



AUSTRALIAN EDUCATION UNION
VICTORIAN BRANCH

Business Manager CONFERENCE & FORUM

AEU Building

112 Trenerry Cres Abbotsford

Thursday 16 July, 2009

Cost GST inclusive: \$25.00 Members & \$125.00 Non-Members

PROGRAM

8.45 am	Registration & Welcome	12.30 pm	Lunch (provided)
9.00 am	Guest Speaker	1.00 pm	Workshops – Session B
10.30 am	Morning Tea	2.30 pm	Forum
11.00 am	Workshops – Session A	3.30 pm	Drinks and Nibbles

★ GUEST SPEAKER: HELEN RIX ★

**"MAKING YOUR WORKPLACE A BETTER PLACE TO BE;
LEADING THE WAY THROUGH EFFECTIVE COMMUNICATION"**

Business Managers have a key leadership role within their workplace. Developing your own communication skills and providing role model for others is essential. With the focus on real examples, this discussion will cover:

- What aspects of leadership should we be developing in ourselves
- Understanding leadership and appreciating different leadership style
- Why communicating can be difficult & enhancing our own communication skills
- Frameworks for resolving issues & changing the way we respond to conflict

★ FORUM ★

**The Panel includes: Ian Hollingworth & Andrew Bull from DEECD
Plus Meredith Peace, Carolyn Clancy & Kathryn Lewis from the AEU**

Representatives from the DEECD and the AEU Schools Services Officers Agreement negotiation teams will discuss the background to the agreement.

Conference participants will have the opportunity to ask questions of the panelist and enter into debate on answers! We aim to provide the background and a better understanding of how both parties come to agreement around the issues that matter to you.

TO REGISTER, COMPLETE THIS SECTION AND RETURN TO Julie Lynch BY Monday the 13th July 2009:

Email: julie.lynch@aeuvic.asn.au
Phone: 1800 013 039

Mail: PO Box 363 Abbotsford 3067
Fax: 1300 658 078

AEU BUSINESS MANAGER CONFERENCE REGISTRATION FORM

Tax Invoice: ABN No: 44673398674 **PAYMENT MUST ACCOMPANY REGISTRATION**
NUMBERS ARE LIMITED – PREFERENCE WILL BE GIVEN TO AEU MEMBERS

Please Note: staff replacement costs are not funded by the AEU for this conference

Name:

School: AEU Member: Yes / No

School Address: Post Code

Telephone No:..... Fax No: Payment Enclosed

\$.....

***** SPECIAL DIETARY REQUIREMENTS:**

Credit card details: TYPE: VISA MASTERCARD BANKCARD Expiry Date: _____

_____/_____/_____/_____ card holder's name

Please make cheque payable to: Australian Education Union, and return with registration form no later than Friday 10 July 2009. After payment retain a copy of this tax invoice as your official receipt.

WORKSHOPS

Please note: Two workshops will run in each session which will be determined by participant's choices. We will do our best to accommodate all choice, although depending on numbers it may not be possible.

Please enter Workshop No.	First Choice	Second Choice	Third Choice
Workshop Session A (AM)	_____	_____	_____
Workshop Session B (PM)	_____	_____	_____

Workshops - Session A (11.30am)

- 1. Know Your Agreement**
This workshop will unlock the mystery of the Agreement to ensure that ES staff are gaining the most from their employment. Areas examined: Reclassification and Range Reviews, Contract Conversion, Redeployment and the Excess process and the Consultative process. General discussion and questions are welcome.
- 2. Effective Consultation**
The Agreement highlights the importance of good consultative practice in schools and mandates effective consultation. This workshop will provide strategies to understand and improve the effectiveness of consultation.
- 3. ES Classification**
This workshop will unravel the mystery around the ES classification structure, PDRs, range reviews, reclassification, professional standards, increments, work value, work load, dimensions of work. With so much terminology, if you would like to understand how it all works, then this is the workshop for you.

Workshops - Session B (1.30pm)

- 1. Legal Liability**
Education is a legal minefield for both teaching and support staff. This workshop will examine the duty of care expected of ES, the pitfalls and ways to prevent them.
- 2. Occupational Health & Safety**
The objectives of the Occupational Health and Safety Act are to secure the health, safety and welfare of employees and other persons at work. In every workplace there should be a mechanism for discussing and resolving issues concerning Health and Safety but this can take a variety of forms depending on the nature of the workplace.
- 3. Interview & Application Skills**
This workshop will introduce a strategic framework and approach to writing applications that is effective and significantly diminishes both the "terror" and arduousness of the task. An introduction to a strategic approach to interviews that covers the importance of presentation, enhancing the messages we convey, anticipating and preparing for the types of questions, debriefing effectively and securing useful support before/after the interview.