



THE TWENTY-FIFTH
NATIONAL CONFERENCE
FOR SENIOR EXECUTIVE
ASSISTANTS TO PRINCIPALS
AND MANAGERS
IN SCHOOLS

CONFIDENCE CONTRIBUTION & CAREER PLANNING

IN THE BOURKE ROOM

HOTEL WINDSOR
SPRING STREET, MELBOURNE

THURSDAY, SEPTEMBER 7 &
FRIDAY, SEPTEMBER 8, 2023

During the 2022 Conference Principal's Presentation, the Principal of Wesley College, Nick Evans, arguing the case for a role in the Management Team for the EA, contended that twenty-five years ago, there were very few phones in a school, no social media, no email, no meaningful contact with the vast majority of parents, no social media, no cameras in every student's pocket, little litigation, few separated parents, minimal gender diversity and very little chance of comparison between schools. The contrast to schools today is stark. Today, there is much more public scrutiny of schools by parents, students, lawyers and last, but by no means least, the media. The principal's role has had to shift to meet these challenges and the accompanying accountability. So the task of Executive Assistants has become "more vital than ever" to the principal since they will now, in all likelihood, employ several of the skills, the experience and expertise, even the "organizational memory" that would previously have been the principal's sole domain. So, the modern Front Office will be managed by a 'team of two' and the EA is to have an important voice in the management of the school.



EnquiryTracker
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JANUS
CONSULTING
DEVELOPING

We have set the theme to examine

- What responsibilities senior EA's in schools are now managing and which are part of their future planning
- The research findings about this 'contribution evolution'
- What can be done to augment one's professional confidence in the school context, especially in the face of some colleagues' scepticism
- How to manage the uncertainty that can drive anxiety and stress, how to employ the antidote of a well-founded confidence, how to manage yourself as your responsibilities increase and how to employ the Performance Review
- Strategic career planning, enabling the plan to become, as Dale Emery said, "my platform for personal and professional growth, managing change and thriving on challenge."

8.30am ARRIVAL

9.00am WELCOME Geraldine Wilson

9.15am THE FIRST MASTERCLASS: SESSION 1

My Emotions, Anxieties, Uncertainties, My Confidence and Change

It is not easy to be at the fulcrum of change. If change is unsuccessfully introduced, it may enable the doubters to judge that the person at the centre of the change was given an undue amount of influence. Alternatively, that person may have lost confidence in her capacity, falling foul to whatever the doubters were whispering. This first session will concentrate on managing oneself in a dynamic of the unknown with its emotions, anxieties and uncertainties while developing the skill of keeping one's cool and appearing professionally confident yet not becoming over-confident and even obnoxious.

PRESENTER:
Maria Ruberto,
Consultant Psychologist,
Salutegenics Psychology.

10.45am MORNING COFFEE

11.15am THE FIRST MASTERCLASS: SESSION 2

My Confidence: Self-Management, Resilience and Recognition

As your portfolio expands, you must manage your capacities and your desires to please. So, avoiding overloading, delegation and negotiating strategic positioning become important issues. So does resilience training. Maria will introduce the PR6 Neural Resilience Mode thinking, derived initially from the experience of nurses, but now applied widely in high pressure, emotionally prone, workplaces. Finally, in this session, the importance of recognising positive gains, setting realistic change objectives and recognising positive advances will be examined.

PRESENTER:
Maria Ruberto
Consultant Psychologist,
Salutegenics Psychology.

12.30pm LUNCH

1.30pm From One of a 'Team of Two' MY CONFIDENCE, MY PRINCIPAL'S CONFIDENCE with "My need for our colleagues to see how you see me".

Teachers are prone to assume that non-teachers are 'colleagues of lesser importance'. Parents, and other stakeholders, usually assume that they 'should' see the Principal. An Assistant to the Principal has to assume some of the responsibilities once managed by

the Principal: an Executive Assistant must! What is the best way to carry the whole community positively to a new understanding? Sandra Muckersie contended last year, "I need our colleagues only to see how my Principal sees me." It was an answer of great interest. So, this presentation will consider the issue of confidence when change is afoot in the school, concentrating on what is considered to be the most effective means of maintaining the EA's confidence levels (within herself and with the whole community) while introducing new, necessary and more effective practices, even if these practices are revolutionary.

PRESENTER:
Sandra Muckersie
Assistant to the Principal,
Wesley College, Melbourne.

2.30pm AFTERNOON TEA

2.45pm THE FIRST WORKSHOP MY CONTRIBUTION:

What contemporary EA's do now and what they will do soon

The EA's role is evolving rapidly. New responsibilities are coming on even more quickly. Also, what is being negotiated for the future? Our Planning Committee asked the above questions of those attending the 2015 Conference and examined these results at the 2022 Conference to determine what developments have occurred in the intervening years and those that were likely to occur soon. We are now able to inform you about which of those roles, identified in 2015, are now established as components of the EA's portfolio, those that are becoming or maturing components of the portfolio, and those that are evolving components. Knowing this, you will be able to use this knowledge as a yardstick to compare how your current portfolio compares. You can then estimate how 'contemporary' your contribution is. The Conference will then be asked whether there are other components that should be incorporated as components of the EA's contribution.

PRESENTER:
Tony Conabere
Director, Ianus Consulting Pty Ltd.

4.00pm ENQUIRY TRACKER PRESENTATION

4.30pm DRINKS

8.45am

THE SECOND WORKSHOP WITH THE 2023 "TEAM OF TWO"

Career Planning & Developing a Career Path:

As has been regularly asserted, the contemporary senior EA will have developed a package of performance skills that are in high demand and very transferable in this e-technology, data driven Information Age. Equally, the younger EA may well be pursuing further professional studies or alternatively, is enquiring what future skills they should be seeking to acquire so that their value to the school is enhanced. In so doing, they are enhancing their promotability as their contribution becomes the more valuable. Ultimately, as the organization grows and the EA team grows, the senior EA can consider leadership and a role on the Management Team. Dale Emery spoke in 2022 of such planning as "a professional platform for personal and skills development, managing change and thriving on challenge." This morning, two practitioners, whose careers have already taken them into different environments, requiring their transferable skills but differing responses with rewarding challenges, will present on the 'highs and lows' of their Career Planning and what they might have done differently given their time over again.

Each will conclude their presentation, then delegates will be directed to a Career Planning Platform Framework with at least twenty minutes to begin completing it for themselves.

Then, the presenters will regroup to be questioned or to respond to comments.

PRESENTERS:

Thu Snowden

Executive Assistant to the Headmaster's Office. Hale School, Perth.

Julianne Lomas

EA to the Principal, Freshwater Christian College, Queensland.

10.45am

MORNING COFFEE

11.00am

THE FINAL PRESENTATION

Performance Reviews Through a Growth Lens

Contemporary leaders and organisations long ago farewellled the traditional Performance Review process. The old top down, annual, backward-looking event that required leaders to subjectively rate their teams has evolved into something more dynamic, engaging and positive. As the education landscape rapidly changes so too must its people processes. The Performance Review process must modernise and put employee growth at the centre.

Our presenter will contend that strength-based conversations through a growth lens are what's needed to transform the employee experience and improve team outcomes. Our presenter will talk about the model that has been implemented at Carey and how this has impacted on the employee experience and the achievement of the new strategic plan.

After Sophie's presentation, the Conference will break into syndicates to consider the question,

"ONCE EVALUATION AND FINANCIAL REWARD ARE BACKGROUNDED AND SKILL DEVELOPMENT, PROFESSIONAL COLLABORATION AND WELLBEING ARE EMPHASISED, THE PERFORMANCE REVIEW WILL BE WELCOMED AS A NECESSARY COMPONENT OF BEST PRACTICE PERFORMANCE IN SCHOOLS."

A plenary session will then consider what needs to be done so that members of the EA's team may implement a Performance Review on an annual basis.

PRESENTER:

Sophie Lukeis

Director - People.

Carey Baptist Grammar School, Victoria.

12:30pm

FAREWELL NETWORKING LUNCH

FEES AND REGISTRATION

The fee for the conference and including lunches, morning and afternoon teas, and Thursday evening drinks:

'Early Bird' Fee \$1280 (plus GST)

Full Fee \$1530 (plus GST)

The 'Early Bird' concession will apply to all enrolments received by 4 pm on or before Friday, July 7, 2023.

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, September 1, 2023.**

Our cancellation policy.

The viability of this Conference will be determined on July 7, 2023. If the Conference has to be cancelled by Janus Consulting, all registration fees will be refunded. We suggest that travel and accommodation bookings prior to that date should be made with this contingency in mind.

Cancellations by registrants before July 7, 2023 will receive a full refund less 20% for administrative expenses. Cancellations after July 7, 2023 will not warrant a refund. However, a substitute delegate

will always be welcomed in lieu of the enrolled delegate.

In the event of the Conference being foreclosed due to relevant government restrictions, your registration fee may be

either

- 'rolled over' at full value until a date when this conference may be re-presented, **or**
- refunded with a deduction for administrative expenses.

Delegates are expected to comply with the National Cabinet requirements that apply at the time of the Conference.

REGISTRATION

You can register via one of the following options

email info@janusconsulting.com.au

or telephone M: 0414 295 048

Conference fee on invoice when sent.

Early Bird Fee

(\$1280 plus \$128 GST) \$1408
(avail. until 4pm July 7, 2023)

Full Conference Fee

(\$1530 plus \$153 GST) \$1683
(avail. until 4pm Sept 1, 2023)

Name

Address

Email

Telephone

School

THURSDAY EVENING DRINKS

☐ Yes

☐ No

Special Dietary Requirements

PRESENTERS



MARIA RUBERTO

Maria is a psychologist and certified neuropsychologist with experience in education, clinical and industry. Her research encourages capacity and performance increase in individuals and teams who depend on relationships,

emotional intelligence and resilience to achieve growth.

Maria has worked with educational leadership and trauma response; with Beyond Blue and associates, and with Swinburne University on programs for schools within Emotional Intelligence training. Maria delivers workshops to organisations focused on teaching people to open their lives, apply optimistic tools and activate positivity. Her core mission is moving young people from languishing to flourishing, with respect, resilience and resolve.



SOPHIE LUKEIS

Sophie is Director People at Carey Grammar School in Kew, Victoria. She is a people and culture leader with over 25 years' experience, having worked in a number of industries including Education, Finance, Telecommunications and Health and Fitness. Sophie brings strategic change experience

across the whole employee life cycle with a particular focus on cultural change, employee engagement and leadership development. She is flexible and optimistic and enjoys building effective relationships with a variety of stakeholders to develop high performing individuals and teams.



TONY CONABERE

With qualifications in Arts, Education and Business Management from Melbourne and Monash Universities and an Honorary fellowship from the Australian Council for Educational Leaders, Tony has consulted widely with Australian independent schools on best practice, change, financial and

performance management, and quality assurance systems since 2004. Previously, for thirty years, as Head of Campus, Head of College and Principal at Wesley College and The Knox School respectively, he developed an intricate understanding of, and wide experience about, how schools work. Subsequently, he has developed a particular interest in the growth of organizational complexity in independent school structures, especially in the roles and responsibilities given to a diverse range of qualified, non-teaching, professionals. Appointed to the role of Director of Ianus Consulting Pty Ltd in 2015, he has undertaken research specifically designed to track the burgeoning contribution to best practice that the PA and the EA manage in schools. He will discuss this research this year.



JULIEANNE LOMAS

Julieanne is the Director of People Operations and the Executive Assistant to the Principal at Freshwater Christian College. With over sixteen years of experience at Freshwater, she is a Senior Leader on the Executive Management Team and heads up

the Administration and Cafe teams across the College.

Julieanne has qualifications in Leadership, Business Administration, and Human Resources. She believes in lifelong learning and has a passion for helping people to grow, develop and flourish into their full potential.

Julieanne has been married for 29 years and has 3 adult children and 3 gorgeous grandchildren. She enjoys spending time with family and friends and travelling.

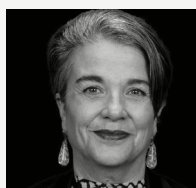


THU SNOWDEN

Director of Multi-tasking, Manager of Correspondence, Scheduling Specialist, Workflow Guru, Lead Enabler, Captain of First Impressions, Head of Diplomatic Relations - these are all job titles that Thu Snowden considers that she has had during her career. She has worked in

Government, Financial & Professional Services at KPMG and most recently in the Education sector. Thu is currently the Executive Assistant to the Headmaster's Office at Hale School, Western Australia's oldest independent boys' school and describes that creating the environment for others to be their best, is what brings her joy.

Thu has been a finalist in The CEO Magazine Executive Assistant of the Year (2016) and was named Page Personnel WA EA of the Year & National finalist (2018).



SANDRA MUCKERSIE

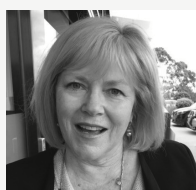
Sandra Muckersie has over thirty years of experience as an Executive Assistant. Her career as an assistant to C-Suite and Senior Executives spans a wealth of industries across Australia, Asia, Africa and Europe including, Sensis, Newcrest Mining,

Transurban, Rothschild Bank, Citibank and Aon.

Sandra joined Wesley College in 2018 to partner with the 17th Principal Nick Evans, bringing her significant experience in strategic implementation, stakeholder engagement, change management and commercial operations. In this role, Sandra is a trusted advisor supporting the College Council and College Executive team.

Sandra has formal qualifications in project and business management from the Australian Institute of Management, is a HBDI Certified Practitioner with Hermann International and has been a member of Toastmasters International for over 10 years.

Sandra prides herself on supporting progressive leaders with her insightful approach to teams, demonstrable work ethic, profound understanding of human behaviour and joy in making a positive impact.



GERALDINE WILSON

Geraldine Wilson is a Director of Ianus Consulting Pty Ltd, a consultancy she founded and has managed since 1998. A Fellow of the Australian Institute of Office Professionals and a past President of the Victorian Branch of the Australian Institute

of Office Professionals, Geraldine is the author of three books: The Executive Assistant of the Future, Flexing Your Muscles - Benchmarking and Best Practice, and, published in 2019, The Executive Assistant - My Contribution for The Future. Prior to commencing Janus Consulting, Geraldine worked as an HR Professional with Deloitte, Melbourne, managing the recruitment, induction and professional development of the firm's support staff. Her passion has been the development of the Executive Assistant. She has provided in house professional development in the government, corporate and education sectors, throughout Australia and NZ and has held national and international conferences over the last twenty years, helping professionals develop and improve their workplace performance and, in so doing, contribute to success.