



Professional Day

For Heads' PAs & Secretaries

Tuesday 14 March, Hallam Conference Centre, London

- 10.00** **Registration and Refreshments**
- 10.15** **Welcome**
Imogen Vanderpump, Operations Director, Girls' Schools Association
- 10.20** **Using your personal strengths for professional success**
Jo Beckett, Director, Jo Beckett Coaching and Development
Using your personal strengths for professional success
In this interactive session, you will learn more about:
- Your natural behaviour preferences in the workplace
 - What your opposite type in the workplace needs you to do more, and less of, to work effectively together.
- Using psychometric theory, and C Me psychometric colour cards, participants will distil their behaviour preferences and learn more about their opposite types so that they leave knowing how to facilitate effective working relationships, even with their opposite type.
- 11.05** **Break**
- 11.30** **How to befriend your inner critic**
Jo Beckett, Director, Jo Beckett Coaching and Development
Everyone has an 'inner critic' or critical internal voice. In this session, we will examine how our inner critic can hold us back from seizing opportunities and feeling our best at work and how to minimise its inhibiting effect.
- 12.00** **Inclusion and you**
Helen Semple and Claire Harvey, Schools Inclusion Alliance
- 13.00** **Lunch**
- 14.00** **One conversation at a time...**
Jill Berry, Education Consultant and former GSA Head
"Our work, our relationships and our lives succeed or fail one conversation at a time. Speak and listen as if this is the most important conversation you will ever have with this person. It could be. Participate as if it matters. It does." Susan Scott
- Join Jill to consider how you can make every interaction you have as positive and productive as possible.
- 15.00** **Problem solving and practical discussions**
Facilitated discussions around topics facing schools today with input from colleagues.
- 16.00** **Plenary and Depart**

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