

MASTER CLASS

APPLYING HUMAN RESOURCE MANAGEMENT

PRINCIPLES FOR IMPROVED TEAM LEADERSHIP



**A Master Class for
Personal Assistants to Head/Principal
HR Co-ordinators**

**Led by Andrea McCall of Andrea McCall and Associates
and Geraldine Wilson , Director, Ianus Consulting**



Wednesday, 21st NOVEMBER, 2012

NOVOTEL HOTEL

65 NORTHBOURNE AVENUE, CANBERRA

Human Resource Management involves your best leadership and management of your team of Office Professionals, no longer ancillary but a valued element of the school's staff. Given your best leadership and management, their contribution will be so much the more effective and efficient. The HRM principles portfolio covers the attraction, selection, training, assessment, review and rewarding of your team, planning, career tracking, team performance, commitment and culture, with succession planning and compliance with Fair Work Australia's Modern Awards. The task may also involve the management of less-than-satisfactory performance, due process and dismissal.

**A MASTER CLASS FOR
PA TO THE HEAD/PRINCIPAL
and HUMAN RESOURCE
CO-ORDINATORS**

IANUS CONSULTING PTY LTD

Enterprise

with a Social Conscience

THE MASTER CLASS

WHAT A PERSONAL ASSISTANT SHOULD KNOW ABOUT HUMAN RESOURCE MANAGEMENT PRINCIPLES

WHY?

At a recent conference, one delegate stated, "There are now so many HR functions I have simply been expected to pick up. I do not have any HR qualifications and I simply do not have the time to undertake a course. We need some understanding of the principles, the processes and what constitutes negligence in leadership and management." **Broad support was expressed by the delegates.**

ANDREA McCALL

Andrea McCall is a key presenter in the Ianus Consulting Team, having led many sessions in our national conferences, seminars and master classes over the last five years. is a trainer, mentor and mediator and has lectured in a variety of Management subjects at Monash University, Swinburne and Victoria University. She currently runs the Industry Based Learning, Workplace and Internship program for the Faculty of Business and Economics at Monash.

SESSION 1: 9.00 am to 10.30 am with Andrea McCall

THE PRINCIPLES OF HR MANAGEMENT

In schools, Human Resource Management duties are often passed to management without the specific training everyone except the specialist has, including the Head/Principal's PA and HR Co-ordinator. Janus Consulting believes that those charged a leadership and management portfolio, especially with critical bottom-line influencers like motivation, career planning and talent management, as well as client relations, need some real understanding of current HRM theory and workplace requirements.

AN HRM STRATEGY

10.30—11.00AM

MORNING TEA AND NETWORKING

Ianus Consulting has been conducting National Conferences and Master Classes for Independent Schools since 2000 and has a reputation for providing specific, innovative and cutting edge professional development, promoting best practice.

**FULL DAY
INCLUDING
ALL WORKING
PAPERS AND
LUNCH**

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SESSION 2: 11.00 am to 12.30PM with Geraldine Wilson

Attraction and Recruitment, interviewing, Orientation, Position Specification, Planning and Reporting, the use of LinkedIn and Seek.com: the HATCH dimension of HRM.

Leadership and Management, Codes of Conduct, Policies and Procedures, Performance Review, Professional Development, Career and Succession Planning and Conflict Management: the MATCH dimension of HRM.

Grievance, Support Structures, Professional Rescue, Due Process and Dismissal: the DISPATCH dimension of HRM.

Motivation, Rewards and Recognition, and Dissent.

SESSION 3: 1.30 pm to 3.00 pm**CASE STUDY with Andrea McCall**

A hypothetical Case Study involving a new school for 350 students which will become "the trunk experience" around which the practical "take-backs" of the master class will revolve. In a new school, every issue has to be covered.

3.00PM—3.30PM**AFTERNOON TEA AND NETWORKING****SESSION 4: 3.30pm to 4.30pm**

TAKE BACKS, GENERAL Q AND A

The Master Class will have no more than twenty-four members. It offers each the opportunity to work closely with our two presenters and with other delegates on problems, challenges and future possibilities. We will reach conclusions for action, implementation or discussion with management. The Master Class will contain a breadth of experience and a rare collegiality to complement what each presenter will propose. A workbook is created and provided specifically to support the presentations. With such a diversity of expertise on the ground and in management and creative thought, each participant can extract what will matter to improve their practice. The Master class is not a conference, especially a large conference, where the opportunity to participate, discuss and enquire is limited and where listening intently seems to be the only opportunity offered. The Master class offers the opportunity to learn, to develop a "take-back" package to improve practice, and to enjoy the company of the like-minded, establishing links that will continue once the class has finished.

**NETWORK
AND LEARN
WITH YOUR
PEERS**

Andrea McCall, Andrea McCall & Associates



Andrea was born in the UK and migrated to Australia in 1981. She has qualifications in History, Politics & Human Resources and is bilingual French/English. She is a trainer, mentor and mediator and has lectured in a variety of Management subjects at Monash University, Swinburne and Victoria University. She currently runs the Industry Based Learning, Workplace and Internship program for the Faculty of Business and Economics at Monash. Her work experience has included time as an executive secretary at Guinness and British American Tobacco, Ministerial Adviser to the Parliamentary Cabinet Secretary and 7 years as a member of the Victorian State Parliament for the seat of Frankston. She also runs her own HR training and consulting business and has co-authored a Human Resource Management casebook. She designs and runs courses and is an experienced public speaker at conferences and seminars. She also hosts overseas business delegations visiting Melbourne. She lives on the Mornington Peninsula with her cat Albert where she enjoys reading crime and spy thrillers with a glass of the local reds.



Tony Conabere, BA (Melb.), B.Ed. (Mon), M.Admin. (Mon), F.A.C.E.L., now Director of Ianus Consulting Pty Ltd and former Director of Toorak College, has had a long and outstanding career in education. He is a Head of 30 years standing in independent schools and is consulting in change and risk management, innovation, and people management. Tony is committed to the importance of education, professional and career development. His exceptional leadership was recognized with the award of an Honorary Fellowship of the Australian Council of Educational Leaders in 2003.



Geraldine Wilson, FAIOP, AIMM, Director of Ianus Consulting Pty Ltd managed support Staff for one of the "Big 4", managing recruitment, induction and performance, prior to commencing Ianus Consulting. She is a Past President of the Victorian Division of the Australian Institute of Office Professionals and a Fellow of the Institute. She has been a member of advisory boards at RMIT University and Swinburne University during the development phases of post graduate certificates specifically designed for Office Professionals. Geraldine contracts to many leading independent schools. She is the author of two professional books and over the last decade has significantly contributed to the office professional's role development.

Ianus (pronounced Janus) was an ancient Latin deity, depicted with two faces looking in opposite directions, who presided over the beginnings of all enterprise

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