Janus Consulting provides:

• specialist in-house training services customised for office professionals in industry, local government and schools throughout Australia, particularly in
  O communication
  O time-management
  O client services
  O benchmarking and best practice
  O project management
  budget, balance sheets and financial information as a management tool

• specialist educational consulting services to schools and educational leaders throughout Australia, particularly in
  O leadership
  O change management and strategic planning
  O negotiation, conflict management systems and dealing with demanding clients
  O financial management, cost-benefit analyses and master planning
  O risk management and quality assurance
  O motivation, learning, lateral thinking and problem solving
  O Creating a certified agreement
  O public relations and marketing

• specialist training programmes for independent school registrars in Australia, particularly in
  O establishing and servicing a critical path to achieve the projected enrolment
  O gathering quality demographic and performance data for management and marketing
  O forward planning
  O managing enrolments flexibly to meet management projection
  O identifying problems early, alerting and solving
  O managing waiting lists professionally and productively
  O friend raising

Inside this issue:

2
3
3
3
4

We provide tailored workshops and seminars to suit your objectives. Our specialty is developing people and systems.
Geraldine Wilson managed the support staff of one of the ‘Big 4’ Chartered Accounting firms where she was responsible for the recruitment and induction of 70 support staff as well as the assessment of skills and competencies, prior to commencing Janus Consulting. She is a Past President of the Victorian Division of the Australian Institute of Office Professionals, and currently a Fellow of the Institute. She has been a member of advisory boards for RMIT University and Swinburne University during the development phases of post graduate certificate tertiary courses specifically designed for Executive Assistants. Geraldine is committed to Professional Development for Office Professionals through her consultancy Janus Consulting and PD Insider Training®.

Geraldine Wilson and her colleague, Mara Ulms, have co-authored two books, “The Executive Assistant of the Future – An Ethical Guideline” and “Flexing Your Muscles – Benchmarking and Best Practice for Office Professionals”. Please visit PD Insider Training’s website at www.pdinsidertraining.com  geraldine@pdinsidertraining.com

Janus (pronounced Janus) was an ancient Latin deity, depicted with two faces looking in opposite directions, who presided over the beginnings of all enterprise.

Tony Conabere
B A (Melbourne),  B Ed (Monash), M Admin (Monash), F.A.C.E.L.
Tony Conabere has had a long and outstanding career in education through many roles at Northcote and Melbourne High Schools, Wesley College and The Knox School as Teacher, House Master, Senior Teacher, Campus Head, Head of College and, until 2004, as Principal at The Knox School. He is now consulting with schools in:
- change management
- risk management
- project management
- strategic and master planning
- financial and cost-benefit analyses
He was educated at Scotch College Melbourne, Melbourne and Monash Universities.
He has always been committed to the importance of education, particularly in this Information Age, and the ideal of the self-managing school, free from external constraints that might be imposed by governments or bureaucracies. He will complete a book entitled “The Businesslike School” this year. His exceptional leadership in the areas of school management and planning, organisational development, professional development, policy development, quality assurance and curriculum development was recognised with the award of an Honorary Fellowship of the Australian Council of Educational Leaders in 2003. He has held several positions of responsibility in professional associations, has published widely, and, apart from his continuing fascination with schools, has wide sporting, family and cultural interests.

Geraldine Wilson, FAIOP, AIMM
Geraldine Wilson managed the support staff of one of the ‘Big 4’ Chartered Accounting firms where she was responsible for the recruitment and induction of 70 support staff as well as the assessment of skills and competencies, prior to commencing Janus Consulting. She is a Past President of the Victorian Division of the Australian Institute of Office Professionals, and currently a Fellow of the Institute. She has been a member of advisory boards for RMIT University and Swinburne University during the development phases of post graduate certificate tertiary courses specifically designed for Executive Assistants. Geraldine is committed to Professional Development for Office Professionals through her consultancy Janus Consulting and PD Insider Training®.

Geraldine Wilson and her colleague, Mara Ulms, have co-authored two books, “The Executive Assistant of the Future – An Ethical Guideline” and “Flexing Your Muscles – Benchmarking and Best Practice for Office Professionals”. Please visit PD Insider Training’s website at www.pdinsidertraining.com  geraldine@pdinsidertraining.com
Tony Conabere has many years experience working in an interactive and challenging style with small and large groups.

Over the last 12 months, Tony has completed:

- An assignment interstate with an central educational office on strategy, supporting structures and performance management
- A large review of the recurrent financial operations of a leading Melbourne independent school, developing a set of options for improved financial management and performance without jeopardising effectiveness or efficiency of the educational programme and the school’s HR practices
- A crisis and change management assignment with a leading bayside school
- A master planning exercise for an independent school to recruit, provision and educate a cohort of international students
- The review of the sports programme of one of Melbourne’s leading independent schools
- A master planning exercise in conjunction with Dr. Bob Birrell from the Centre for Urban Studies from Monash University

Recently, through Janus Consulting, Geraldine Wilson has

- spoken at an EA’s Breakfast for the Australian Institute of Management in Brisbane
- keynoted a breakfast for 80 Executive Assistants in Melbourne
- addressed a dinner for the Professional Assistants’ Network Group in Gippsland, and presented a half day workshop on Project Management
- chaired a series of four Executive Assistants’ Networking Lunches at the Windsor Hotel with special guest speakers on a range of informative and thought provoking topics.
Janus Consulting
PO Box 335 Mt Martha Victoria
3934
Australia

Phone: 03 5974 2211
Fax: 03 5974 2211
E-mail:
glwilson@primus.com.au
tonyconabere@iprimus.com.au

Some Dates for 2006

May 4 and 5
Melbourne
Chairing and Facilitation for
Victorian Water Boards’
Executive Assistants

May
Mildura
Day Seminar Time and
Project Management

June
Budgeting and Forecasting
Day Seminar Presentation

October 24
Registrars and Business
Managers, Qld Independent
Schools