

Administration for Schools Conference

ASCS 2019

8.45am-5.30pm, Thursday 8th August 2019

Waipuna Hotel & Conference Centre, 58 Waipuna Road, Mt Wellington, Auckland



Reserve your place now! Register online: www.cessl.org.nz

email: wayne@cessl.org.nz phone free: 0800 205 267

REGISTRATION 8.15am-9.00am

INTRODUCTION 9.00am

Welcome to Delegates and Housekeeping

Wayne Jamieson: Marketing Manager, CES

KEYNOTE SPEAKER 9.00am-9.50am

"Kicking for the surface" ... practical strategies to protect and promote your well-being

Dr Denise Quinlan (Director) New Zealand Institute of Wellbeing and Resilience

Wellbeing is our best protection against the stresses and challenges of everyday life. Denise will share tips and strategies that you can use to keep your head above water. You will find out what well-being is made up of, and simple ways to support it; why focusing on what's right and knowing your strengths promote well-being and achievement; how to combat the 'fragile thoroughbred' syndrome that sees many teenagers (and adults) afraid to try, or give up after failure; and why we can all benefit from more self-compassion. And last but not least, Denise will remind us that relationships are the most important well-being support and that a caring, friendly workplace benefits us all.

Profile

Dr Denise Quinlan is a Research Fellow at the University of Otago and lectures internationally on Positive Psychology. She contributes to the development of well-being in education and the workplace through her research, programme development and face-to-face consulting and training.

MORNING TEA 10.00am-10.30am

Workshops

1 10.30am-11.45am Session One

Google Slides: tips and tricks to create newsletters

Jacqui Sharp, e-Learning Specialist

If you have been using Publisher to design your newsletters but would like to create them in Google then this is the workshop for you! Discover short-cuts and handy tips; learn how to make graphics look great; crop images into different shapes, use the explore function, add new fonts, export to PDF and change orientation. Find out how you can use Slides to make a multimedia newsletter with embedded movies and moving images for your school's website.

Time will be allocated to ask questions.

Google Sheets: tips and tricks

David Kinane, e-Learning Specialist

If you know how to use Excel then you'll feel at home in Google Sheets. In this workshop you will learn how to enter data; create charts and pivot tables; Autofill; and add formulas to make working with large sets of numbers easy. Sheets can also be used in combination with Google Forms and the autoCrat plug-in to generate invoices and many other automated functions which will speed up your workflow and improve productivity.

Time will be allocated to ask questions.

Overview and discussion on using Office 365 apps

David Jackson, Microsoft Specialist

The range of features offered with Office 365 is regularly updated. In this workshop David will highlight some of the new functions and how they can be applied in your school.

Topics will include:

- OneDrive;
- OneNote (digital notebook);
- Microsoft Teams;
- Microsoft To-do;
- using SharePoint to create an intranet.

Admin staff appraisals

Dr Deanna Johnston

The Education Group

This workshop is aimed at new support staff or those seeking a refresher:

- performance management;
- review for support staff, appraisals, job descriptions (roles/responsibilities);
- goal setting, office systems/culture.

Office ergonomics - be a happy computer user

Ross Thomson, Joyworkz

Ross will examine the causes of OOS, RSI, DPI and trigger points. Learn strategies to avoid pain and discomfort, including regular movement and stretching. Topics will include:

- OOS, RSI and related pains;
- DPI (discomfort, pain and injury);
- contributory factors to DPI;
- how to maintain good posture;
- reasons to regularly stretch;
- how to set up your desk ergonomics;
- optimal settings for your task chair;
- options for your keyboard, mouse and standing desk;
- healthy tips, including the ACC's website [Habitatwork](http://Habitatwork.com)

Bullying and harassment awareness: what it means and how to deal with it

Rosita Guy, Guy & Associates

Workplace harassment and bullying affects staff morale and creates an unhealthy culture. It affects people physically and mentally, resulting in increased stress levels and lower productivity. Rosita will discuss:

- how to define and recognise workplace bullying and harassment;
- behaviours that do not constitute workplace bullying and harassment;
- the duties of employers, supervisors, and workers;
- how to respond to workplace bullying and harassment.

What is NZEI Te Riu Roa? A look at the current collective agreement for support staff

Amanda Alsweller

NZEI Te Riu Roa Field Officer

This workshop looks at the Support Staff in Schools' Collective Agreement:

- workers' rights under the agreement;
- your place in the bargaining process;
- how do we make changes to raise the value of support staff in schools?

The working future - "disruption lies ahead"

Stuart Dillon-Roberts, Digital Journey

Stuart's presentation will be an entertaining look at how emerging technology could disrupt how you work at your school. He will demonstrate new technology and cover a wide range of topics, from the future of speech and voice dictation to artificial intelligence and the automation of tasks. David will also offer a glimpse into the future technologies which will change all of our lives.

Cyclical Maintenance, SYPP and 10YPP. What are they and how do they affect your school?

Brendan Foy, Auditor RSM

This workshop aims to demystify accounting for cyclical maintenance and other capital projects by answering the following common questions:

- what do they mean practically, and how do they affect your school?
- how do you calculate your provision?
- what is the link between cyclical maintenance, SYA projects and other maintenance and building projects?
- what do you need to do to avoid questions from your auditor?

Toolkit - the essential add-on for School Payroll

Kristine Donahoe, Toolkit

This workshop is for users and non-users. Kristine will provide a short demo for schools that do not yet have Toolkit; she will then highlight advanced features to help current subscribers to get the most out of the program, including:

- user-friendly reports that make access to accurate information quick and easy;
- reports targeted at the payroll team identify variances in pay - leading to fewer surprises for staff;
- reports designed to help principals and DP's better manage staffing levels throughout the year.

Effective communication - styles, email and social media

Linda Guirey, the 'Mindset Manager'

This interactive workshop aims to help you to communicate more effectively:

- discover your communication style and how you relate to others;
- learn how to respond to conflict;
- the impact that social media has on our communication styles;
- basic email etiquette which ensures your messages are more effective.

Developing the leader in you

Marie Posa, Innovative Training Services

Leadership is the skill of persuading people to co-operate willingly to achieve the desired result. Leaders are judged by two measures - the tasks they accomplish, and their effect on the people involved. This workshop looks at key skills:

- an introduction to leadership and the five practices of exemplary leaders;
- creating collaborative relationships to achieve win/win outcomes;
- leadership communication - how to connect and get your message across.

Raw food: fresh is best

Sonya Oyston, Maincourse CookZone

Raw and cold cooked food is becoming more popular as our lifestyles get busier. This diet has been proven to lower the risk of diabetes and heart disease, as well as being an aid to digestion and weight loss. Raw food doesn't mean just eating a carrot for your evening meal! This workshop will give you an insight into what the raw food diet is all about.

2 11.45am-1.00pm Session Two

Google Forms - let the software do the work

Jacqui Sharp, e-Learning Specialist

Google Forms is a great way to communicate with staff, parents and your community. Find out how you can create forms to survey parents for their responses on specific issues, staff for their meal preferences at 'Three-way Conferences', and many other administrative functions. Used in combination with Google Sheets, Forms can be used to collate, sort and organise data allowing you to rapidly access information that has been collected from parents, teachers and students.

Time will be allocated for questions.

Organise your Google Drive

David Kinane, e-Learning Specialist

David will look at organising folders in Google Drive, sharing and keeping track of files others have shared with you. Find out about Google Docs's powerful collaboration tools including Revision History, Comment and Chat, and the Suggest tool used for tracking and suggesting changes within documents.

Time will be allocated for questions.

Excel: hands-on workshop for intermediate users

David Jackson, Microsoft Specialist

This hands-on workshop includes how to construct and use functions to analyse and report on data. David will also cover basic SUM and conditional formulas like IF, AND OR. He will also provide an overview of Lookup functions, including VLOOKUP, and presenting data as a Pivot Table or Charts.

Limited to 16 people: early booking essential.

Xero and your school: tips & tricks

Yasmin Sellars, Finance Manager CES

An in-depth look at Xero and how you can save time by using the system to its maximum potential. **Please email any questions or topics you want covered in the workshop to: yasmin@cessl.org.nz before 2nd August.**

Continual improvements to schools' Payroll

Corey O'Neill, Education Payroll

This workshop will look back at 2018 to review how EPL used the "Better Every Day" philosophy to ensure continual improvements to their services. Corey will then look forward to 2019 and how EdPay is progressing and what can you expect in the future.

MoE ENROL: legal requirements and procedures around enrolments

Alan Ryan, Ministry of Education

Enrolling domestic Time-Bound Students is straightforward. But confusion can arise where a student's visa status is ambiguous or does not allow them to be enrolled as a Domestic Student - and the option to enrol them as an International Fee-paying Student is inappropriate. There are times when the enrolment category '28 Day Waiver' and subsequent extensions may be appropriate. Alan will work through this enrolment category and Immigration New Zealand's Visa View service which allows school administrators to check prospective students' visa status without having to ask their parents/guardians for documentation that may (or may not) be forthcoming.

The role of the board secretary

Robyn Bennett, Team Link Training Ltd

The role of the board secretary is critical in assisting the board and chairperson to achieve their goals and statutory requirements.

This workshop will help you to:

- review NZSTA documentation;
- compile effective meeting agenda;
- keep relevant post meeting documentation;
- understand how you can be the chairperson's wing-person before, during and after the meeting;
- take a proactive role.

Canva and Trello: free digital tools to help your work processes

Amy Wilkinson, Web Designer, Digital Journey

Amy will demonstrate Canva and Trello and the effective ways you can use these tools in your school. **Canva** is a free graphic design tool which allows you to create posters for events coming up, or upload posts to your school's social media.

Trello is a free task organisation tool that lets you schedule tasks and share notifications with your colleagues.

Retirement or re-wirement? Planning a future beyond traditional work

Rosita Guy: *Guy & Associates*

Retirement at any age should be planned with anticipation, not dread. Practical considerations which can be made well in advance include:

- what is retirement? What can it mean in today's environment?
- planning for your retirement – financially and domestically;
- working with your employer on your exit plan;
- building a third-age life portfolio: health and wellness, relationships, using leisure time well, the residential question, continued employment and income.

Why are first impressions and attitude important in the workplace?

Marie Posa: *Innovative Training Services*

School administrators are required to be not only flexible and confident dealing with people, but also have great organisational skills and a high degree of professionalism. This workshop will examine perceptions, including:

- the impact of first impressions;
- fundamental qualities – using your initiative and accepting responsibility;
- how a can-do attitude can make your job easier when dealing with clients.

Sushi & Vietnamese rolls

Sonya Oyston: *Maincourse CookZone*

Learn to roll without the rock! We will be rolling up sushi and summer rolls. Everyone will enjoy the hands-on experience – and then you get to eat your creation!

How to be the best version of yourself

Stephanie Rumble: *Style Consultant*

Tips and tricks to not only look your best but also make you feel great from the inside out:

- four key elements of a healthy lifestyle;
- how to work out your best size, shape and weight;
- healthy eating and how to choose what is right for you;
- how to get in shape for life;
- the relationship between mental health, exercise and nutrition;
- how to make changes for your family;
- the relationship between good health and productivity.

BUFFET LUNCH 1.00pm-2.00pm

3 2.00pm -3.15pm Session Three

Google add-ons and extensions

Jacqui Sharp: *e-Learning Specialist*

Discover useful add-ons and extensions that make Google Slides, Docs, Sheets, and Chrome even more powerful and useful administration tools. There are add-ons for grammar checks, inserting diagrams, adding signatures, coloured tables; merging documents, making QR codes, splitting screens, condensing tabs, adding avatars, and inserting images, icons and macros. **Time will be allocated for questions.**

Gmail, Calendar and Contacts

David Kinane, *e-Learning Specialist*

In this workshop David will demonstrate how to manage Gmail: filter mail, create folders, and sort using labels. Learn how to customise Google Calendar, manage appointments, and create multiple calendars. David will also show how to manage Google contacts: import contacts from Outlook, configure how contacts are sorted, set priority contacts and add labels to create mailing groups.

Going paperless with Microsoft Forms

David Jackson: *Microsoft Specialist*

Microsoft Forms allow you to gather information electronically, from anyone. During this workshop we will build a form that includes options and use it to collect and report on information.

First aid update: running and managing a Sick Bay

Johanna Verheijen: *First Training Ltd*

Don't know what what should be in your Sick Bay? Then this is the workshop for you ... Johanna from has been delivering first aid workshops for over 17 years and has an in-depth knowledge in how to handle first aid situations. Get the latest tips on FA emergencies in the school.

Operational funding notices – how to read them, how funding is calculated

Sarah Young/Bridget Curtis:

Ministry of Education

Learn how to understand your school's resourcing entitlements.

Tips, techniques and tools to take the fear out of minute-taking

Robyn Bennett: *Team Link Training Ltd*

Minute-taking is a much sought after skill, but many administrators are self-taught. If you wonder whether you are on-track then this is the workshop for you! Learn how to:

- identify the requirements of effective meetings;
- use different types of minute-taking styles and which style should be used for particular meetings;
- write effective minutes that are clear, concise and condensed (includes a practical exercise).

How to fundraise: beyond the sausage sizzle

Heather Newell: *Forsee Communications*

Heather helps organisations and philanthropically-minded people to come together to make our communities a better place. She believes in "the gentle art of fundraising", and will share advice and stories about how to engage volunteers, the business sector, grant funders and other supporters.

Working effectively with your Principal

Rosita Guy: *Guy & Associates*

The key to any school's success is a productive, respectful relationship between employees and the principal. The best way to maintain a high-quality relationship is to establish ground rules. In this workshop Rosita will discuss:

- developing a better relationship with your Principal;
- dealing with a difficult principal;
- accomplishing you and your principal's goals;
- identify your principal's management style;
- how to disagree with your principal without negatively affecting the relationship.

Navigating the minefield of effective relationships

Linda Guirey: *the 'Mindset Manager'*

People are all different: we think differently and we act differently. Linda will explore the assumptions and judgements we make, and how this thinking impacts on how we see others. This workshop will be a fun and interactive way to develop skills to create more effective relationships. Learn how to identify when a relationship becomes toxic or abusive and what options you have to navigate the minefield.

How to remain professional while under pressure

Marie Posa: *Innovative Training Services*

This important workshop covers essential skills for handling workplace pressure. A stressed administrator is an ineffective administrator. Learn how to remain professional under pressure by using problem-solving and worry control strategies, including:

- gain awareness of how to retain control and perspective when under fire;
- how to focus on what matters by prioritising and dealing with issues in a timely manner;
- 5-step problem-solving process and worry control skills.

How to look stylish without breaking the bank

Stephanie Rumble: *Style Consultant*

Learn how to shop, choose and wear garments and accessories that look fantastic without costing you the earth. Stephanie will discuss:

- investing in your image;
- how to make 12 pieces look fabulous (with practical examples)
- where to shop for bargains;
- the influence of colour and shape;
- how to re-purpose an older piece and make it work with current trends;
- how to purchase classics;
- how to look younger and slimmer.

Flower arranging for the front office

Davina Pranker: *Creative Florist*

Placing fresh flowers in the lobby or office reception shows you care about the visitors' experience, which will leave them with a good impression regarding your school.

Davina has lots of tips to help you create a floral arrangement which will look good but cost next to nothing. Topics will include:

- the difference flowers make in any environment – and to the people within it;
- simple tips to make flowers look good;
- which flowers to choose for longevity and appropriateness of the space;
- simple flower arranging techniques;
- how to care for fresh cut flowers to keep them lasting longer.

KEYNOTE SPEAKER

3.15pm-4.00am



"Dream Big, Achieving More: Creating the Most Awesome Lives"

Cam Calkoen: *Inspirational Speaker*

When Cam was born with cerebral palsy his parents were told that he would always be dependent on others. He and his family had the same choice that everyone else has in this situation: focus on what he couldn't do, or build the dream and create an awesome life. Cam chose the latter and turned "he can't" into "he can" – becoming a gold-medal athlete, charity fundraiser, social entrepreneur and inspirational speaker. How did he do it? Because he believed he could do it. Cam's anecdotes will wow, woo, challenge, and ultimately inspire all to build their dreams and achieve more!

Profile

Cam Calkoen

Cam's self-belief was generated through an education that spanned the launch of "tomorrow's schools" at primary school in Napier, through to Ponsonby Intermediate under the leadership of Iain Taylor, and Rangitoto College under the guidance of the late Allen Peachey – schools and individuals that have left their stamp on both Cam and New Zealand's education system.

CONCLUSION

4.15pm-5.30pm

Prizes drawn, drinks and nibbles

Presenters

Jacqui Sharp

Jacqui Sharp & Associates

Jacqui is an MoE-accredited centrally funded facilitator for PLD contracts and DT/HM PLD contracts. In 2017 she joined forces with David Kinane to create Sharp, Kinane Limited to provide greater support to schools over a wider area of the country. Jacqui set up Jacqui Sharp and Associates in 1998, specialising in helping schools to implement digital technology and e-Learning into their class curriculums.

David Kinane

MOE Accredited PLD Facilitator

David is an MoE-accredited PLD facilitator and has created a business with Jacqui Sharp, (Sharp, Kinane Limited) to deliver the PLD contracts. With their team of facilitators they are managing and delivering numerous Digital Fluency and Digital Technologies PLD contracts throughout the country. David has been a specialist ICT-elearning consultant, advisor/facilitator/teacher since the 1990's.

David Jackson

Managing Director, Ripped Orange Computer Training and Solutions

Ripped Orange was recognised by Microsoft in 2017 as Learning Partner of the Year for their innovative Cloud Trainer service. David has extensive experience with CRM and related technology and how to apply these to business scenarios.

Dr Deanna Johnston

EdD, MEd, BEd, DipTchg

Director, The Education Group Ltd

Deanna is a GCI Accredited Coach with 30 years of experience teaching and leading a diverse range of primary schools. She has been principal of three primary schools: most recently, Nga Iwi Primary School which she led on a very successful improvement pathway (4-5 year ERO outcome). Deanna obtained her Doctor of Education from the University of Auckland, and her research examined schools' implementation of the New Zealand curriculum.

Ross Thomson Dip. Therapeutic Massage (NZCM) NZCE Telecoms Engineering

Joyworkz

Ross has over 45 years of work experience in the engineering and health industries. He is co-founder of Joyworkz, the workplace wellness company, where he runs in-house training seminars for businesses and provides solutions to workplace ergonomics challenges.

Presenters

Rosita Guy Dip. I.R., Cert I.R., Cert. S. Mgt.,
Accredited Consultant of Extended DISC (Level 2)

Principal, Rosita Guy Associates

Rosita is a coaching and training specialist with an extensive background in human resource management, industrial relations, and staff development/training/coaching in both the private and public sectors. She has been a guest tutor for the Transformational Leadership Programme; the NZ Institute of Management (Canterbury); Lincoln, Canterbury and Otago Universities; and a senior lecturer at Christchurch Polytechnic.

Amanda Alsweiler

NZEI Te Riu Roa Field Officer

Amanda's working life started as teaching office administration systems at Manukau Tech. She then worked as a teacher-aide/English language tutor/library assistant where she found that support staff in schools were both under-funded and undervalued by the Ministry of Education. That led her to becoming a member leader with NZEI Te Riu Roa and an advocate for her colleagues' rights.

Stuart Dillon-Roberts

Digital Journey & Hail

Stuart is a digital technology specialist who provides training and coaching services to schools across New Zealand. He also helps schools to develop digital plans. Stuart is also co-founder of Hail, the online service used by schools to prepare and share digital publications and websites.

Brendon Foy

Associate Director/Auditor, RSM

Brendon has over 15 years' experience in public practice providing specialist audit services. He is also a recognised specialist in the audit of state schools.

Kristine Donahoe

Customer Experience Manager, Toolkit

Before joining Toolkit, Kristine worked as an Executive Officer at Kamo High and Riverview School in Northland. She was involved in the School Executive Officer's organisation, and is well-known and respected for her expertise on school administration.

Linda Guirey

"The Mindset Manager"

Speaker, Trainer, Author, Artist

Linda is one of the most respected and sought-after experts on 'Mindset' and changing the way we think. She is an award-winning international speaker and trainer who transforms and inspires people and organisations from the inside out.

Marie Posa

Founder/Director,

Innovative Training Services

With over 25 years of knowledge and expertise in assisting business clients to improve their effectiveness, Marie has a wide knowledge base to draw on. She has a keen insight into people, tapping into their potential and motivating them to action.

Sonya Oyston

Main Course CookZone

Sonya learnt her kitchen craft in Switzerland. After a stint working in restaurant kitchens throughout Europe and the UK, she ate her way through Asia where she immersed herself in new cultures and exotic flavours. Sonya now owns and manages Main Course CookZone in Freemans Bay.

Yasmin Sellars

Client Finance Manager, CES

Yasmin has been a senior accountant for the past 15 years with a blend of corporate and public practice experience. She has served as a committee member and treasurer at her local community preschool.

Corey O'Neill

Education Payroll Ltd (EPL)

Alan Ryan

Ministry of Education

Robyn Bennett

Team Link Training Ltd

Robyn has led more than 500 minute-taking courses with over 1,000 participants. She has developed procedures which guide administrators on the best way to work with their boards and chairpersons, and provide accurate minutes. Robyn is a member of the Association of Administrative Professionals New Zealand Inc, and is a past National President.

Amy Wilkinson

Web designer, Digital Journey

Amy is an expert in using design and organising tools. She has a background in digital marketing and web design.

Stephanie Rumble

Style Consultant, Bright Red

Stephanie founded her personal/corporate styling consultancy 13 years ago with the aim of providing motivation for individuals and companies to sharpen their personal presentation. In 2018 she launched Accountability Coaching to address her clients' weight issues.

Johann Verheijen

First Training Ltd

Johanna has led the team at First Training for 15 years. In 2000 she completed a Diploma in Outdoor Recreation and a Bachelor of Sport Recreation

Sarah Young/Bridget Curtis

Ministry of Education

Heather Newell

Director, Foresee Communications

Heather has a 25-year history in the fundraising sector in New Zealand and achieved the internationally recognised fundraising accreditation, CFRE, in 2009. She is a Fellow of the Fundraising Institute of New Zealand, and a Director at Foresee Communications and Quest For A Bequest.

Davina Pranker

Owner/Manager, Vida Flores

Established by Davina in 2000, Vida Flores is one of the country's leading floral design studios. She offers flower workshops which teach basic floristry skills and students are encouraged to feel confident about creating their own floral arrangements.

Administration for Schools Conference 2019

Thursday, 8th August, 8.45am-5.30pm

Choose Your Workshop

Choose **one workshop** from each of the morning sessions and **one workshop** from the afternoon session. (See Step 1)

Note: each dot represents a workshop time.

● Session One: 10.30am-11.45am ● Session Two: 11.45am-1.00pm ● Session Three: 2.00pm-3.15pm

Workshops	Presenter	10.30am-11.45am	11.45am-1pm	2pm-3.15pm
Office Skills Development				
Google Slides – tips and tricks to create newsletters	Jacqui Sharp	●		
Google Forms – let the software do the work	Jacqui Sharp		●	
Google add-ons and extensions	Jacqui Sharp			●
Google Sheets – tips and tricks	David Kinane	●		
Organise your Google Drive – tips and tricks	David Kinane		●	
Gmail, Calendar and Contacts	David Kinane			●
Excel: hands-on workshop for intermediate users	David Jackson		●	
Overview and discussion on using Office 365 apps	David Jackson	●		
Going paperless with Microsoft Forms	David Jackson			●
Xero and your school – tips and tricks	Yasmin Sellars		●	
Admin staff appraisals	Deanna Johnston	●		
Continual improvements to schools' payroll	Corey O'Neill		●	
First aid update – running and managing a sickbay	Johanna Verheijen			●
ENROL – legal requirements and procedures	Alan Ryan		●	
Office ergonomics – be a happy computer user	Ross Thomson	●		
The role of the board secretary	Robyn Bennett		●	
Understanding operational funding notices	Sarah Young/Bridget Curtis			●
Bullying & harassment: what it is and how to deal with it	Rosita Guy	●		
The art of minute-taking: tips, techniques and tools	Robyn Bennett			●
Cyclical maintenance – SYPP and 10YPP explained	Brendon Foy	●		
How to fundraise – beyond the sausage sizzle	Heather Newell			●
A look at the school Support Staff Collective Agreement	Amanda Alsweiler	●		
The working future – disruption lies ahead	Stuart Dillon-Roberts	●		
Canva and Trello: using free digital tools	Amy Wilkinson		●	
Toolkit – the essential add-on for school payroll	Kristine Donahoe	●		
Personal Skills Development				
Planning a future beyond traditional work	Rosita Guy		●	
Working effectively with your principal	Rosita Guy			●
Effective communication – styles, email, social media	Linda Guirey	●		
Navigating the minefield of effective relationships	Linda Guirey			●
Developing the leader in you	Marie Posa	●		
Why are first impressions and attitude important?	Marie Posa		●	
How to remain professional while under pressure	Marie Posa			●
Outside the Office				
Raw food: fresh is best	Sonya Oyston	●		
Sushi and Vietnamese rolls	Sonya Oyston		●	
How to be the best version of yourself	Stephanie Rumble		●	
How to look stylish without breaking the bank	Stephanie Rumble			●
Flower arranging for the front office	Davina Prankerd			●



Administration for Schools Conference

REGISTRATION FORM

Register at www.cessl.org.nz

Yes, I want to attend
ASC's "Leading the Way":
The Conference for
Every ADMINISTRATOR

ASC
08 August, 2019

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

STEP 1: PROGRAMME

7.45am - 8.45am	Registration and Refreshments
8.45am - 9.00am	Introduction and Welcome
9.00am - 9.50am	KEYNOTE SPEAKER:
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 - 2.00pm	Buffet Lunch
2.00pm - 3.15pm	SESSION THREE (choose one workshop)
3.25pm - 4.00pm	KEYNOTE SPEAKER:
4.00pm - 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. **\$340.00 + 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 the event will incur no charge. Cancellations received after 1st August 2019 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 2019 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: 0800 205 267 or wayne@cessl.org.nz