

INDEPENDENT SCHOOLS OF NEW ZEALAND

---

PROFESSIONAL  
DEVELOPMENT  
PROGRAMME

2020

---



**INDEPENDENT SCHOOLS**  
OF NEW ZEALAND

*Representing the nation's leading private schools*

# When it comes to education, we're full of bright ideas.

Our commitment to print and technology innovation for the education sector prepares today's students for a better tomorrow.

Learn more: [www.fujixerox.co.nz/education](http://www.fujixerox.co.nz/education)



# Contents

General Information	3
Non-ISNZ Member Schools Seminar	7
Aspiring/Emerging Leaders Seminar	8
Heads/Principals Forum	9
Child Protection & Managing Disclosures Seminar	10
Curriculum Leaders Seminar	11
Governance Seminar	12
Early Childhood Education Seminar	13
ISNZ 2020 Annual Conference	14
International Education Seminar	15
Career Education & Guidance Seminar	16
EAs/PAs Seminar	17



INDEPENDENT SCHOOLS  
OF NEW ZEALAND

*Representing the nation's leading private schools*



**Independent Schools of New Zealand (ISNZ)** is a not-for-profit membership association that provides services to 46 Member Schools. The ISNZ Member Schools collectively educate more than 80 per cent of children enrolled in the private schools sector.

The mission of ISNZ is to serve, strengthen and represent Independent Schools so that New Zealand continues to offer choice, diversity and innovation in a strong, collaborative and vibrant private schools sector.

One of the key strategic objectives of the ISNZ organisation is to provide and facilitate ongoing professional development opportunities for ISNZ Member Schools. All professional development delivered is **relevant**, of high **quality** and **networked** to all ISNZ Member Schools and, where appropriate, to other interested private schools and education groups.

The ISNZ Professional Development programme draws on the wealth of knowledge and expertise of those working at the cutting edge of education in our Member Schools, as well as from external sources where leading experts are engaged.

The ISNZ Professional Development programme is designed to challenge, provoke, inspire and motivate delegates. It is also intended to provide an opportunity for personnel within our Member Schools, and the sector as a whole, to **network** and **collaborate** in a **collegial** learning environment. We can attest to a number of strong networks that have come about as a direct result of a group of like-minded people participating in a professional development event designed by ISNZ.

For 2020, the ISNZ Professional Development Programme has been designed to offer learning opportunities for more Member School stakeholder groups. With this in mind, we have introduced four new seminars for 2020:

- Child Protection and Managing Disclosures Seminar
- Curriculum Leaders Seminar
- Early Childhood Education Seminar
- Career Education and Guidance Seminar

Join us at the Grand Millennium in Auckland on Friday 21 August to Saturday 22 August for the ISNZ Annual Conference. The conference is our flagship event and we encourage our Member School Heads/Principals, Board members and senior leaders to attend. We attract outstanding speakers from New Zealand and abroad, each of whom share their knowledge and wealth of experience and offer the very latest research in their respective areas of expertise.

We encourage all Member Schools to support this programme, a programme that brings people together to share best practice and to gain a deeper understanding of education in the independent school community. Our aim is to equip participants with tools and resources that will strengthen the learning environments of their respective schools.

**Deborah James**, Executive Director, Independent Schools of New Zealand

## ISNZ Professional Development Calendar online

The details in this booklet were accurate at the time of publishing. For more information and up-to-date course details, please check the ISNZ website at <https://isnz.imiscloud.com/Public>

### Seminar costs

ISNZ endeavours to provide professional development opportunities at a competitive and cost-effective rate.

Please find below the pricing and discount options available to attend our 2020 seminars:

<b>Pricing:</b>	
Registration Fee	\$300 per seminar
<b>Packages and Discounts:</b>	
<b>3 Seminars Package</b> <ul style="list-style-type: none"> <li>• Save 20% on registration fees</li> <li>• Pay only \$240 per seminar</li> </ul> <p>This offer must be used to register for three different seminars. When selecting this option, Member Schools are required to select the seminars of their choice and communicate to ISNZ the name of the attendee/s.</p>	\$720
<b>5 Seminars Package</b> <ul style="list-style-type: none"> <li>• Save more than 25% on registration fees</li> <li>• Get one seminar free</li> </ul> <p>This offer must be used to register for five different seminars. When selecting this option, Member Schools are required to select the seminars of their choice and communicate to ISNZ the name of the attendee/s.</p>	\$1,100
<b>Group discounts</b> When registering three or more delegates to the same seminar a <b>25% discount</b> applies on the third and subsequent registrations.	

All seminar costs are inclusive of GST. Planning and budgeting for your 2020 professional development with ISNZ in advance has never been easier or smarter!

*The above pricing does not apply to the 2020 ISNZ Annual Conference or to partnered seminars.*

The seminars included in the discount packages are:

- Aspiring/Emerging Leaders Seminar
- Heads/Principals Forum
- Child Protection and Managing Disclosures Seminar - NEW
- Curriculum Leaders Seminar - NEW
- Governance Seminar
- Early Childhood Education Seminar - NEW
- International Education Seminar
- Career Education and Guidance Seminar – NEW
- EA/PA Seminar



## How to Register for a Seminar

Each ISNZ Professional Development seminar programme and associated registration details will be online **six weeks prior to the event**. Details can be found at <https://isnz.imiscloud.com/Public>

## Registering Online for a Seminar

ISNZ is running its event registrations using an online software system. When registrations for a seminar are open a link will be sent to Member Schools to proceed with online registrations. The system allows you to register yourself or others in your organisation.

### Registering yourself

Simply select 'Register myself' and proceed to checkout.

### Registering people from your organisation

To register someone from your organisation, click the 'Register Someone Else' button, and choose 'Select an existing contact'

You should see a dropdown of members of your organisation, and you can select the person you'd like to register. Select their registration option, and repeat the process for anyone else from your organisation you'd like to register.

### Registering people who do not appear in the dropdown

To register someone who does not appear in the dropdown, please select 'Add a new contact' and fill in the delegate's details, including full name, email and phone number.

### Payment Options:

When you proceed to checkout, there are two options:

- Pay by credit card – select this to make a payment by Visa or Mastercard
- Pay later – select this if you prefer to pay by bank transfer, and we will send you payment details.

If you have any issues with your registration, please don't hesitate to contact [info@isnz.org.nz](mailto:info@isnz.org.nz) or call 04 471 2022.

## Buying a Seminar Package Online

From February 2020, Member Schools are invited to buy a three or five seminar package online at <https://isnz.imiscloud.com/Public/Store>

Follow these simple instructions:

- Select the package you want to purchase (three or five seminars).
- Proceed to the checkout and select your payment option.
- Once the payment has been processed, you will receive a promotional code by email.
- Enter the promotional code when registering for the seminars of your choice.
- Click on “Apply” to see your discount applied and “Submit Order” to finalise your registration.

QUANTITY	PRICE	TOTAL	
1	260.87	260.87	<a href="#">Remove</a>

[Update](#)

Promotional code  [Apply](#)

### Cart Charges

Item total	260.87
Shipping	0.00
Handling	0.00
GST	39.13
<b>Transaction grand total</b>	<b>300.00</b>

Please remember that the seminar packages must be used to register for different seminars. If you have any issues with your registration, please don't hesitate to contact [info@isnz.org.nz](mailto:info@isnz.org.nz) or call 04 471 2022.

## Seminar Confirmation

Your registration will be acknowledged by email upon receipt of your registration.

## Processing Seminar Registration Fees

Cancellations need to be received in writing/email to enable a refund. All cancellations incur an administration fee of \$50.00. In the event of having to withdraw from a registered event, a substitute delegate is always welcome at no extra charge. **Refunds are not made where the cancellation is received five working days or less before the seminar.** In the event of a seminar being cancelled or withdrawn, a transfer or refund will be arranged.

Please note there are separate cancellation policies for the ISNZ Annual Conference. These are made available when the conference registration opens.

For registration enquiries please contact:

Email: [info@isnz.org.nz](mailto:info@isnz.org.nz)

Tel: 04 471 2022

## Seminar Programmes

ISNZ reserves the right to alter any of the arrangements/programme content for seminars as stated in this booklet, either before or during the seminar, and to cancel or postpone a seminar.

## Speaking opportunities at ISNZ Professional Development Seminars

If you would like an opportunity to present at one of the 2020 Professional Development seminars listed in this booklet please let us know. You may have carried out research/study in relevant areas that you would be happy to share with colleagues from other Member Schools. ISNZ welcomes proposals for consideration.

ISNZ also welcomes recommendations of speakers, from New Zealand and abroad, for seminars and for the ISNZ Annual Conference. Often the word-of-mouth speaker recommendations are the best!

For further information please contact:

Deborah James, ISNZ Executive Director

Email: [deborah.james@isnz.org.nz](mailto:deborah.james@isnz.org.nz)

Tel: 04 471 2022



# Non-ISNZ Member Schools Seminar

---

**FRIDAY 21 FEBRUARY 2020**

**9.00AM—4.00PM**

**DIOCESAN SCHOOL FOR GIRLS, AUCKLAND**

**Target Audience:** Board members, Heads/Principals, Bursars/Business Managers of registered private schools that are not Member Schools of ISNZ.

The purpose of this annual seminar is to share matters of concern to private schools in order to maximise our ability to ensure our schools' longevity as independent entities and to offer choice in education.

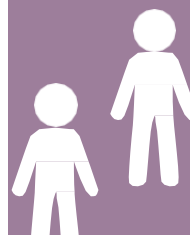
The seminar provides delegates with an opportunity to raise any issues/challenges for discussion and benefit from the advice and guidance of others attending the seminar. It is an inclusive, informal and highly interactive seminar, one that provides delegates with a wonderful opportunity to build networks within the private schools sector.

The ISNZ Board Chairperson, Heather McRae, and the ISNZ Executive Director, Deborah James, will co-chair the seminar and give delegates an overview of the focus of ISNZ for the 2020 year. The proposed agenda is open for discussion on arrival, but the following items may be of interest for 2020:

- **Government Relations Update**
- **Government Funding**
- **Legislation Updates**
- **Teaching Council Updates**
- **Financial Governance**
- **Public Relations: promoting choice in education**

Delegates are encouraged to submit other topics for discussion prior to the seminar and/or during the seminar.

The Auckland seminar will include a tour of the host school, Diocesan School for Girls.



Non-ISNZ Member Schools Seminar



# Aspiring/Emerging Leaders Seminar

---

**FRIDAY 13 MARCH 2020**

**9.00AM—4.00PM**

**INTERCONTINENTAL HOTEL, WELLINGTON**

**Target Audience:** Teachers and Middle and Senior Managers, who aspire to become Heads/Principals.

The Aspiring/Emerging Leaders' Seminar explores, in depth, the recruitment process and the transition to principalship and provides a reality check for those exploring the possibility of taking on a Principal's role.

This popular seminar is highly interactive with current Heads/Principals of ISNZ Member Schools sharing their first-hand experience of the key issues the Head/Principal of a school faces. External speakers, who are experts in their chosen fields, are engaged to address the audience on other current, relevant and topical subjects. The interactive nature of this forum and the panel discussion provides delegates with the opportunity to raise any questions about the role of a Principal/Head and how to get there.

The programme for 2020 will have the following focus areas:

- **The School Culture and Values: how to find the right organisational 'fit' in the next Principal:** Nicholas Buck, Sheffield.
- **So, you want to be a Principal? How to unleash your true leadership potential and get that top job:** Andrew Harris, Director, BlackCat Education; Roger Moses, Board Advisor, BlackCat Education.
- **The Principal's Role: A View from a Helicopter:** David Hodge, Executive Head of Saint Kentigern.
- **Understanding the Management Aspects of Governing and Running an Educational Institution:** Dr Heather Connelly, University of Waikato
- **Reflections on the Role of a Principal: the preparation for principalship, the challenges and rewards, the unexpected, stakeholder relationships, parental expectations, dealing with the media:**
  - Julie Gifkins, St George's School.
  - Dale Burden, St Peter's, Cambridge.

*"This was an excellent day overall – positive, affirming and a great opportunity to learn and to network."*

*"I appreciated the information conveyed by Principals past and present, who had valuable advice and tips based on experience in the role."*

*"The seminar gave lots of food for thought about next steps to becoming a principal and current gaps."*

# Heads/Principals Forum

---

TUESDAY 24 MARCH 2020

9.00AM—4.00PM

GRAND MILLENNIUM, AUCKLAND

**Target Audience:** This seminar is open to Executive Principals and all Heads/Principals. With the winding up of the Association of the Heads of Independent Schools (AHIS) there is no longer a requirement for attendees to be members of AHIS.

In 2020 the Heads/Principals Forum will be held in Auckland. There will be a dinner for Heads/Principals on the evening of 24 March. The ISNZ Child Protection and Managing Disclosures Seminar will be held the following day at the Grand Millennium for those who wish to stay on for this new seminar.

The 2020 Heads Forum programme shall include the following topics:

- **Legal Update:**
  - Royal Commission of Inquiry into Historical Abuse.
  - Education Amendment Act: New registration criterion for private schools.
  - Privacy Bill.
  - The Education (Pastoral Care of International Students) Code of Practice 2016 (including Amendments 2019).
- **Leading the way in education: Leadership, management or both?** Many of the issues and challenges faced by those in positions of authority in the education sector are as much related to management as they are to leadership. Knowing the differences and crossovers is key: Dr Heather Connolly, University of Waikato.
- **The Wellbeing of the Principal:** When Heads/Principals thrive, so do their schools. Improved Principal Wellbeing impacts positively on the principal, their staff, students and their wider school communities. This workshop will examine some of the key issues principals identify as impacting their ability to function well and we shall explore different strategies and support mechanisms to better enable principals to focus on teaching and learning. Professor Lea Waters PhD from the University of Melbourne will join us to facilitate this session. Lea is a world-leading positive psychology expert and researcher.
- **Open Forum**
  - Secondary Schools.
  - Primary Schools.

*"The presentations were of a very high standard and covered things that were relevant. A lot was packed into the day which was very good."*

*"I really valued meeting like minded people at the Heads Forum. I really enjoyed the collegiality with other principals. The topics were very relevant, and I have taken lots away from the very valuable professional development."*





# Child Protection and Managing Disclosures Seminar - NEW

WEDNESDAY 25 MARCH 2020

9.00AM—4.00PM

GRAND MILLENNIUM, AUCKLAND

**Target Audience:** Board Chairs/Members, Heads/Principals, Deputy/Associate Principals, Pastoral Care and Wellbeing Managers, Counsellors, anyone who has an interest in and/or delegated responsibility for child protection.

In each of our schools we have a legal and moral obligation to build a culture of child protection. We should always look to improve how we identify and respond to the needs of vulnerable children.

Under the Children's Act 2014 (formerly the Vulnerable Children's Act 2014), organisations providing services to children are required to have a Child Protection Policy (CPP) to set out their commitment to building a culture of child protection and to provide information on how staff are expected to respond when they have concerns about the safety and wellbeing of children.

A CPP is a mandatory requirement for school boards under the Children's Act 2014. It must:

- contain provisions on the identification and reporting of child abuse and neglect in accordance with section 15 of the Children and Young Persons, and their Families Act 1989 and;
- be available on the school's internet site (if any) or premises and;
- be reviewed within three years of its first adoption or its most recent review.

In this new seminar for 2020 we shall explore the following topics:

- Taking a Strengths-Based approach to child protection and the positive impact this can have on children, especially those with a background of trauma: World-leading positive education expert and researcher Professor Lea Waters PhD of the University of Melbourne will facilitate this session.
- Compliance with the new registration criterion for private schools requiring them to 'provide a safe physical and emotional environment'.
- Royal Commission of Inquiry into Historical Abuse: Managing disclosures/claims.
- Bullying: improving student wellbeing and achievement by supporting schools to create safe and positive environments that reduce bullying; managing disclosures.
- LGBTQI+: Social Protection and Human Rights; Developing a Policy; Admissions/Enrolment Implications.

# Curriculum Leaders Seminar - NEW

**THURSDAY 21 MAY 2020**

**9.00AM—4.00PM**

**INTERCONTINENTAL HOTEL, WELLINGTON**

**Target Audience: Heads/Principals, Deputy/Associate Heads/Principals, Heads of Faculty, Heads of Subjects, Teachers, those with delegated responsibility for curriculum development.**

Independent Schools in New Zealand have the freedom, flexibility and authority to design their curriculum so that their teaching and learning environment best meets the needs of their students. Independent Schools have the freedom to innovate in their pedagogical thinking and delivery.

It's essential that all schools review curriculum, assessment and design decisions ensuring students are best-equipped to transition to their next stage of learning and the workforce.

This seminar shall provide curriculum leaders with an update from relevant education authorities and also provide an insight into curriculum innovation and leadership in other ISNZ Member Schools.

Topics may include:

- National Certificate of Educational Achievement (NCEA) Level One: alternative curriculum offerings.
- Alternative Qualifications Frameworks: International Baccalaureate; Cambridge Assessment International Education.
- Ministry of Education: Update on the Government's Education Work programme; Reform of the Tomorrow's Schools System.
- Teaching Council: Establishment of the Leadership Centre to enhance their Leadership Strategy and Educational Leadership Capability Framework.
- Education Review Office: Update for Independent Schools.
- ISNZ Member Schools' Case Studies: Leading Curriculum Innovation; Pedagogical Leadership.
- Leading and Implementing Curriculum Change.





# Governance Seminar

---

FRIDAY 19 JUNE 2020

9.00AM—4.00PM

GRAND MILLENNIUM, AUCKLAND

**Target Audience:** Board Chairs, Board Members.

Governance is relevant across the whole of society, including in education in both state and private schools. Broadly speaking governance involves the establishment of policies, and the continuing monitoring of their proper implementation, by the members of the governing body of an organisation. Governance is also applied to the primary duty of enhancing the prosperity and viability of the organisation.

“Sitting at the core of **governance** is the idea of **defining** what success **means** for an organisation and utilising resources, inclusive of people, money and time to steer it towards that success. **Governance** encompasses the systems, processes and relationships through which an entity is directed or controlled.” Institute of Directors in New Zealand.

It is essential that board members are familiar with pieces of legislation relevant to the education sector and more specifically to the private schools sector. Within our legal framework board members also need to understand liability and accountability issues.

Topics in 2020 may include:

- Royal Commission of Inquiry into Historical Abuse: Legal update - Simpson Grierson.
- The review of private schools by the Education Review Office (ERO): the legislation covering reviews of private schools. What part does the board play? What accountability lies with the board?
- Health and Safety at Work: updates governing bodies should be aware of.
- Principal Appraisal/Performance Review.
- Financial Sustainability for private schools in New Zealand.
- Case Studies: Governance making a difference in our Schools: snapshots from ISNZ Member School Board members.

*“Very relevant topics and great to get to talk with others in the sector.”*

*“Valuable insights into Employment and Education Law and the Royal Commission.”*

*“Great discussion with Board members from other schools on challenges they are facing.”*



# Early Childhood Education Seminar - NEW

---

**FRIDAY 31 JULY 2020**

**9.00AM—4.00PM**

**SOFITEL, WELLINGTON**

**Target Audience: Heads of Preschools, Early Childhood Education teachers.**

With an increasing number of ISNZ Member Schools offering early childhood education, we are offering a new seminar in our 2020 Professional Development programme for those working in preschools and early learning centres which operate as an integral part of our Member Schools.

Working with a small committee of Heads of Preschools we look forward to offering a relevant, current and topical seminar and providing our early childhood educators with an opportunity to network and to gain an insight into shared best practice in this pivotal stage of a child's learning.

Topics may include:

- Ministry of Education Early Learning Action Plan: The action plan outlines five interdependent objectives and 25 actions intended to work together to raise quality, improve equity and enable choice of service type. The most significant actions in the plan relate to improving adult:child ratios; moving towards a fully qualified teacher workforce in teacher-led centres through incentives and regulation; improving the consistency and levels of teacher salaries and conditions; and the development of a network management function for Government. What are the implications for our preschools?
- Philosophies of Early Childhood Education: High quality early childhood programs teach children to think creatively so they may succeed in a complex and ever-changing world. We shall look at different programmes/philosophies offered in our preschools.
- Designing, implementing and evaluating curriculum in early childhood education: what is important and what works: Education Review Office (ERO).
- Developing a Network for Early Childhood Educators: how can we support each other? How can ISNZ support Early Childhood educators in our schools?
- Open Forum: Delegates are invited to nominate topics prior to and on the day for discussion.





# ISNZ 2020 Annual Conference

FRIDAY 21 AUGUST AND SATURDAY 22 AUGUST 2020

GRAND MILLENNIUM, AUCKLAND

**Target Audience:** Board members, Heads/Principals, Bursars and Business Managers, Senior Managers, Heads of Faculty, Teachers, HR Managers, Communications/Marketing Managers, anyone with an interest in education and the global challenges faced by educators today.

The conference in 2020 will focus on ***The Survival of the Fittest.***

The world of learning is being democratised at an astonishingly rapid rate, which is driven in large part by the fact that technology is opening new doors to anyone and everyone across the planet.

Education providers are fully aware of the tsunami of competition that's about to hit them. We ignore that competition at our peril.

Now more than ever before independent schools need to review the 'price versus value' equation.

Does the reputation and branding of our schools reflect the freedom we have to **innovate** unencumbered by slow-moving bureaucracies? Innovation has to be at the heart of our schools.

Are our schools known for their **agility** and their capacity to **embrace change**?

How are independent schools articulating their 'value-add' in equipping students with global competencies, global perception and connectedness, international mindedness, local participation, ethics, curiosity and social and emotional learning (SEL)? And how are we marketing this 'value-add' to prospective families?

Our 2020 ISNZ Annual Conference shall explore ways in which we can ensure the long term sustainability of our schools and how we might create and sustain strategic momentum.

Independent Schools can lead the process of improving and enhancing our education system. Each of our schools has the right to survive. The private schools sector in New Zealand deserves to thrive. To do so, day by day, step by step, each and every one of us must engage in enhancing and reimagining the most important system of all: education.

We will keep you updated on the programme and speakers during the months leading up to the Conference.

***"The theme was excellent and the speakers were excellent – one of the best yet."***

***"It is the quality of these speakers which makes the conference so stimulating and motivating – and very, very good."***

***"The keynote speakers were outstanding. I thought the whole conference was extremely professional and well organised."***

# International Education Seminar

---

WEDNESDAY 9 SEPTEMBER 2020

9.00AM—4.00PM

INTERCONTINENTAL HOTEL, WELLINGTON

**Target Audience:** Board members, Heads/Principals, Admissions Directors, Registrars, International Student Managers, and anyone who has an interest in, or responsibilities for, international students and international education recruitment.

The focus for this year's International Education Seminar shall be on support services and how our Member Schools can be supported in the interest of monitoring, growing and enhancing their international education offerings. The programme will also provide delegates with advice and guidance on current compliance and visa issues from the relevant authorities.

Topics may include:

- The Education (Pastoral Care of International Students) Code of Practice 2016 (including Amendments 2019): compliance, self-review and attestation.
- Immigration New Zealand: The Immigration session facilitated by Celia Coombes in 2019 was extremely popular and informative. At the request of our delegates we hope to bring Celia back in 2020 to give you updates and answer any queries.
- Schools International Education Business Association (SIEBA): SIEBA's purpose is to provide leadership, increased business capability, greater collaboration and stronger representation for international education in New Zealand schools. As the peak body for schools, SIEBA plays a key role in supporting consistent growth in quality, professionalism and value in international education. We shall invite SIEBA to join us and provide an update on the resources and services available to Member Schools.
- Education New Zealand (ENZ): Education New Zealand showcases New Zealand's education experiences to the world for enduring social, cultural and economic benefit. A representative from ENZ will join us and update you on their latest services and resources that can assist you in the growth of international education opportunities. ENZ will also provide insight into international marketing trends.
- ISNZ international education services to Member Schools: discussion will be held on future services ISNZ can provide to Member Schools to assist in international education initiatives.

***"The quality of the speakers was second to none and the rich questions and discussions which evolved were extremely valuable."***

***"There were a number of really valuable insights throughout the day and I left with a number of ideas about how we could be improving on what we currently do."***



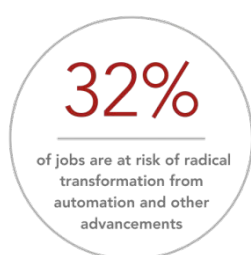
# Career Education and Guidance Seminar - NEW

WEDNESDAY 21 OCTOBER 2020

9.00AM—4.00PM

INTERCONTINENTAL HOTEL, WELLINGTON

**Target Audience:** Career Guidance/Development Counsellors, those with delegated responsibilities for and/or an interest in career pathways/guidance for students.



Career guidance is one of the most important cornerstones for preparing our young people for success. But how do we prepare them for the unknown, for increased artificial intelligence and the demise of so many jobs known to them today?

Most educators agree, with conviction, that many careers today will look vastly different in the not-too-distant future.

How can we then expect teenagers to know their future while still at school and from there decide where they should study, work and what they should one day specialise in? How do we guide the students of today to take the lead into an unknown tomorrow?

Topics may include:

- Swivel Careers: “Career advice is needed now more than ever. New jobs are emerging more rapidly than at any other time in history. It’s not just a case of old jobs dying, and fresh jobs being born; traditional roles are evolving into new hybrids before our eyes.”

Swivel Careers is a global career service, that engages, empowers and motivates students to be empowered with their own potential. Representatives from Swivel Careers will join us for a facilitated workshop on how we can enhance career guidance and education for students in our schools.

- Case Studies: Three ISNZ Member Schools shall share best practice in the provision of career guidance, pathways and education offered to their students. They will share their challenges, successes and the strategies they have implemented to best prepare students for life after school and realising their potential.



# EAs/PAs Seminar

---

**FRIDAY 6 NOVEMBER 2020**

**9.00AM - 4.00PM**

**INTERCONTINENTAL HOTEL, WELLINGTON**

**Target Audience: Executive Assistants, Personal Assistants, Board Secretaries,  
School Secretaries, School Administrators**

Our biennial EAs/PAs Seminar provides professional development targeted to the busy EAs/ PAs and school administrators working in our fast-paced schools.

The aim of this seminar is to equip EAs and PAs with the skills they need to perform their role in a productive, efficient and sustainable way.

The programme is designed to help delegates lift their current profile, confidence and competency and to build on their existing expertise. The broad range of presentations will provide support to improve their skills in key areas such as project management, minute taking, communication skills and leadership.

Our expert facilitator will offer our delegates best practice examples to enhance their skills, knowledge and abilities to continue to widen the scope of these important roles in our schools.

Topics may include:

- Thinking critically and strategically in the role of EA and PA.
- Understanding of management skills to increase effectiveness and productivity.
- The role of the 'gatekeeper' .
- Assertiveness, Influencing and Conflict Management.
- Defining your role and partnership with your Manager/Principal.
- Identifying key aspects of time management.
- Developing a robust prioritization strategy.
- Project management in the context of the PA/EA environment.

*"I enjoyed networking with colleagues from other Independent Schools. The tips and strategies were very helpful, and the professional reminders were valuable."*

*"I came away with some tools to help me build better relationships with staff and to be credible and persuasive."*

*"I found these seminars refresh my goal to be the best assistant I can to my manager."*

# ISNZ Member Schools

---

ACG Parnell College  
ACG Strathallan  
ACG Sunderland  
ACG Tauranga  
AGE School  
Auckland International College  
Carncot Independent School  
Chilton Saint James School  
Christ's College  
Dilworth School  
Diocesan School for Girls  
Ficino School  
Hereworth School  
Huanui College  
Huntley School  
King's College  
King's School  
Kristin School  
Matahui School  
Medbury School  
Pinehurst School  
Queen Margaret College  
Rangi Ruru Girls' School  
Saint Kentigern College  
Saint Kentigern Boys' School  
Saint Kentigern Girls' School Samuel  
Marsden Collegiate School  
Scots College  
Selwyn House School  
Seven Oaks School  
Southwell School  
Springbank School  
St Andrew's College  
St Cuthbert's College  
St George's Preparatory School  
St Margaret's College  
St Mark's Church School  
St Michael's Church School  
St Paul's Collegiate School  
St Peter's, Cambridge  
The Cathedral Grammar School  
UP International College New Zealand  
Waihi School  
Wellesley College  
Wentworth School and College  
Whitby Collegiate School