

WORDS WHATSAPP & VIDEO...

Everybody's communicating,
expecting an answer

**THURSDAY MAY 22 AND
FRIDAY MAY 23, 2014**

**THE HOTEL WINDSOR
SPRING STREET, MELBOURNE**



JANUS CONSULTING DEVELOPING PERFORMANCE PEOPLE

THE 2014 NATIONAL CONFERENCE
PERSONAL ASSISTANTS TO PRINCIPALS, HEADS OF
SCHOOL AND SENIOR EXECUTIVES IN EDUCATION





THE PROGRAM: DAY ONE

Thursday, May 22, 2014

8.30 AM	COFFEE & REGISTRATION
8.50 AM	WELCOME
	ABOUT COMMUNICATION
9.00 AM	<p>OUR COMMUNICATIONS SYSTEMS: THE DIRECTORATE and POLICY, THE FRONT OFFICE STRUCTURES and BEST PRACTICE</p> <p>The plethora of inward communications, particularly email and sms messages, needs to be controlled without prejudicing the opportunity for parents to communicate with the Principal. Internal systems need to be honed to cope with these increasing expectations. What management systems have been tried in schools and industry? Which might be implemented at your school? Traditional practices to be renovated, debriefing and meeting structures, devolution, policy development and project management in pursuit of continual improvement and best practice.</p> <p>Presenter: Jude Pointon, PA to the Principal, St. Cuthbert's College, NZ.</p>
9.50 AM	THE STUDIO ON COMMUNICATION SYSTEMS
10.10 AM	Q&A, SUMMATION AND TAKE-BACK
10.30 AM	<p>OUR COMMUNICATIONS TECHNOLOGIES: EMBRACING THE CURRENT, RETIRING THE OLD and PREPARING THE FUTURE</p> <p>The new technologies have the potential to dramatically improve the school's capacity to communicate and, consequently, its image. The Front Office should lead this change. Outward communication is immediately enhanced and more effective, instantaneous and responsive. Inward communication allows a "response phase" to be built into development and change because every member of the school community carries a direct access tablet. How might the school of the future use these technologies, especially QR codes, eWOM, and other social media? What current practices will the new media replace?</p> <p>Presenter: Rob Gell, Director, bHive Group</p>
11.15 AM	Q&A AND TAKE-BACK
11.30 AM	MORNING COFFEE

	ABOUT ME
11.45 AM	<p>A WORKROOM: THE IT SKILLS I NEED NOW AND WILL NEED IN THE NEXT FIVE YEARS</p> <p>Are you "IT savvy"? Are you and/or your team using the tools you have on your desk at this time to their full capacity? In-house training? Is there new software on the market that you should be learning about and budgeting for? Should the paperless office remain a vision or become an objective to be supported by a five-year implementation plan. Within your planning, in what areas might you plan to be different? In what other areas must you keep pace with your competitors? This workroom will include practical demonstrations and the chance to question.</p> <p>Presenter: John Lovell, iinet, IT consultant.</p>
12.45 PM	SPONSOR'S PRESENTATION: BRIDGE CONSULTING
1.00 PM	LUNCH
1.45 PM	<p>A WORKROOM: RECOGNIZING AND ADJUSTING FOR DIFFERENCES IN PERSONALITY AND COMMITMENT</p> <p>The ability to recognise difference in others, then in oneself, is fundamental to people management. If those differences are seen as strengths, then utilised, the team will function so much more effectively, especially if the team can be encouraged to research and share these differences as a team intelligence. This can happen if the team has an authentic tool to measure difference, first in personality. Such a tool exists! The extended DISC could be the first of many tools you use to get your team to understand its strengths and differences and to act accordingly.</p> <p>This workroom will include a practical demonstration of the tool to analyse personality differences together with the chance to question the presenter.</p> <p>Presenter: Deidre Dattoli</p>
3.00 PM	AFTERNOON TEA
3.30 PM	<p>CUSTOMISING OUR COMMUNICATIONS TO MEET THE DIFFERING NEEDS OF GRANDPARENTS, PARENTS AND STUDENTS</p> <p>The generations vary, often diametrically, in their attitude toward and acceptance of what managers do, why they do it and how they communicate. In some cases, an issue may involve five generations from the traditionalists of yesteryear to the "digital natives" of tomorrow. What are the "communication needs" of each generation? Should a school be developing communication systems, policies and protocols that are "generationally sensitive"? If so, what are the implications for future practice? Can we learn to talk to each generation at the same time? Who should lead the change?</p> <p>Presenter: Andrea McCall Andrea McCall and Associates</p>
4.45 PM	DRINKS

Changing your current practice at the margin to produce brilliant results in communications, in colleague performance, in your role and your professional satisfaction

THE PROGRAM: DAY TWO

Friday, May 23, 2014

9.00 AM	ABOUT THE TEAM	1.30 PM	A WORKROOM: NEGOTIATION: THE ART, YOUR STYLE AND BEST PRACTICE
	LEADING FEMALES Rightly or wrongly, your team will be, largely, a team of females. Females as a group will have different expectations of their leader, especially in matters of style, support, feed-back and supervision. The need to schedule regular meetings and to establish particular reporting structures is paramount, especially as female leaders establish themselves in the workplace. There are a particular set of skills involved in leading your team not readily observable in most schools. Presenter: Trish Cowling, Principal, Genazzano FCJ College		The squeaking door will get the oil the old adage says, but only when the door is used regularly. Negotiation is an art but it can be learned. Your style, your timing and delivery, and your case all matter as does your capacity not to fall at the first hurdle that presents itself. This workroom will present a tool to help you discover your natural style and suggest structures you may use to build your case. This workroom will include a practical demonstration of the tool to identify your natural negotiating style together with a framework for negotiation and the chance to question the presenter. Presenter: Tony Conabere, Director Janus Consulting
9.45 AM	THE STUDIO ON LEADING FEMALES		
10.10 AM	Q&A, SUMMATION AND TAKE-BACK		
10.30 AM	MORNING COFFEE	2.45 PM	CONFERENCE PANEL: THE TAKE BACK FOR 2014 & MY BEST INNOVATION FOR 2013
11.00 AM	MOTIVATING, MANAGING AND REWARDING MY TEAM More with every year, the Personal Assistant to the Principal or the Head is assuming a leadership role to a team of professionals, or managing projects, or to in-person or on-line communities of interest like a Society of the Arts, an Alumni Association or a Board Standing Committee. What are such a leader's prime responsibilities, parameters and behaviours? How can (s)he motivate, reward and inspire the team? How might the team's success be measured? Presenter: Andrea McCall, Andrea McCall and Associates		The delegates will share in an open forum the details of a practice innovation that has worked very well for them in 2013 as well as the best idea they heard from this conference. Panel Chair: Geraldine Wilson
11.45 AM	THE STUDIO ON MOTIVATING, MANAGING AND REWARDING MY TEAM	3.45 PM	FAREWELL
12.15 PM	Q&A, SUMMATION AND TAKE-BACK		
12.45 PM	LUNCH		

"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.

CONFERENCE FEES

The 2014 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' Conference Fee (not including GST)	\$990
Full Conference Fee (not including GST)	\$1145

The 'Early Bird' concession will apply to all two day enrolments received by 4pm, Wednesday, February 26, 2014. 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 15, 2014.

A cancellation policy applies. Cancellations before February 26, 2014 will receive a full refund less 20%: cancellations before March 17, 2014 will receive a 50 % refund but any cancellation after March 17, 2014 will not warrant a refund. A substitute is always welcome if a delegate finds that unforeseen circumstances have arisen which prevent attendance.

THE PRESENTERS

A MORE COMPREHENSIVE SET OF BIOGRAPHIES WILL BE AVAILABLE ON www.janusconsulting.com.au and in the Work Book provided at the conference.



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 Parliamentary Cabinet Secretary. She now runs her own HR training and consulting business. She lives on the Mornington Peninsula with her cat Albert.

Rob Gell

Rob, a coastal geomorphologist by training, presented the weather imitably on television for three decades. Now, as director of the bhive Group, he works at the cutting edge of communication, employing technologies to utilize the smartphone and other tablet technologies to enable people to be better informed, engaged and to stay connected. He is working with schools, is an Adjunct Professor, a Fellow of the Royal Geographical Society, a published author and photographer.

Jude Pointon

Jude has been PA to Principal of St. Cuthbert's College, NZ for the last ten years. 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.

Patricia Cowling

Patricia has just completed her thirteenth year as Principal at Genazzano FCJ, an outstanding Catholic Girls' School. Under her leadership, the College has embraced the challenges of 21st-century learning and teaching, and is strategically well placed to fulfil the 2020 Master Plan as the College's next stage of development unfolds. Previously, she fulfilled leadership roles at Siena and John Paul Colleges and, as Principal, at Padua College from 2006. She is perfectly placed to discuss the challenges of leading females.

John Lovell

John has a unique, comprehensive view of the capabilities, capacities and challenges of IT, established over 30 years locally and internationally, in such diverse theatres as banking, Pay TV, broadband, infrastructure for the Walt Disney Corporation across Asia Pacific, the Victorian Parliament and now in schools across Victoria and Tasmania, advising and assisting in the introduction of the latest technologies into education and schooling.

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.

Tony Conabere

Graduated Arts and Education at Melbourne University: post graduate degrees in Education and Business Administration at Monash. Taught at Northcote and Melbourne High Schools, Head of Wesley College, Melbourne, '78 to '95', Principal of The Knox School, '95 to '04. Honorary Fellowship of the Australian Council of Educational Leaders, 2003. Director of Janus Consulting. A member of the Telstra Education Round Table.

Geraldine Wilson

Geraldine Wilson is a Director of Janus Consulting, 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.

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 (outside Australia 61 414 295 048)

Name	Surname	
School		
Postal		
Address		
Telephone	Email	

"Early Bird" Fee (\$990 plus \$99 GST) \$1089.00

Full Conference Fee (\$1145 plus \$ 114.50 GST) \$1259.50

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The Conference will be held in Melbourne at the Hotel Windsor, Spring Street, Melbourne over the two days, Thursday, May 22 and Friday, May 23, 2014.