



Heads of Schools and Centres Retreat Future Driven Leadership

3-4 September 2010, Sunshine Coast

The Heads of Schools and Centres Retreat provides an important opportunity for Heads of Schools and Centres to come together to discuss and brainstorm issues facing Montessori in Australia. The Retreat will consist of working sessions where a range of issues will be discussed and presentations made by the Montessori Australia Foundation, special guest speakers, and participants. The focus of the retreat will be exchange and collaboration. The retreat is open to Heads of Schools and Centres and other members of the school or centre's management team at the Head's discretion.

Thursday, 2 September (Optional)

am/pm **School Visits**

The following schools are offering visits to delegates on Thursday:

1. Brisbane Montessori School at Fig Tree Pocket (Brisbane)
Phone: 07 3878 1666 Email: principal@bms.qld.edu.au
 2. Caboolture Montessori School at Caboolture (Sunshine Coast)
Phone: 07 5495 5877 Email: admin@cms.qld.edu.au
 3. Montessori International College at Buderim (Sunshine Coast)
Phone: 07 5445 3483 Email: admin@montessori.qld.edu.au
- Please contact them directly if you are interested in visiting.

18:00 - 21:00 **Social Gathering**

Heads of Schools and Centres arriving Thursday may wish to gather at the hotel's Bruschetta Bar at 6:00pm to meet up for dinner or drinks. Light meals are available from the bar or you may choose to dine at one of the hotel's restaurants.

Friday, 3 September

09:00 - 10:30 **Futures that Drive Transformation (Focusing on Education, Strategy and Capacity)**

The presentation will pose the question "Who owns the future?" One perspective - Principal owns the future; another perspective - Principal holds the future that comes directly from the community's collective intelligence. The latter forces a redefinition of leadership; shifting away from traditional models and focusing on community. Chiray Fitton, Head of School and Steve Gould, Chair of Board of the Montessori International College will share their journey as leaders validating organisational change and reform within their community.

Steve Gould is a professional facilitator. Initially from a Human Resource background, Steve has facilitated seminars on leadership, people management, and more recently strategic business, organisational change and futures studies. He has partnered, consulted and delivered on a range of futures studies initiatives covering diverse applications in both public and private industry sectors.

10:30 - 11:00 **Morning Tea**

11:00 - 12:30 **The Future of Montessori Schools in Australia: The Montessori School System**

MAF and the Heads of Schools Advisory Committee will outline plans for Montessori becoming a school system.

Heads of Schools and Centres Annual Retreat

Friday & Saturday, 3-4 September 2010

Hyatt Regency Coolom
Warran Road, Sunshine Coast, Qld

Registration Fee: \$595 (including GST)
Registrations close 30 August 2010

Registration includes workshop programme, papers, arrival tea and coffee, morning tea, lunch, afternoon tea and dinner as per the Retreat schedule.

Enquiries: 02 9555 4338
events@montessori.org.au montessori.org.au

12:30 - 13:30 **Lunch**

13:30 - 15:00 **Group Discussions**

Based on the morning's discussions, participants will split into groups to discuss key issues.

15:00 - 15:30 **Afternoon Tea**

15:30 - 19:30 **Rest and Recreation**

Heads of Schools and Centres will have the opportunity to enjoy the resort facilities and continue informal discussions on key issues.

19:30 - 21:30 **Heads of Schools Dinner**

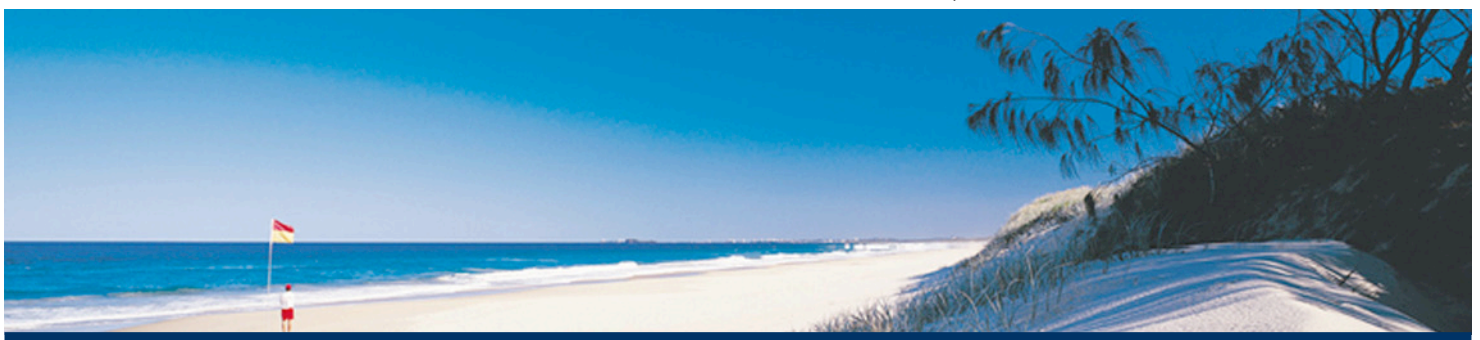
Join your colleagues for a leisurely dinner featuring fine food and wine. The dinner will be held at the Retreat venue.

Saturday, 4 September 2009

09:00 - 10:30 **Time Management**

Balancing and scheduling the responsibilities, priorities and commitments in life is an essential skill for management and leadership and key to achieving future plans. This workshop session presented by the Australian Institute of Management will help you to develop skills to:

- Understand your time management preferences
- Analyse your workload and determine what is relevant
- Prioritise workload and plan tasks
- Identify the relevance of energy levels & concentration
- Develop daily 'time shaving' techniques
- Practice delegation and assertiveness techniques
- Recognise where willpower is required to keep on track
- Overcome procrastination, time wasting and perfectionism



10:30 - 11:00 **Morning Tea**

11:00 - 12:30 **Emotional Intelligence in the Workplace**

Understanding your social and emotional behaviours and learning to manage your responses to particular situations will impact on your effectiveness at work. Research has shown that 90% of the difference between top performers and average performers is due to emotional intelligence factors. In this workshop facilitated by the Australian Institute of Management you will explore the nature and importance of Emotional Intelligence, the five core competencies of Emotional Intelligence and the significance for managers and leaders of applying Emotional Intelligence in the workplace.

12:30 - 13:30 **Lunch**

13:30 - 15:00 **Building Your Ideal Management Team**

As Montessori schools continue to grow so does the importance of building a dynamic management team. In this session Heads of Schools will share experiences, advantages and possible challenges of working with Deputy Principals, Business Managers, Heads of Curriculum, "Directors of ...", Personal Assistants, and Office Staff.

15:00 - 15:30 **Afternoon Tea**

15:30 - 17:00 **Succession Planning**

The average tenure of a Head of School is five years. The future of your school depends on developing and implementing a viable succession plan. Even if you plan to stay for many years it is important to prepare for the "hit by a bus scenario", long service leave or unexpected events

that may cause you to be absent for extended periods or leave the school. In this session Heads of Schools and Centres will discuss:

- Planning to be dispensable
- When is it time to move on?
- Working with your board to develop a succession plan
- Strategies for successful Head of School recruitment

Retreat Venue - Hyatt Regency Coolum

Hyatt Regency Coolum is Australia's finest all encompassing luxury resort destination, providing superior accommodation and an unsurpassed range of facilities and activities – all set in a natural environment. Sunshine Coast Airport is seven minutes from the resort, which is located 90 minutes from Brisbane Airport. Daily flights are available from Sydney and Melbourne.

LIMITED ACCOMMODATION AVAILABLE - PLEASE BOOK EARLY

Participants are asked to book their accommodation directly with the hotel. Rates and contact details are as follows. Please mention the booking code "Montessori" when making reservations.

King Rooms, Deluxe Doubles and Twin Rooms - \$230

Woodland Villas (2 bedrooms and 2 bathrooms) - \$385

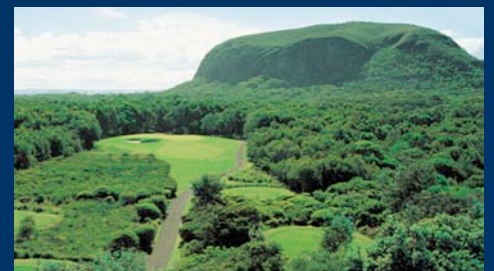
Email: coolum.regency@hyatt.com Phone: 07 5446 1234

Web: coolum.regency.hyatt.com

(Room block available until 5 July)

For alternate accommodation options see the following website: coolumaccommodation.com.au

All work and no play...TAKE SOME TIME TO ENJOY THE RETREAT LOCATION & FACILITIES



REGISTRATION: Online at montessori.org.au or fill in and return the form below

Name: _____

School: _____

Position: _____

Home Address: _____

Postcode: _____

Phone - Home: _____

Phone - Mobile: _____

Phone - Work: _____

Email: _____

Please indicate if you have special dietary requirements:

Vegetarian Gluten Free Other _____

Please see our website for our event refund and privacy policies.

Heads of Schools and Centres Retreat, 3-4 September 2010

My payment of \$595 is included as follows. Cheques payable to the Montessori Australia Foundation. GST included. ABN: 46 104 887 309

Payment Method: Cheque or Invoice School

Or charge my: Visa Card Mastercard

Cardholder's Name: _____

Card N°: _____

Signature: _____ Expiry Date: _____

Phone: 02 9555 4338 Fax: 02 9555 6862

Email: events@montessori.org.au

Register online at montessori.org.au

or send registration form to:

Montessori Australia Foundation

44d Smith Street Balmain NSW 2041

