



FOUNDATION LEADERSHIP PROGRAM for EXECUTIVE PERSONAL ASSISTANTS

5 & 6 October 2010

8:30am for 9:00am – 5:00pm

AIS Conference Centre
Level 12, 99 York Street, Sydney

Commercial parking only.
Close to Town Hall Station.

Executive personal assistants to
the principal or school executive
in AIS member schools.

\$900

*Cancellation should be in writing by
the closing date to enable refund.
Your registration will be confirmed by
fax after closing date*

Closing Date: 21 September 2010

This two day program will provide a professional learning opportunity for key support people to the school leadership team. Participants will examine their role as the public face of the organisation and the gatekeeper and minder to the principal and others.

The program will acknowledge the vital role executive PA's play in the efficient functioning of independent schools and the public perceptions that can be drawn by both the internal and external community members.

Key focus in the program will be placed on further developing the knowledge and skills that are critical for an executive PA and enhancing the practical application of the knowledge and skills within an independent school setting.

The program will include the opportunity to hear from a number of successful executive PA's and their principals working in independent schools in diverse contexts. Share practical strategies and explore the many possible models for building a successful professional relationship with your principal.

DAY 1

Nature of the independent sector

AIS NSW

The independent schools sector
Current issues
Public relations

Clarifying the role of an Executive PA

Exploring the many dimensions of your
role
Aligning with school ethos and values

Establishing priorities – where are the land mines buried?

Child protection
OHS
Disability
Registration and accreditation
Practical application

Strategies - What works and what doesn't work: practical strategies for:

Executing your role effectively
Establishing a trusting relationship
Time management

Getting the work/life balance right

Juggling your own work, home and
personal commitments
Supporting your principal's work/life
balance
Sustaining health and wellbeing
Maximising productivity

DAY 2

Communicating positively

Managing upwards
Managing difficult conversations with
parents, teachers and students
Managing conflict

Enhancing your Leadership Skills

Confidentiality
Leading a team
Managing isolating dimensions of the role
Goal setting

Event Management

Planning and preparation
Running the event
Tips and tricks

Panel Discussion

Building an strong relationship with your
principal



Independent Schools
Leadership Centre



FOUNDATION LEADERSHIP PROGRAM REGISTRATION/TAX INVOICE

ABN 96 003 509 073
Please print clearly

PLEASE:

1. Complete this form and either fax to Cecilia Waites on (02) 9290 2274 or email at courses@aisnsw.edu.au

and

2. Send this form, with a school cheque, to: The Association of Independent Schools, Level 12, 99 York St, Sydney 2000

SCHOOL DATA

School Name: _____

School Address: _____

Ph: _____ Fax: _____

COURSE DATA

Course name: _____

Date/s of course _____

Course cost: _____

(all advertised course costs include GST)

Date submitted: _____

APPLICANT DATA

1: Surname _____ First name: _____

Role in School: _____ Email: _____

2: Surname _____ First name: _____

Role in School: _____ Email: _____

3: Surname _____ First name: _____

Role in School: _____ Email: _____

4: Surname _____ First name: _____

Role in School: _____ Email: _____

If there are more than 4 applicants for this course please attach additional names to this sheet

Special dietary requirements: _____

Enclosed cheque for \$ _____
made payable to: The Association of Independent Schools



Independent Schools
Leadership Centre



An Australian Government Initiative

