



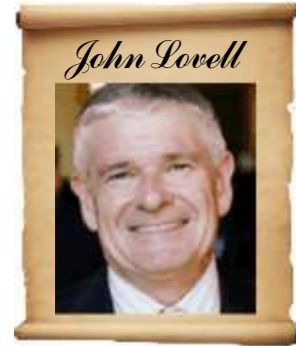
*Clive Alsop*

Clive is a Victorian Senior Magistrate and Coroner, presiding in country Victoria. He qualified as a lawyer in 1971. Over the next twenty-five years, Clive was in private practice on the Mornington Peninsula and also worked as a legal educator, before he was appointed as a Victorian Magistrate in 1995.



*Paul O'Dwyer, SC*

Paul was admitted to practice in 1971 and signed the Victorian Bar Roll in 1972. In 2002 he was appointed Senior Counsel. His practice is predominantly in common law personal injuries cases, including medical negligence, asbestos and chemical exposure, transport accident and industrial accident cases for Plaintiffs both in the County Court, Supreme Court and Court of Appeal and on five occasions in the High Court. He is also an accredited mediator. He practises primarily in Victoria but occasionally interstate.



*John Lovell*

John Lovell has more than 25 years' experience in the IT industry both within Australia and internationally. His experience covers IT projects for the introduction of ATMs and EFT/POS within Australia, Pay TV systems, introduction of broadband services and other significant IT related projects. Prior to returning to Australia, John was based in Hong Kong where he was responsible for the IT infrastructure for the Walt Disney Company across Asia Pacific. Currently, he is responsible for the IT infrastructure and projects for the Parliament of Victoria.



*Andrea McCall*

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 lectures in Human Resources at Monash University and currently runs the Internship program for the Berwick and Peninsula campuses. Her work experience has included time as an executive secretary at Guinness and British American Tobacco and 7 years as a member of the Victorian State Parliament. She now also runs her own business and has co written a Human Resource Management casebook. She designs and runs courses and presents at many conferences and seminars. She lives on the Mornington Peninsula with her cat Albert.



*Mae-Louise McGuinness*

By chapters a lawyer, a nurse, a teacher, an educational leader and an HR manager, Mae-Louise is currently studying for a Master of Organisational Leadership at Monash University in Melbourne. At The Peninsula School and Toorak College she was responsible for appointment, professional review, selection and induction of new staff, risk management, health & safety and staff welfare. Mae-Louise has reviewed Business team staff and as a fully qualified IT teacher has assisted them to fully utilise the functions and features of the software packages used in their offices. At different periods in her career she has worked with her husband in his legal office. This year she is working two days a week assisting in the preparation of complex commercial cases. She brings with her an intimate understanding of the systems, processes and life in the hustle and bustle of a busy legal office.



*Geraldine Wilson*

**Geraldine Wilson, FAIOP**  
**Director of Janus Consulting**  
managed Support Staff for one of the "Big 4", managing recruitment, induction and performance, prior to commencing Janus 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 has co-authored two books, the most recent being "Flexing Your Muscles—Bench Marking and Best Practice for Office Professionals".



*Romani Benjamin*

Romani Benjamin has worked as a lawyer in the creative industries for many years working in a number of boutique entertainment and commercial law practices including Dwyer & Co and Shock Entertainment. She has provided practical and commercial advice in the fields of entertainment, media, intellectual property and project management. She has considerable hands on experience in the very specialized area of visual arts law, also holding a Fine Art degree in sculpture. Romani is currently undertaking a new project to support sculptors through launching an annual exhibition and prize combining both her legal/commercial expertise with her passion for the arts.



*Tony Conabere*

**Tony Conabere, BA (Melb.), B.Ed. (Mon), M.Admin. (Mon), F.A.C.E.L., Janus Consulting,**  
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 recognised with the award of an Honorary Fellowship of the Australian Council of Educational Leaders in 2003.



# *A Round Table*

*for  
Executive Assistants  
and Office Managers*

*In Legal Firms*

*In Australia and  
New Zealand*



**Profiling the EA in Legal Best Practice**  
**To Define New and Necessary Skills in Team Leadership, Office Practice, Management and Technologies**

## The Curriculum

The “Firm”: its unique culture, special needs, influence and management

The “Team”: Leadership, continual improvement in practice, defining and measuring effectiveness for the legal office

**Managing Change:** systems, operations and partners' expectations

**Negotiation:** understanding its important complexities and its critical role in management

**The EA's Executive Function:** defining the portfolio, protocols and procedures to support, and the delegated authority to act

**Endemic Stress:** an adversarial culture, black letter law and conflict, maintaining positive stress, psychological safety, and the office of the future

**Skills and Technology:** updating data management and retrieval, communication techniques and email management

## The Round Table

The Round Table is not a normal conference. It symbolises the fellowship of peers. Each member has equal status and equal respect.

Our Round Table will be interactive, offering the exchange of ideas and issues with your presenters and colleagues who will be experienced Legal Executive Assistants or Office Managers in Legal Offices. This is a special opportunity. The Round Table format accentuates discussion and exploration prior to resolution. We aim to bring matters to resolution so that you can “take back” conclusions and recommendations to your office for further consideration.

We expect to cap our delegates at about twenty so that every person will have the opportunity to participate, influence, learn and develop. There will certainly be no more than thirty members of the Round Table.

Janus Consulting, since 2001, has successfully assisted the conduct of Round Table Seminars under our banner of Executive Assistants' International Round Table®. This year we are introducing the Round Table for Legal EA's for delegates from around Australia and overseas. Joining this network will give you an edge and an opportunity to focus on your profession's future that you won't get at large, impersonal generic conferences. It will be the basis of a useful network.

The Round Table Seminar will be powerful, interactive, confidential and influential. Your attendance will make you a member of the Round Table's Alumni – part of a powerful and influential group. It will also give you the chance to nominate a colleague for the next Legal Round Table.

## The Programme

### THURSDAY EVENING

#### DINNER AND OPENING ADDRESS

#### 17<sup>th</sup> February 2011

<b>6.30 pm</b>	<b>Registration</b>
<b>6.45pm</b>	<b>Welcome Geraldine Wilson, Director, Janus Consulting</b>
<b>7.15pm</b>	<b>THE ROUND TABLE</b> How the Round Table will operate, its distinctive features and the role each delegate can play, culminating in a report for the participants and the profession on future practice.
<b>7.30pm</b>	<b>DINNER</b>
<b>8.30pm</b>	<b>OPENING ADDRESS</b> The “Firm”: its unique culture, special needs, influence and management.

10.45am	<b>MORNING COFFEE</b>
11.00am	<b>TEAM LEADERSHIP</b>  The “Team”: Leadership, continual improvement in practice, defining and measuring effectiveness for the legal office.
12.30pm	<b>LUNCH</b>
1.15pm	<b>NEGOTIATION: THE ESSENTIAL ART</b>  What are the skills and strategies of assertive communication and negotiation? When do you need to compromise? When do you need to collaborate? Self-assessment is a valuable way to ascertain where you sit with the gentle art of negotiation. How do you know when to change your style and strategy? Planning a negotiated outcome in the office.
3.15pm	<b>AFTERNOON COFFEE</b>
3.30pm	<b>THE EA AS EXECUTIVE</b>  The role once occupied by a secretary is now maturing into that of an executive with delegated authority and the power to act, research and advise within negotiated parameters or when the partner is not available. But is the new structure understood by colleagues and clients? How has the portfolio been constructed and communicated? Are the supporting protocols and procedures known and the limits of the delegated authority to act understood? How has the change been managed to protect the professionalism of all involved and to enhance the reputation of the firm?
4.15pm	<b>A WORKROOM ON PERFORMANCE MANAGEMENT</b>  “If, as McKinsey insist, you cannot manage what you cannot measure, and if, as the profession insist, you cannot take the EA out of the TEAM or the LEGAL office, what measures of performance effectiveness need to be established to manage that performance?”

12.30pm

1.15pm

3.15pm

3.30pm

4.15pm

5.15pm	<b>A NETWORKING DRINK</b>
<b>SATURDAY MORNING, 19<sup>th</sup> February</b>	
<b>9.00am</b>	<b>THE LEGAL OFFICE: BEST CONTEMPORARY PRACTICE</b> The impact and the possibilities of the e-revolution: email and the newer technologies, protocols, systems, data management and retrieval, interrogatories, confidentiality, time, speed and improved service, trust and empathy. A process for change management to establish a contemporary corporate practice while gently weaning the conservative colleague or partner away from the “this is how we have always done it” crutch and obviate the risks of doing nothing and not modernising. A budget. <b>Presenter:</b> John Lovell
10.15am	<b>MORNING COFFEE</b>
10.30am	<b>A WORKROOM ON RISK IN THE OFFICE: ENDEMIC, MANAGEABLE, AVOIDABLE AND RISK DUE TO NEGLIGENCE</b>  The risks the legal EA and her team must work with - physical, mental & legal- will be first defined then the best way to manage these risks will be considered at the Table. The facilitator will then ask the delegates to choose one or two of these risks and consider in detail how these are best managed. Tried and true protocols? New policies and procedures? Contemporary systems?

**Facilitator:** Paul O'Dwyer, SC

#### DATE, REGISTRATION AND FEES

The Round Table will be held in Melbourne on the evening of Thursday, February 17 and the days of Friday, February 18 and Saturday, February 19, 2011 at the Hotel Windsor, Spring Street, Melbourne.

An early bird fee will apply for all registrations received before Friday, December 17, 2010 or to all multiple enrolments from one business or organisation at any time before close of enrolments on Thursday, February 10, 2011.

The Round Table fee for 2011 is

- Early Bird Full Registration not including GST \$1525
- Full Registration not including GST \$1795

The Conference fee includes morning and afternoon teas, the Round Table Dinner on the Thursday evening, a buffet lunch on the Friday, and drinks as indicated. The Application Form is attached. Queries, questions or your acceptance should be directed to

Janus Consulting either to [info@janusconsulting.com.au](mailto:info@janusconsulting.com.au) or by telephone to Geraldine Wilson on 0414 295 048.

#### Cancellation Policy

All cancellations must be received in writing. Cancellations received in writing prior to December 1, 2010 will be accepted and fees refunded less 10% cancellation fee, plus GST. Cancellations after December 1, 2010 but before COB December 24, 2010 will receive a 50% refund (plus GST). Any cancellation after December 24, 2010 will not be refunded. However delegate substitutions are welcomed at all times. Please advise of the substitution in writing.

*Supporting Surf Lifesaving Australia*