

*One-day event for administrative professionals*



# **South Island School Office Administrators' CONFERENCE**

**8.45am-4.00pm, Thursday 26th July 2018**

**Riccarton Park Function Centre**

**Racecourse Road, Yaldhurst**

**Christchurch**

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- A row of colorful file folders in the background, arranged in a perspective view. The folders are in various colors including red, orange, yellow, green, blue, and purple, and are slightly overlapping each other.
- Interesting topics
  - Expert Speakers
  - Self improvement
  - Networking
  - Trade displays

## **Who will benefit:**

- Administrative staff
- Support staff
- Anyone who wants to be a more effective team member

**Reserve your place now! Register online: [www.cessl.org.nz](http://www.cessl.org.nz)**

email: [wayne@cessl.org.nz](mailto:wayne@cessl.org.nz) fax free: 0800 205 762 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



**"Let's Chat About Plain Sailing"**

*Lorraine Vincent:*

*Chief Refresher, Refreshbiz*

When we reside in the 'engine room' of education, what are some simple tools to ensure our pistons are pumping? It takes a special engineer to keep cogs oiled, customers happy and the ship away from icebergs. At the end of each day when we're docked, what makes us want to sail again tomorrow? Lorraine will offer navigation tips for the special crews who keep our vessels of learning afloat, rigged and ready for anything.

**"The speakers were absolutely amazing and inspiring ..."**

Jackie Wilson-Baker

## Workshops

**1 10.30am-11.45am**  
**Session One**

### Google Docs, Slides and Add-ons

*Rob Clarke: e-Learning Specialist*

Discover short-cuts and handy tips to use in Google Docs and Slides, get answers to frequently asked questions, and find out how Google Add-ons help to make Google Docs an even more powerful and useful tool.

**Topics will include:**

- how sharing works;
- Google Presentations/Slides;
- examples of templates to save time and streamline school admin;
- formatting documents;
- where to continue your professional learning

*Time will be allocated for questions.*

### Google Forms

*David Kinane: 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 on specific issues, or ask staff members for their menu preferences on 'Three way conferences', and many other administrative functions. Used in combination with Google Sheets, Google Forms can be used to collate, sort and organise data which allows you to rapidly access and analyse information.

*Time will be allocated for questions.*

### Office 365: New Features

*Ripped Orange: Microsoft Specialist*

What is new in Office 365 for Education? Get an overview and learn how to create, edit and collaborate using its free apps and classroom tools. **Topics will include:**

- working with documents;
- Sway for designing newsletters;
- forms;
- OneNote – for note-taking;
- Stream – your private YouTube channel.

### Excel: Hands-on Session for Intermediate Users Part One

*David Jackson: Microsoft Specialist*

This session is designed for intermediate users that need to analyse, report and present information with Excel. **Topics will include:**

- how to construct functions;
- useful Functions for your school;
- conditional Functions (IF, AND, OR);
- sorting and filtering data;
- creating and working with charts;
- creating Pivot Tables.

**Limited to 16 people: early booking essential.**

*(This workshop continues in Session Two)*

### The "Dark Art" of Banked Staffing

*Wayne Facer: Education Enterprises*

Wayne will unravel the "dark art" of banked staffing. He will share tips and informative advice on how to exploit the loopholes to gain maximum benefit for your school. His light, easy-to-digest manner will leave you with increased knowledge and confidence. Wayne will also provide examples of how to interpret banked staffing reports and spreadsheet models, and how to manage banked staffing over a changeable year. A number of resources will be later forwarded to all participants which make understanding banked staffing so much easier.

### Self Organisation & Time Management

*Rosita Guy, Rosita Guy Associates*

Organising oneself and managing one's time increases productivity and achieves goals. Learning to work smarter not harder is the secret to success – both personal and professional.

**Topics will include:**

- maintenance versus progress tasks;
- urgent versus important;
- handling interruptions;
- saying "no" by negotiation;
- coping with crises;
- avoiding procrastination;
- delegation;
- SMART goals;
- minimising stress to improve mental wellness.

### Developing the "Will to Achieve" (Setting and Achieving Goals)

*Ian Harper: Motivational Speaker, STEM:NZ*

This is a practical model for developing realistic and practical goals and it creates the "Will to Achieve" them. Using this model:

- affirms each person's ability to achieve goals;
- ensures that goals are realistic;
- teaches and motivates;
- builds and strengthens self esteem.

**Participants will be able to:**

- 1) Identify what they **have** achieved;
- 2) Identify what they **are** achieving;
- 3) Identify what they **will** achieve (goals);
- 4) Identify what they **may** achieve (aspirations).

This exercise produces a 'moment in time' on which future actions are based.

## 2 11.45am-1.00pm Session Two

### Google Docs, Slides and Add-ons

**Rob Clarke:** *e-Learning Specialist*

Discover short-cuts and handy tips to use in Google Docs and Slides, get answers to frequently asked questions, and find out how Google Add-ons help to make Google Docs an even more powerful and useful tool.

#### Topics will include:

- how sharing works;
- Google Presentations/Slides;
- examples of templates to save time and streamline school admin;
- formatting documents;
- where to continue your professional learning

**Time will be allocated for questions.**

*(This workshop is a repeat of the 10.30 session)*

### Mail, Calendar and Contacts

**David Kinane:** *e-Learning Innovator*

How does Gmail differ from Outlook or Mail? Find out how to manage your Gmail account to filter mail, create folders, organise emails, create groups and organise your messages by using labels. You will also learn how to use Google calendar to create and manage multiple calendars, make a mail merge, make priority mailboxes and many more tips and short-cuts. Time will also be allocated to ask questions.

**Time will be allocated for questions.**

### Excel: Hands-on Session for Intermediate Users Part Two

**David Jackson:** *Microsoft Specialist*

This session is designed for intermediate users that need to analyse, report and present information with Excel. **Topics will include:**

- how to construct functions;
- useful Functions for your school;
- conditional Functions (IF, AND, OR);
- sorting and filtering data;
- creating and working with charts;
- creating Pivot Tables.

**Limited to 16 people: early booking essential.**

*(This workshop continues from Session One)*

### Education Payroll: Making Payroll Easier

**Education Payroll:** *EPL*

This session is ideal for people who are new to managing schools payroll. Staff from Education Payroll will cover the fundamentals of payroll and outline key responsibilities as a payroll administrator. This is also a really good opportunity to share handy hints and tips with colleagues.

## Simple Design and Communication for School Newsletters

**Heather Milne:** *New Media Design*

Creating a newsletter that is eye-catching, relevant, and accessible is the best way to ensure students, parents and whānau stay up-to-date and connected with your school community

#### This session will cover:

- **getting your message through** – the five main areas of creating a great newsletter;
- **knowing your audience** and how they want you to communicate with them;
- **creating relevant content** – ideas on how to make sure content is read and understood;
- free/low cost platforms and systems;
- top design tips;
- **accessibility** – connect everyone with your school community.

### Facebook: Making It Fly at Your School!

**Stuart Dillon-Roberts:** *Technical Specialist*

Want top tips on creating great posts and content? Want to know how to use Facebook to develop and engage your school's online community? In this hands-on workshop we'll show you how to properly set-up and manage your school's Facebook page effectively. We'll even show you free online tools and how to use them to keep your FB page looking amazing and up-to-date. **Plus** – participants will get a **FREE** guide to Facebook Essentials for Schools !

### Communication Skills for Harmony and Productivity

**Rosita Guy,** *Rosita Guy Associates*

Communicating clearly and consistently helps to prevent difficult situations in your workplace. Examining your communication and management styles will assist in discovering whether you contribute to misunderstandings, incomplete projects, late deadlines or inaction. Communicating effectively increases productivity as well as fostering working relationships to retain skilled employees.

### How to be Happy at Work

**Ian Harper:** *Motivational Speaker, STEM:NZ*

This session will look at how our "wants" can make us happy in the short-term, but the side effects often end up making us less happy. Focussing on our "needs" however usually has long-term benefits in regard to job satisfaction and contentment. Ian will provide guidance in three aspects (choices, needs and goals) which participants can use in the pursuit of maximizing their potential, recharging their energy and enjoying their work and home life.

## 3 2.00pm-3.15pm Session Three

### Google Sheets

**Rob Clarke:** *Learning Architect*

If you have used Microsoft Excel then Google Sheets will not be too different. In this session you will learn how to use Google Sheets to enter data, use the auto-fill functions, create charts, pivot charts and use formulas to make working with large sets of numbers easy. Used in combination with Google Forms and Autocrat plug-in, Google Sheets can auto-generate invoices and many other automated functions to simplify the life of a busy administrator.

**Time will be allocated for questions.**

### Google Drive: Managing Files, Folders and Google Chrome

**David Kinane:** *e-Learning Innovator*

G-Suite is a collection of apps that function similarly to Microsoft Office, but are distinctly different. This workshop will look at organising folders and sharing files in Google Drive. Google Docs has powerful collaboration tools, including revision history, the comment and chat feature, and the 'suggesting tool' for tracking and suggesting changes to documents. This workshop will also be looking at useful 'extensions' in Google Chrome, including BitMoji, Grammarly, Page Ruler, Split Screens etc.

**Time will be allocated for questions.**

### Word: Hands-on Session for Intermediate Users

**David Jackson:** *Microsoft Specialist*

A hands-on workshop for intermediate-level Word users who create and review documents.

#### Content covered includes:

- using styles;
- tracking changes and reviewing documents;
- Mail Merge;
- creating table of contents;
- managing headers and footers.

**Limited to 16 people: early booking essential.**

### MoE ENROL: the Education Sector Log-on and Data Collections

**Odile Stotzer,** *Senior Business Analyst – MoE*

- ENROL – usage and privacy;
- updating ENROL timely;
- data collections – an example of what we can do with the data (everyday matters);
- cohort schools: what is changing in ENROL?
- students who have moved overseas: how does the Ministry ensure that they have left the country or are re-enrolled?
- education sector Log-on: what is new and what is changing.

## Cybersecurity: An Essential Guide to Keeping You Safe Online!

**Stuart Dillon-Roberts**, *Digital Trainer*

Over 90% of cybersecurity incidents and data breaches are due to human error – don't be caught out. This workshop will cover the ten most useful things you can do to protect yourself online at work and home. No tech-speak: just good, practical, easy-to-understand guidance on how to protect yourself and your school from cyber-criminals. You'll also receive a **FREE** cybersecurity fact sheet to distribute at your school.

## The School Attendance Service

**Simon Britten**: *Te Ora Hou Ōtautahi*

The integrated Attendance Service looks at all factors contributing to a student's absence, or non-enrolment, and identifies what social service supports are required to improve and sustain attendance. Content will include:

- when to access the Attendance Service application (ASA);
- the referral process in ASA and in ENROL;
- what will the Attendance Service do?
- what about 5 year olds?
- what about students aged 16 plus?

*Time will be allocated for questions.*

## Open Forum – Bring a Topic

**Rosita Guy**: *Rosita Guy Associates*

An open session to discuss topics of mutual interest focusing on the school administration environment. Please bring a topic and join the conversation.

## Stress Management

**Ian Harper**: *Motivational Speaker, STEM:NZ*

This workshop will introduce an effective stress management model, as well as covering the theory of stress and its effects. Ian will look at the four aspects of stress management; perception / environment / relaxation / exercise. Participants will leave with the ability to identify areas which they can change, and set themselves small but significant goals that will reduce negative stress in their work and in their lives.

## CONCLUSION

**3.15pm-4.00pm**

**Prizes drawn, drinks and nibbles**

# Presenters

## Lorraine Vincent

**Keynote Speaker**

Lorraine has diverse skills and experience across many sectors – she has worked at a provincial newspaper, run a communications business, led a regional sports trust and held numerous senior management positions in local government. Activities have involved schools, not-for-profit organisations, sports organisations, councils, and Massey University.

## Rob Clarke

**Director, Learning Architects**

Rob helps schools with leadership, curriculum and IT. He has a wealth of experience in education: teacher, associate principal, principal, facilitator and consultant. Rob is the founder of Online Learning Community ([www.members.learningarchitects.com](http://www.members.learningarchitects.com)) where schools can get unlimited support, solve problems and streamline office processes.

## David Kinane

**MoE Accredited PLD Facilitator  
Dakinane Limited**

David has been a specialist ICT/e-learning consultant since the 1990's. He built his first digital classroom in 1997 and as a result was asked to advise schools in the use of websites as a teaching and learning tool. David now works with schools to get the best out of the opportunities that digital learning can provide.

## David Jackson

**Ripped Orange**

**Computer Training and Solutions**

Ripped Orange has been recognised by Microsoft in 2017 as Learning Partner of the Year for their innovative Cloud Trainer service.

## Wayne Facer

**Consultant, Education Enterprises**

Wayne has assisted nearly 500 New Zealand schools to make over \$50m in the last four years. Over this time he has presented banked staffing to nearly 1000 principals, bursars, executive officers, secretaries and BOT members. Wayne also runs courses for first-time principals and conducts principal's appraisals nationwide, and over 400 schools subscribe to his monthly newsletter.

## Rosita Guy

**Principal, Rosita Guy Associates**

Rosita specialises in retirement planning, conflict resolution, communication skills, leadership techniques, smart work practices, bullying and harassment awareness, and self-improvement.

## Ian Harper

**STEM:NZ**

Ian is STEM's founder, principal director, primary consultant, and programme designer. He has over 20 years' training experience across a wide variety of industries and sectors, and is a sought-after speaker at conferences ;throughout NZ, Australia, England and Eire. He is also noted for his humorous observations.

## Education Payroll

**Education Payroll Ltd (EPL)**

EPL is a core part of the education sector and is responsible for paying 90,000 teachers and support staff in 2,500 schools every fortnight. They pay approximately \$170 million per pay period and \$4.4 billion per annum.

## Heather Milne

**New Media Design**

Heather has worked in the marketing and communications industry for over 20 years, specialising in the not-for-profit and community sector. Heather is keen to share her knowledge and learn more about your school communities.

## Stuart Dillon-Roberts

**Digital Journey**

Stuart is a digital technology specialist who provides training and coaching services to schools across New Zealand. His company, Digital Journey also helps schools to develop digital plans. Stuart also co-founded Hail ([www.hail.to](http://www.hail.to)), the online service used by hundreds of schools to prepare and share digital publication and websites.

## Odile Stotzer

**Senior Business Analyst,  
Ministry of Education**

Marie-Odile is a member of the Data Collection Unit of the Ministry of Education.

## Simon Britten

**Attendance Service Manager  
Te Ora Hou Ōtautahi**

Te Ora Hou's School Attendance Service is funded by the Ministry of Education, and supports school enrolment and attendance across approximately 400 schools throughout Canterbury, Marlborough, Tasman, and the West Coast. Te Ora Hou received close to 2,000 referrals in 2017.



## Workshops Schedule

Choose one workshop from each of the two morning sessions and one 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
<b>Office Skills Development</b>				
Google Docs, Slides and Add-ons*	Rob Clarke	◆	◆	
Google Sheets	Rob Clarke			◆
Google Forms	David Kinane	◆		
Gmail, Calendar and Contacts	David Kinane		◆	
Google Drive, Managing Files and Folders, Chrome	David Kinane			◆
Office 365 – New Features	David Jackson	◆		
Excel: Hands-on Session for Intermediate Users – <b>Part One**</b>	David Jackson	◆		
Excel: Hands-on Session for Intermediate Users – <b>Part Two**</b>	David Jackson		◆	
Word: Hands-on Session for Intermediate Users	Ripped Orange			◆
Education Payroll: Making Payroll Easier	Education Payroll		◆	
MoE Enrol: Education Sector Log-on and Data Collections	Odile Stotzer			◆
The 'Dark Art' of Banked Staffing	Wayne Facer	◆		
Simple Design and Communication for School Newsletters	Heather Milne		◆	
Facebook: Making It Fly at Your School	Stuart Dillon-Roberts		◆	
Cybersecurity: an Essential Guide to Keep Safe Online	Stuart Dillon-Roberts			◆
The School Attendance Service	Simon Britten			◆
<b>Personal Skills Development</b>				
Self-organisation and Time Management	Rosita Guy	◆		
Communication Skills for Harmony and Productivity	Rosita Guy		◆	
Open Forum: Bring a Topic	Rosita Guy			◆
Developing the "Will to Achieve" (Setting and Achieving Goals)	Ian Harper	◆		
How to Be Happy at Work	Ian Harper		◆	
Stress Management	Ian Harper			◆

\*Google Docs repeated workshop \*\*Excel workshop extends across two morning sessions, from 10.30am to 1.00pm

## Professional Development

### Big Commitment, Big Benefits

We know that you're an integral part of your school and being out of the office can be an inconvenience. But it's because you're so integral to your school that you need to keep abreast of the latest developments – and this conference will bring you right up to date.

### The Most Up-To-Date Content

We cover the topics that matter most to today's school administrators and top it off with a masses of useful content to take away.

### Great Chances for Networking

With over 150 school administrators at the event, it's a brilliant opportunity to forge new professional contacts.

### Best Speakers

Hear from the best names in the education sector.

The most influential speakers fly in from around New Zealand to present their expertise!

# REGISTRATION FORM

Register at [www.cessl.org.nz](http://www.cessl.org.nz)Yes, I want to attend  
South Island  
Conference for every  
ADMINISTRATOR

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

NAME _____	
JOB TITLE*	SCHOOL*
HOME } SCHOOL ADDRESS*	
OFFICE }	
WORK PHONE*	FAX*
HOME PHONE / MOBILE	E-MAIL* <span style="float: right;">*Required fields</span>

## STEP 1: PROGRAMME

7.45am - 8.45am	Registration and Refreshments
8.45am - 9.00am	Introduction and Welcome
9.00am - 9.50am	<b>KEYNOTE SPEECH</b>
10.00am - 10.30am	Morning Tea
10.30am - 11.45am	<b>SESSION ONE</b> (choose one workshop)
11.45am - 1.00pm	<b>SESSION TWO</b> (choose one workshop)
1.00pm - 2.00pm	Buffet Lunch
2.00pm - 3.15pm	<b>SESSION THREE</b> (choose one workshop)
3.15pm - 4.00pm	Prize Draw / Conclusion / Complimentary drinks

## STEP 2: COST & PAYMENT

Registration fee includes workshops, speakers, morning tea and buffet lunch. **\$330.00 + 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 19th July 2018 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.

Choose **ONE workshop** from each of the two morning sessions (10.00am and 11.45am), and **ONE workshop** from the afternoon session (2.00pm).

Register early to secure your preferred place. Bookings are allocated on a first-come, first-served basis, so although every effort will be made to accommodate your choice, CES reserve the right to select an alternative. Please decide now which workshops you want to attend and complete this form..

## STEP 3: CHOOSE YOUR WORKSHOPS Please note: the organisers 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: [WWW.CESSL.ORG.NZ](http://WWW.CESSL.ORG.NZ) CALL FREE: 0800 205 267 FREE FAX: 0800 205 762**

**EMAIL:** scan this registration form and send to [wayne@cessl.org.nz](mailto: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](mailto:wayne@cessl.org.nz)