



BIOGRAPHIES



ANDREA MC CALL

Andrea has spent her working life in a wide variety of areas. Her initial qualifications have been in history and politics as well as a post graduate qualification in Human Resources. Before immigrating to Australia, she worked at Executive Assistant and Personnel Officer level in large multinationals. During her working life in Australia, she has been involved in human resources management in both large and small organisations and spent time as the Ministerial Adviser to the Cabinet Secretary in the early 90's before entering parliament in 1996. In 2002 she returned to HRM and ran her own business as well as becoming a lecturer at Monash, Swinburne, VU and RMIT. She has most recently been involved in hosting business delegations from China, India and Vietnam and is now a member of a couple of Government Boards related to the Arts and Education. Andrea is a qualified and experienced trainer and presenter as well as a mediator and mentor. She lives on the Mornington Peninsula in Victoria.



GERALDINE WILSON

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



JUDE POINTON

Jude has worked for Lynda Reid as her Personal Assistant for the past 10 years. She has wide experience nationally and globally working for CEOs and Managing Directors in various large organisations from medical, advertising, television, public relations, hospitality and property development. In all these roles Jude has enjoyed the close professional, one on one, working relationship and the varied aspects of the positions.



LYNDA REID

Lynda Reid is the Principal of St Cuthbert's College; she has worked in both the Independent and State sectors and has worked at national level on a number of initiatives, most recently the Ministry Advisory Group on the reform of the Teachers Council. Mrs Reid is the recipient of a number of awards including the SPANZ Leadership in Education Award. She has served as the President of the Association of Heads of Independent Schools, as Vice Chair of ISNZ, as a member of the Secondary Leaders' Forum and contributes to a number of university groups.

CONFERENCE FEE AND REGISTRATION

The 2013 Switching on My Core: Mark II Conference in Wellington, New Zealand on WEDNESDAY 13TH NOVEMBER, 2013

The complete conference fee including the cost of a buffet lunch, morning and afternoon tea

"Early Bird" Conference Fee \$AUD495

Full Conference Fee \$AUD635

The 'Early Bird' concession will apply to all single enrolments received by 4pm, Wednesday, September 4, 2013 and 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, November 1, 2013.

A cancellation policy applies. (see TAX Invoice or Website)

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Janus Consulting National Conference for Personal Assistants to Principals, Heads and Senior Executives in New Zealand Schools

The role of the Personal Assistant is evolving. The core options are being reinvented as is Front Office practice...

SWITCHING ON MY CORE: MARK II

The 2013 National Conference
The Museum Hotel, Wellington, NZ
Wednesday, 13 November, 2013

Come, join us in Wellington on November 13, to hear the best practice options from Andrea McCall, Geraldine Wilson and the Principal / PA "team of two" at St Cuthbert's College, Lynda Reid and Jude Pointon. Create your own set of take-backs to put into action at your school.

Janus Consulting - providing excellence in professional development for schools

The Front Office is evolving. E-communications have made access to the Principal “a right”. Priorities have to be set, practice has to respond, time has to be cleared to lead, and roles now need to be devolved or delegated.



The program

This program is for the Personal Assistant to the Principal, Business Manager, and the Head of School. We will also hear the conclusions of the 2013 “Switching on My Core – Mark I” National Conference held in Melbourne in May before creating your own take-backs.

Time	TOPIC
9.00 am	Identifying Changes at the Core – The Challenge BYOD: redefining your working space, reinventing and using the new technologies, apps, blogs and an email charter: the core skills 2013 and beyond: the Front Office “team of two”: leader behaviour and micro-management: stress, my health, my appraisal and my “messenger” role. Tony Conabere Ianus Consulting Pty Ltd
9.30 am	Change as the Opportunity to refine and reinvent yourself and your team Workplace changes in culture, technology, managerial and generational practice foster refinements in the core tasks, skills and responsibilities and upskilling/deskilling in new and old practices. What does the future indicate for you and your team? The increasing significance of HR Management. Andrea McCall Andrea McCall & Associates

10.15 am	The “WoW” factor in Meeting Management Access to the Principal is increasingly sought and is more difficult to manage: what new priorities and policies should govern meetings in their many shapes and sizes? Pre-meeting briefing? Confidentiality? Timing? Conduct? Protocols that do not destroy the “wow” factor, retain accessibility but distribute the Principal’s influence more broadly. Geraldine Wilson Ianus Consulting Pty Ltd
11.00 am	Morning Coffee
11.30 am	“Clicking” – when the Principal and the PA really get their act together Meet the Principal of St Cuthbert’s College and her Personal Assistant – learn about the moment when they knew their professional relationship had “clicked” and then <u>why</u> they knew it had “clicked”. The essential elements of such a professional relationship. Jude Pointon and Lynda Reid St Cuthbert’s College

12.15 pm	Managing a Micro-Manager The difference between leading and managing and the greater productivity and job satisfaction that flows when the learning can flourish and micro-management is outlawed. A Summary of Ross Oakley’s presentation to the Switching on my Core – Mark I conference. Tony Conabere Ianus Consulting Pty Ltd
1.00 pm	Lunch
2.00 pm	Grasping my brand: the only chance you have to make a great first impression Developing a “first impressions” practice and culture: the power of the first fifteen seconds, emotional confidence and communicating positively. Geraldine Wilson Ianus Consulting Pty Ltd

2.45 pm	My Health and My Workplace The office is frequently driven by competing demands, tension and uncontrolled emotions, and immediacy. What reasonable measures might be put in place to maintain a healthy workplace? What symptoms should I be on the watch for in myself and others that might indicate that our workplace is not as healthy as it should be? Andrea McCall Andrea McCall & Associates
3.45 pm	FAREWELL

Feedback Switching My Mark I Conference:
“Absolutely loved everything – especially Andrea McCall’s presentation ... so engaging, great.”
“I am a first time attendee: so very pleasantly surprised. All excellent. Did not expect to learn so much from my fellow attendees. Networking invaluable!!”