De Young and now with Philip Grutzner. Jacquie worked briefly as a Primary School teacher, before changing to these professional roles. Jacquie enjoys working with a range of great people, the diversity of the work as PA to the Principal role and loves working at the best school in Melbourne! Jacquie is a mother of two daughters, Charlotte and Alice.



Geraldine Wilson

Geraldine Wilson is a Director of Ianus Consulting Pty Ltd, a Fellow of the Australian Institute of Office Professionals and Past President of AIOB, 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.



Claire Ebstein

Claire has a strong Workplace Risk skill set in Occupational Health and Safety Management and Workers' Compensation with formal qualifications in Physiotherapy and Safety. She has achieved significant financial and operational outcomes in several industries. Her direct contact with and intimate knowledge of the challenges of school workplaces began with her work as a Senior Consultant with a large Insurance Broker and continues now with Bodycare. Claire has also practised physiotherapy and has worked as a senior Occupational Rehabilitation Consultant.



Andrea McCall

Andrea McCall's background is in Human Resources Management. She also holds qualifications in History and Politics. Her extensive career has included running her own business, lecturing at a number of Victorian Universities and as a State Member of Parliament, representing Frankston. She is a sought after speaker at conferences and runs seminars on a variety of topics. She is tutor at U3A, Frankston. Andrea is also a member of the ACFE Board (Adult Community and Further Education) and Chair of its Youth Taskforce.



Denise Phillips

In 2008, Denise was the Principal's Personal Assistant at Santa Maria College in Attadale; when the Principal secured another position at Iona Presentation College, she invited Denise to move "across the river" with her to Iona; she jumped at the opportunity and has been there since 2009. Previously, Denise has worked as a Personal Assistant for CEO's in the private sector for Trademark Attorneys and Chartered Accountants. Additional diverse experience has stemmed from being the Administration Manager for a regional radio network, the Administration Manager for a printing firm and a Company Director for a harbour tour operation (which also included dabbling in events management and the catering industry).



Deidre Dattoli

Deidre is highly experienced in the fields of executive coaching and leadership development, team dynamics and performance, offering a range of personal and group leadership training programs, customized training solutions, consultancy and coaching services. Her programs are designed to help individuals and teams identify and change ineffective and limiting thought and belief patterns, to create different, more beneficial, realities across all facets of their professional lives, and facilitate break-throughs in individual and team performance.



REGISTRATION Send each completed registration form

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

By mail 4/74 Stokes Street, Port Melbourne Victoria 3207 **Phone enquiries** 0414 295 048

Name	Surname
School	
Postal	
Address	
Telephone	Email

"Early Bird" Fee (\$1040 plus \$104 GST) \$1144.00 (available until March 18, 2016) Full Conference Fee (\$1290 plus \$129 GST) \$1419

PAYMENT METHODS ABN 52 151 218 067

EFT payment to Ianus Consulting Pty Ltd at Westpac BSB 033 243 ACC No. 45 4171

Credit card Please charge my Visa Mastercard in the amount of \$

Card No.	Expiry	CCV
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Will you attend drinks Thursday, May 19 Yes No

The Conference will be held in Melbourne at the Hotel Windsor, Spring Street, Melbourne over the two days, Thursday, May 19 and Friday, May 20, 2016.