

One-day event for administrative professionals



ASC School Administrators' Conference



Thursday 24th August 2023, Waipuna Hotel & Conference Centre
58 Waipuna Road, Mt Wellington, Auckland

Registration
8.00am-8.45am

Welcome to Delegates and Housekeeping

Wayne Jamieson, General Manager, CES

8.45am-9.00am

Keynote Speech
9.00am-9.50am

Morning Tea
10.00am-10.30am

Keynote Speech

"The Energy Injection"

Smart solutions to keep well and boost your energy in our busy world!

Join Claire for "The Energy Injection", an inspiring talk designed to help you boost your energy and maintain your well-being in today's fast-paced world. Claire will offer practical strategies and solutions to keep you energised and focused. You'll learn:

- How to fight fatigue and mental exhaustion
- Simple solutions to help you sleep better
- How to get your body rhythms back on track
- The key to amazing health and vitality
- Get the timing of meals right to support your mood and gut health
- Smart tricks to make it easier to eat well without relying on diet.

Profile

Claire Turnbull



Claire is a degree-qualified nutritionist and best-selling author with over 18 years of experience in the health and wellness industry. She is the owner of Mission Nutrition, a

corporate wellness company. Her passion to help people create healthier lives has made her a sought-after speaker who regularly appears on popular shows like Breakfast TV, Fair Go, Seven Sharp, and Newstalk ZB. She has also worked for Diabetes NZ, Healthy Food Guide magazine, the Millennium Institute of Sport and with professional rugby players.

Workshops Session One 10.30am-11.45am

Cyclical maintenance: 5YPP & 10YPP - what are they and how do they affect your school?

Brendon Foy: Audit Partner, RSM

Gain an understanding of the importance of cyclical maintenance and capital works projects from an accountant's perspective. Learn how these projects are recorded and their impact on school financial statements. Brendan will also cover common issues encountered when auditing school accounts.

Schools and operational funding

Kimberley Black: Manager Resourcing Operations, Ministry of Education

In this workshop, you'll develop a comprehensive understanding of how operational funding works for schools and kura. You'll gain insights into the various components of operational funding and learn how to easily interpret the operational funding notice. Kimberley will also provide updates on the implementation of the Teacher Aide Pay Equity settlement funding and its impact on schools.

Time will be allocated for questions.

Building bi-cultural awareness

Kereama Carmody: Facilitator, Organisation Development Institute

Do we live in a multi-cultural or bi-cultural society? This workshop aims to deepen your understanding of the principles of the Treaty of Waitangi and their relevance to both Māori and non-Māori in the education environment. Kereama will provide a brief summary of New Zealand's history before and after the signing of the treaty, and explain how learning about the Te Whare Tapa Whā model can help improve mental health and promote culturally appropriate behaviour in your school.

Te reo Māori: how to use it in everyday interactions

Sarah Tahere: Te Reo Mentor, Toitoti Collective Theatre Company

The Māori language is rich in traditional Māori knowledge, and when understood it introduces new and innovative ways to interact with others. This workshop will explore:

- Basic everyday use of the Māori language
- Formal and informal greetings and responses
- Email signatures and responses.

SMS: KAMAR – tips & tricks

Jacqui Land: Trainer, SMS KAMAR

Learn how KAMAR can streamline your workflow in various areas, including reception, emergency management, surveys, health & safety, and EOTC. Jacqui will share her top tips and tricks to help you get the most out of KAMAR. By attending, you will learn valuable techniques to improve your productivity and to enhance your skills.

ENROL refresher: frequently asked questions and an overview of recent changes

Michelle Smith: Team Leader, Data & Knowledge Team, Ministry of Education

This session is a unique chance to meet an ENROL team member in person and learn about the latest developments, ask questions and hear feedback from colleagues.

Google Sheets: spreadsheets and beyond

Jacqui Sharp, e-Learning Specialist

Jacqui will demonstrate how to manage and analyse data efficiently by using tools like charts, pivot tables, auto-fill, and formulas. She will also show how Google Sheets can be used in combination with Google Forms and the autoCrat plug-in to automate tasks such as generating invoices, and many other functions which will speed up your work flow.

Time will be allocated to ask questions.

Productivity tips with Microsoft Office

David Jackson:

Microsoft Specialist, Ripped Orange

Discover lots of hidden functions and useful tips which will help you save time and be more productive. Content will include:

- New tricks to manage and sort your email
- Controlling your Calendar
- Quickly format a Word document
- Data analysis made easy with Excel.

Handouts will be provided that you can share with your admin team. These materials will help reinforce what you learnt during the session.

Essential skills for admin professionals (Part 1): "The technical stuff"

Sherie Pointon: Admin Advantage

This first session focuses on the technical aspects of an administrator's job, which includes email management, time management, prioritisation, and handling interruptions. These skills, combined with the "human skills" (covered in Part 2) enable school administrators to provide an excellent service that identifies potential problems, overcomes obstacles, and uses resources effectively.

Understanding and working with different personalities

Chris Wallace: LDT Consulting Senior Facilitator

"We cannot safely assume that other peoples' minds work on the same principles as our own."

- Isabel Briggs Myers

In this session, you'll learn about different personality types and how you can tailor your own communication style to work effectively with others. The outcomes of this session include:

- Understanding the strengths and development areas of your own personality
- Practical tactics to effectively communicate with others and achieve equitable resolutions.

Workshops Session Two 11.45pm-1.00pm

The 'dark art' of banked staffing

Wayne Facer: Education Enterprises

Wayne will unravel the "dark art" of banked staffing with advice on how to exploit loopholes to gain the greatest benefit for your school. He will give examples of how to interpret banked staffing reports and spreadsheets, and how to manage banked staffing over a changeable year.

BONUS: Additional resources which you can use as a reference will be forwarded to each workshop participant after the conference.

School finances – GST, budgets, assets, general school accounting

Yasmin Sellars: Senior Accountant, CES

Learn more about GST, budgets, assets, and other common accounting problems and issues that schools face. This is a great opportunity to get a better understanding of school finance and how to manage it effectively.

A journey towards collaborating in the third space

Christine Harding: Specialist Diversity and Cross-Cultural Facilitator, Organisation Development Institute

The world we live in is changing and becoming more complicated. Nowadays, we often work with people who come from different cultures. To help us work better together, Christine's session will focus on the need to be more aware and understanding of different cultures. You will learn skills to help you communicate better and support each other in the workplace.

Honouring the Tiriti ō Waitangi

Sarah Tahere: Te Reo Mentor, Toitū Collective Theatre Company

The Treaty of Waitangi has been the centre of debate since the signing in 1840. Sarah will touch on some of the challenges, but her main focus will be how to work together to honour the Treaty in a way that strengthens us all.

This workshop will focus on:

- Why the Treaty is so important
- What are our obligations to the Treaty?
- How can we implement the Treaty into our personal and professional life?
- Exploring how te reo, tikanga and Tiriti ō Waitangi are interwoven.

SMS: Hero – tips & tricks

Kate Bond: Hero Consultant

Join Kate and discover how to become your own administrative hero! In this session, she'll show you how to save valuable administrative time by exploring Hero's smart new features, essential tips and tricks, and key ways to drive efficiencies in the school office.

Pourato: resourcing information for schools and kura

Bridget Curtis: Pourato programme, Ministry of Education

Pourato is the Ministry's new resourcing system to enable schools and kura to view funding, and staffing entitlements and instalments online. Hear about the journey Pourato is on to make resourcing information simple and easy for boards, principals, and administrators to access and use.

You are invited to provide feedback about how Pourato is working for your school or kura.

Google Drive – managing files and folders, Google Chrome

Jacqui Sharp: e-Learning Innovator

Learn how to organise folders, share files and keep track of files others have shared with you in Google Drive. Jacqui will demonstrate Google Docs' powerful collaboration tools, including revision history, the comment and chat features, and the 'suggest' tool for tracking and automatically generating suggestions as you type.

Time will be allocated for questions.

Modern ways of working with Office 365

David Jackson: Microsoft Specialist, Ripped Orange

Discover how Office 365 can help you collaborate with colleagues and streamline your workflows by automating your processes. Topics will include:

- Sharing and collaborating on documents
- Using Microsoft Teams
- Creating forms and surveys with Microsoft Forms
- Creating engaging newsletters and presentations with Microsoft Sway.

Essential skills for admin professionals (Part 2): The 'human skills'

Sherie Pointon: Admin Advantage

School administrators can benefit from developing "human skills" such as critical thinking, problem solving, communication, conflict resolution, and emotional intelligence, as these skills help to maintain a smooth running school. When combined with organisational efficiency (discussed in Part 1), these skills enable school administrators to provide a high-quality service that pro-actively identifies potential problems, overcomes obstacles, and makes efficient use of resources.

How to run a busy school office

Carlene Callinan:

School Secretary, Meadowbank School

Doing the simple things once and doing them right makes running school office a smooth operation. Carlene will share practical tips and good advice from her years of experience.

Managing and resolving conflict

Chris Wallace: LDT Consulting Senior Facilitator

"Whenever you are in conflict with someone, there is one factor that can make the difference between damaging your relationship and deepening it. That factor is attitude."

- William James, philosopher and psychologist

The workshop will provide you with the knowledge and skills to manage workplace conflict pro-actively and effectively. The focus will be how to de-escalate conflict. Topics include:

- Understanding conflict in the workplace – the reasons, and the stages of conflict
- De-escalating conflict: actions to resolve conflict for yourself and others, practical techniques, tips and tactics, including the ABC model.

Eat, sleep, move, repeat

Jo Fife: Workplace Wellbeing

After dealing with the ongoing impact of the Covid pandemic, many people are feeling fatigued. Jo's session will provide strategies for boosting your energy and strengthening your immune system. She will explain how the immune system works, and offer practical tips for improving your body's defences so you can better protect yourself against illnesses and improve your overall health.

Buffet Lunch 1.00pm-1.45pm

Lunch is included with the seminar fee, and we're happy to accommodate dietary restrictions such as vegetarian, vegan, and allergy options. *Please let us know in advance so we can make the necessary arrangements.*

Workshops Session Three 1.45pm-3.00pm

Xero: tips & Tricks

Yasmin Sellars: *Finance Manager, CES*

Yasmin will provide an in-depth overview of Xero's capabilities including ApprovalMax. She will show how to use its various functions to their full potential and share tips and tricks for tackling common accounting problems. Topics will include:

- ApprovalMax
- School finances
- Managing budgets
- Assets

Please email any questions or topics you would like to be covered in the workshop to: yasmin@cessl.org.nz before 10th August.

Beyond diversity

Christine Harding:

Specialist Diversity and Cross-Cultural Facilitator, Organisation Development Institute

The old saying "variety is the spice of life" is true, but sometimes diversity can feel overwhelming. Christine aims to help you leverage diversity as a strength, by increasing your understanding of the values of others in order to be able to co-create spaces of belonging and collaboration.

Te reo: the good manners of correct pronunciation

T. J. 'Haggis' Henderson:

Whangarei Boys' High School

Being unable to correctly pronounce Māori words that we use daily can create the impression that we lack education and respect. This session will provide you with the basics of pronunciation, helping you to communicate more effectively and show respect for people and places (like our schools), by pronouncing their names correctly. The session will be enjoyable and light-hearted, with plenty of 'see and say' moments.

Why Tikanga Māori is important

Sarah Tahere: *Te Reo Mentor, Toitū Collective Theatre Company*

Tikanga is practiced in every culture. It is the reason, or the purpose of an action, response or interaction which is driven by a person's moral values. This workshop will help you understand traditional Māori customs and values and how the Māori way of doing things can be applied to work and everyday life. Sarah will examine:

- What is tikanga and why is it important?
- What is the tikanga of your school?
- How to use tikanga to improve your personal and workplace relationships.

EdPay - making payroll easier

Megan Pettis: *Head of Capability and Service Design, Education Payroll Ltd*

Megan and her team will share the latest EdPay updates, including how EdPay is responding to changes in education sector payroll requirements.

Google add-ons and extensions

Jacqui Sharp: *e-Learning Innovator Sharp/Kinane Ltd*

Learn how to unleash the full potential of Google Workspace with Add-ons and Extensions. Jacqui will guide you through the process of checking grammar, inserting diagrams, adding signatures and coloured tables, merging documents, inserting icons and macrons, creating QR codes, splitting screens, condensing tabs, adding avatars, inserting royalty-free images, and much much more.

Time will be allocated for questions.

Use Sporty effectively and streamline your school's sports administration

Jo Perry: *Director, Sporty.co.nz*

If your school's netball team plays at your local netball centre, or if you register players for rugby and other sports, then you're probably already using Sporty.co.nz. Jo will show you how to use the Sporty platform more effectively to reduce admin time, automate reporting, manage team entries, and streamline sports communication. She'll also introduce some features you may not know about, such as Sporty's PhotoCard digital IDs and the SuperCRM Alumni Management system which can make your job even easier.

Time will be allocated for questions.

The art of minute-taking

Sherie Pointon: *Admin Advantage*

Minute-taking is a crucial skill for school administrators to have, but many are self-taught. This session provides guidance on effective meeting requirements, the different styles of minute-taking (which to use, and when), as well as tips for writing clear, concise, and thoughtful minutes

School administrators' open forum

Lianne Taylor: *Office Manager, Royal Road School*

This session will be a very relaxed and informal discussion group to share ideas and processes that are working well in your school - with a focus on school admin. A great networking opportunity to enhance your working environment.

Bring-your-own-topics and join the conversation!

Good ergonomics for the school office workstation

Ross Thomson: *Wellbeing*

Sitting at a desk all day can cause pain and discomfort, but it doesn't have to. Learn about the causes of computer-related pain and how to prevent it. Ross will also guide you through the steps to set up your workstation with optimal ergonomic settings. Other topics will include:

- OOS, RSI and other related pain issues
- DPI (Discomfort, pain & injury)
- The four reasons why our body gets sore
- What is good posture and how to maintain it
- An easy to remember method for how to set up your office and home desk
- Workstation hardware optimal settings (including chair and monitor)
- Reasons to stretch and move regularly
- On-line stretching exercises.

Assertive communication skills

Chris Wallace: *Consulting Senior Facilitator*

Improve workplace communication by learning assertive and positive communication techniques, as well as tailoring your approach for more effective communication with others.

The workshop covers:

- Communicating assertively and identifying tactics for personal use
- Understanding communication styles, including your own, based on personality.

Easy ways to improve your school's digital presence

Sarah Burnett: *Digital Journey*

Sarah will share free digital tools you can use to improve your school's online presence. You'll learn how to create high-quality digital content and capture great images without the need for professional photography. In addition, you'll get hands-on experience using Canva, a graphic design tool, to design visually appealing posts that will keep your audience engaged. Sarah will also offer guidance on ways of connecting with your school community through social media.

Future-proofing you

Jo Fife: *Director, Workplace Wellbeing*

COVID-19 and lock-downs provided a unique opportunity to trial different habits impacting our sleep, nutrition, movement, and mental health.

This workshop aims to help you to reflect on your experiences and the need to future-proof your health. Jo will share practical tips on how to establish successful, sustainable habits. She will also explain why it's important to prioritise your own wellbeing and "put your own oxygen mask on first" before helping others.



Keynote Speech 3.00pm-3.50pm

"Actions speak louder than words!" - Rhythm Interactive

Join us for an exhilarating interactive experience that will engage all of your senses. Everyone will be given an African-styled hand drum to perform along with the John and his team of drummers. The show is centred around the theme *"Actions speak louder than words"*, and is a blend of comedy, theatre, and music, designed to inspire, entertain, and educate without a single spoken word. Every Rhythm Interactive show has its own element of improvisation, which John says is the "magic" part of the performance.

Speaker Profile

John Boone
Drummer, Rhythm Interactive

John discovered his passion for drumming by playing on his mum's pots and pans at the age of 5. He was playing on a full drum kit in school bands by the time he was 12, and he funded his university days by playing in cover bands. During a trip to Africa in 2002, John fell in love with the power of African rhythms and the concept of group drumming. This experience led him to create Rhythm Interactive in 2003. Since its launch Rhythm Interactive has performed at hundreds of events both in New Zealand and overseas.

Conclusion 3.50pm-5.30pm

Prizes drawn, complimentary drinks and nibbles

Workshop Presenters

Brendon Foy
Audit Partner, RSM

Brendon is an expert in auditing state schools. He has over 20 years experience in public practice, working with commercial and not-for profit organisations, as well as state sector entities on behalf of the Office of the Auditor General.

Kimberley Black
Manager Resourcing Operations,
Ministry of Education

Kimberley is a seasoned accounting professional with over 20 years of experience in finance leadership roles. She currently she oversees projects and implements structural and system changes at the Ministry. Prior to her work in the public sector, Kimberley gained experience in audit through roles at KPMG and within the insurance and banking industries.

Kereama Carmody
(Ngāi Tahu /Ngāti Māmoē)
Facilitator, Organisation
Development Institute

Kereama is a well-known expert in bi-cultural knowledge and helps organisations by providing bi-cultural awareness workshops, supervision, and advisory services to promote growth and best practices in the workplace. With over 20 years of experience in the health sector, Kereama specialises in mental health and wellbeing, working with both youth and adults to provide valuable support services.

Sarah Tahere (Ko Ngāti Raukawa,
Ngāti Toa Rangatira me Te Atiawa ōku iwi
Toitōi Collective Theatre Company)
As a Māori adopted into a Pakeha whanau, Sarah's passion is to help both Māori and non-Māori to develop a healthy understanding of Māori culture to bridge gaps and strengthen relationships. She has worked in education for many years, from teaching at primary and tertiary levels to managing programmes and projects. Sarah is currently completing a Masters degree in technological futures, with a focus on improving pastoral care for urban Māori secondary school students.

Jacqui Land
KAMAR Trainer

Jacqui's experience as a Director of ICT at Papanui High School and Assistant Head of Science at Edendale School has given her valuable insights into how technology can enhance student learning. She uses this knowledge to provide effective training and support to educators on how to use KAMAR for better student outcomes.

Michelle Smith
Team Leader, ENROL
Ministry of Education

Michelle leads efforts to improve the ENROL system for schools. She has worked within the Data team for three years and collaborates with colleagues across the Ministry of Education to enhance and streamline the system and make it easier to use. Her goal is to ensure that schools have the best possible experience.

Jacqui Sharp
e-Learning Innovator, Sharp/Kinane Ltd

Jacqui is an accredited facilitator who is funded by the Ministry of Education to help schools with professional learning and development. She works with PLD, DT/HM, and PaCT contracts to provide schools with the tools and resources they need to succeed. In 2017, Jacqui partnered with David Kinane to bring digital technologies to schools across New Zealand.

David Jackson
Managing Director, Ripped Orange

Ripped Orange is a computer training and solutions company that has helped businesses with their technology needs for over ten years. Ripped Orange partners with Apple, Microsoft and Xero to help users adopt cloud and mobile technology. In 2017, Microsoft recognised Ripped Orange as Learning Partner of the Year for their innovative Cloud Trainer service.

Sherie Pointon
Director, Admin Advantage

With more than 20 years of administrative experience in public and non-profit sectors, including roles as a personal assistant and senior admin in three education agencies, Sherie founded Admin Advantage to help business support professionals stay current with the latest trends and skills.

Chris Wallace
LDT Consulting Senior Facilitator

Chris is passionate about helping people and organisations to grow and succeed. He has 20 years of experience leading teams in different areas like stores, sports, schools, and helping customers. Chris also knows about how schools are run and was a board chair at a big primary school for five years, and is currently a parent trustee for Burnside High School.

Wayne Facer
Financial Advisor, Education Enterprises

Wayne is the go-to expert for navigating banked staffing. As an independent education consultant, he has generated over \$50 million for New Zealand schools in the last six years. His financial skill has enabled him to help schools find new sources of funding and revenue streams, allowing them to provide better education and services.

Presenters continue next page ➤

Presenters continued:

Yasmin Sellars
Client Finance Manager, CES

Yasmin is a senior accountant with a unique blend of experience in both corporate and public practice, which means she's an expert in navigating all kinds of financial issues.

Christine Harding
**Diversity and Cross-Cultural Facilitator,
Organisation Development Institute**

Christine has over 20 years of leadership experience developing and motivating teams. She is an expert in inter-cultural competency coaching, group coaching, coaching through transitions, mentor coaching, and professional supervision. With a background in nursing, cross-cultural living, leadership of a non-profit organisation, and as an ordained Presbyterian minister, Christine brings a wealth of life experience to her coaching practice.

Kate Bond
Consultant, Hero

Kate's job is to make the lives of school administrators and finance managers easier by providing them with guidance and support on how to unleash the full potential of the Hero platform. Having worked in admin roles herself, she understands the challenges and pressures that administrators face. She is committed to helping schools use the Hero platform, so they can work more efficiently and effectively.

Bridget Curtis
**Pourato programme,
Ministry of Education**

Carlene Callinan
School Secretary, Meadowbank School

Carlene has over 20 years of experience working in a large decile 10 school. Her success in running a busy school office lies in getting the simple things right the first time, which she believes sets the foundation for everything else to fall into place.

Jo Fife
Director, Workplace Wellbeing

Jo works with organisations to develop strategies that promote the wellbeing of their employees. She also provides training and coaching in work-life balance and professional development..

T. J. 'Haggis' Henderson
**Science and physics teacher
Whangarei Boys' High School**

Haggis values fluency in te reo for how it enhances his teaching, thinking, and relationships. He understands the crucial role that language plays in connecting with his pupils and promoting cultural understanding in the classroom.

Megan Pettis
**Head of Capability and Service Design
Education Payroll Limited (EdPay)**

Megan's role at EdPay involves managing sector capability and service design to ensure that the overall experience meets the needs of schools. She is committed to building strong relationships with users and listening to customer feedback to support initiatives to improve the system's functionality and accessibility.

Jo Perry
Client Services Director, Sporty.co.nz

Jo has spent more than 15 years working closely with school administrators to improve and develop the Sporty.co.nz platform to meet the evolving needs of schools.

Lianne Taylor
**Office Manager/Principal's PA
Royal Road School**

Lianne is a highly experienced office manager and PA known for her excellent organisational skills, efficiency, and ability to manage multiple tasks.

Ross Thomson
**Therapeutic Massage Therapist
Joyworkz Ltd**

Ross has over 45 years of work experience in both engineering and the health and wellness industries. For the last fourteen years he has co-directed Joyworkz Ltd, a workplace wellness company where he runs in-house training courses for businesses, along with providing solutions to workplace ergonomics challenges.

Sarah Burnett
**Digital Marketing and Project
Coordinator, Digital Journey**

Sarah is a digital marketing expert who specialises in digital design and creative marketing strategy. She helps schools across the country with website design, social media campaigns, and publications.

WAIPUNA
HOTEL & CONFERENCE CENTRE



**Visiting Auckland?
We've arranged a
special room rate for
out-of-town delegates**

ASC have negotiated a special room rate with Waipuna Hotel for our out-of-town delegates – \$204 per night (GST included). Book directly through Waipuna Hotel, phone free 0800 WAIPUNA (0800 924 786), and quote the **promo code ADMIN0823** to ensure you obtain the ASC discount.



**Out-of-town delegates
are invited to attend
our 'Meet and Greet',
5.30pm-6.30pm
23rd August**

CES have arranged a social hour for our out-of-towners on the Wednesday evening before the event. Join us and your colleagues in the Waipuna Hotel's Regent Room for drinks and nibbles – with our compliments!

**Please confirm your attendance by
replying to: wayne@cessl.org.nz
before Wednesday, 9th August.**

Choose Your Workshop

Choose **one workshop** from each of the morning sessions and **one workshop** from the afternoon session.

(Refer to Step 1, back cover.) **Note: each dot represents a workshop time.**

■ **Session One: 10.30am-11.45am** ■ **Session Two: 11.45am-1.00pm** ■ **Session Three: 1.45pm-3.00pm**

Workshops	Presenters	Session One	Session Two	Session Three
Office Skills Development - Finance				
Cyclical Maintenance - 5YPP, 10YPP	Brendan Foy	●		
The 'Dark Art' of banked staffing	Wayne Facer		●	
MOE resourcing of schools	Kimberley Black	●		
School Finances - GST, budgets, assets, general accounting	Yasmin Sellars		●	
Xero - tips and tricks, ApprovalMax, etc	Yasmin Sellars			●
Culture				
Building bi-cultural awareness	Kereama Carmody	●		
A journey towards collaborating in the third space	Christine Harding		●	
Beyond diversity	Christine Harding			●
Te Reo: the good manners of correct pronunciation	Haggis Henderson			●
Te reo Māori: how to use it in everyday interactions	Sarah Tahere	●		
Te Tiriti o Waitangi workshop	Sarah Tahere		●	
Why Tikanga is important	Sarah Tahere			●
SMS				
SMS: Hero - tips & tricks	Kate Bond		●	
SMS: KAMAR - tips & tricks	Jacqui Land	●		
MoE/Payroll				
Pourato - resourcing information for schools and kura	Bridget Curtis		●	
ENROL refresher: FAQ and an overview of recent changes	Michelle Smith	●		
EdPay - making payroll easier	Megan Pettis			●
Software				
Google Sheets - spreadsheets and beyond	Jacqui Sharp	●		
Google Drive, managing files and folders, Google Chrome	Jacqui Sharp		●	
Google add-ons and extensions	Jacqui Sharp			●
Productivity tips using Microsoft Office	David Jackson	●		
Modern ways of using Microsoft 365	David Jackson		●	
Use Sporty effectively to streamline school sports admin	Jo Perry			●
Day-to-day				
Essential skills for admin professionals (Part 1)	Sherie Pointon	●		
Essential skills for admin professionals (Part 2)	Sherie Pointon		●	
The art of minute taking	Sherie Pointon			●
School Administrators' forum	Lianne Taylor			●
How to run a busy school office	Carlene Callinan		●	
Good ergonomics in the school office	Ross Thomson			●
Understanding and working with different personalities	Chris Wallace	●		
Managing and resolving conflict	Chris Wallace		●	
Assertive communication skills	Chris Wallace			●
Easy ways to improve your school's digital presence	Sarah Burnett			●
Personal Skills Development				
Eat, sleep, move, repeat	Jo Fife		●	
Future-proofing you	Jo Fife			●

Sessions subject to change. Contact wayne@cessl.org.nz for more information.

Administration for Schools Conference

REGISTRATION FORM

Register at www.cessl.org.nz

Yes, I want to attend
ASC 2023
The Conference for
Every ADMINISTRATOR

ASC
24th August 2023

ONLY ONE REGISTRANT PER FORM. PLEASE TYPE OR PRINT CLEARLY. (Photocopy this form for multiple registrations)

NAME

JOB TITLE*

SCHOOL*

OFFICE

SCHOOL ADDRESS*

WORK PHONE*

FAX*

MOBILE

E-MAIL*

*Required fields

☐ I am a Diamond Delegate (Please tick if you have attended every ASC conference since 2006)

☐ I am Gold Delegate (Please tick if you have attended a minimum of five ASC conferences)

STEP 1: PROGRAMME

8.00am - 8.45am	Registration and refreshments
8.45am - 9.00am	Introduction and Welcome
9.00am - 9.50am	KEYNOTE SPEAKER: 'The Energy Injection'
10.00am - 10.30am	Morning Tea
10.30am - 11.45am	SESSION ONE (choose one workshop)
11.45am - 1.00pm	SESSION TWO (choose one workshop)
1.00pm - 1.45pm	Buffet Lunch
1.45pm - 3.00pm	SESSION THREE (choose one workshop)
3.00pm - 3.50pm	KEYNOTE SPEAKER: "Rhythm Interactive"
3.50pm - 4.15pm	Prizes drawn / Conclusion
4.15pm - 5.30pm	Complimentary drinks and nibbles

STEP 2: COST & PAYMENT

Registration fee includes workshops, speakers, morning tea and buffet lunch. **\$415.00 + GST per person**. Places are strictly limited and final confirmation is subject to availability, so please register early. **Do not send money now:** CES will confirm your registration/s and invoice your school.

CANCELLATION OPTIONS

You may send a substitute in your place. Notification of cancellations seven days prior to the event will incur no charge. Cancellations received after 17th August 2023 will incur a \$90.00 cancellation fee to cover administration costs, catering, etc. 'No-shows' and 'non-notifications' will result in a cancellation fee of 50% of the total registration value per school, or 100% of one person's registration value, whichever is the greater.

STEP 3: CHOOSE YOUR WORKSHOPS

Please note: the organisers of ASC reserve the right to amend or change workshops as necessary.

SESSION 1.

SESSION 2.

SESSION 3.

STEP 4: DIETARY REQUIREMENTS *If applicable*

☐ I am a vegetarian (tick if vegetarian) ☐ I have special dietary requirements (please supply details below)



Register online: www.cessl.org.nz | Call free: 0800 205 267

Email: scan this registration form and send to wayne@cessl.org.nz Free post: PO Box 414 Christchurch 8140

For further information contact the conference organiser Wayne Jamieson: wayne@cessl.org.nz