

One-day event for administrative professionals



Lower North Island School Office Administrators' CONFERENCE

8.45am-4.00pm, Wednesday 17th August 2022
Sky Stadium, Waterloo Quay, Wellington



Reserve your place now! Register online: www.cessl.org.nz
email: wayne@cessl.org.nz phone free: 0800 205 267

REGISTRATION 8.15am

INTRODUCTION 8.45am-9.00am

Welcome to Delegates and Housekeeping

Wayne Jamieson: General Manager, CES

KEYNOTE SPEAKER 9.00am-9.50am

Resilience during uncertainty Lauren Parsons

Lauren is an award-winning wellbeing specialist who believes that everyone deserves to thrive.

Ongoing change undermines everyone's resilience. This session will give you practical tools to boost your resilience despite what's going on around you. You'll discover:

- Keys to mental resilience and avoiding negative thinking traps
- The biggest mindset mistake people make and how to fix it
- How to speed up the process from "oh no!" to "now what?"
- How to stand stronger and go the distance.



PROFILE

Lauren Parsons Wellbeing Specialist

Lauren is TEDx speaker, author of *Real Food Less Fuss*, host of the Thrive TV show, and founder of the Snack on Exercise movement. With 20 years' experience she is a sought after speaker and consultant who helps schools and organisations create a high-energy, peak-performance team culture. Described as inspiring and life-changing, Lauren is a dynamic and highly-engaging presenter and master story-teller who will have you laughing, moving and learning in a memorable way. You will come away feeling uplifted and empowered!

MORNING TEA 10.00am-10.30am

Workshops

1 10.30am-11.45am Session One

Xero: 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 full potential.

Please email any questions or topics you would like to be covered in the workshop to: yasmin@cessl.org.nz before 2nd September.

Kindo: simplify student finance, forms and fundraising

Leanne Flack: Business Development Manager, Kindo

Kindo is a well-loved tool in hundreds of NZ schools, making student payments admin easier and offering SMS-integrated services that take your student finance to the next level.

Learn how Kindo can support your school to:

- Automate student finance
- Cut paperwork & data entry
- Reduce office queues
- Multiply donation income
- Simplify fundraising.

SMS: Hero - tips & tricks

Kate Bond: Hero Consultant

Discover how to become your very own administrative Hero! This session, led by Kate (a former primary school Executive Officer), will arm you with the powers to save valuable administrative time. Explore Hero's smart new features, essential tips & tricks, and key ways to drive efficiencies in your school office.

ENROL: 101 and beyond

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

A unique opportunity to meet an advisor from the Ministry in person and learn about the latest developments, ask questions and listen to colleagues' feedback.

Te Reo: an introduction

Alice Patrick: Education Consultant

Alice will introduce the fundamentals of te reo Māori, for example: the correct pronunciation of people's names and places, greetings, farewells, states of being, and common phrases used daily in New Zealand classrooms/schools. Her session will begin with a simple karakia and a waiata.

Canva: creating posters, certificates and flyers with this free digital tool

Christina Rankin: Digital Journey

Christina will demonstrate how to use Canva in your school. This hands-on session will explain how the design templates, free imagery and icons can be used to create flyers, certificates and posters. She will also show you the new features that Canva has recently introduced.

Power up your productivity with Google Drive, Docs and Slides

David Kinane: e-Learning Innovator

Google Drive, Docs and Slides interlink to make a powerful tool. David will cover a range of new and old functions already built into each of these three essential G-Suite tools: watermarking, tracking changes in collaboratively constructed documents using suggesting and editing tools, watermarking, creating lists, cropping images into shapes and much, much more. In addition, he will explore the add-ons for each tool which are designed to automate tasks to save you time whilst increasing your confidence and productivity in G-Suite. **Questions will be encouraged throughout the session.**

Assertiveness and confidence building

Ian Harper: STEM:NZ

Ian will explain why you may be non-assertive or low in confidence and how you can develop actions to increase your assertiveness and confidence. After this session you will:

- Understand the relationship between self-awareness, self-esteem and confidence
- Learn how this affects your ability to be assertive
- Discover how and why you are not assertive and how to develop your assertiveness
- Practical assertiveness tricks to use right away.

2 11.45am-1.00pm Session Two

How to read your monthly accounts

Stephen Davy & Yasmin Sellars:

Finance Managers, CES

This session looks at key aspects of monthly reporting and what you should be looking for, including balance sheets, profit and loss, income statements and cash flows.

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 make banked staffing easier to understand will be forwarded to each workshop participant after the conference.

EdPay - continual improvements to schools' payroll

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

Megan will present the EdPay roadmap and provide a demonstration of newly released features. She'll also preview what's coming next!

Toolkit: the essential payroll add-on for schools - what is it and how does it work?

Kristine Donahoe:

Customer Experience Manager, Toolkit

The Toolkit team regularly hears administrators don't have the time to learn more ways to automate and minimise manual processes. But the small investment of time needed will pay big dividends! Whether you're already confident, a novice or non-user, this workshop will show how you can quickly and easily establish a manageable, streamlined workload.

- Discover what's new and how to enhance the functions you already use
- Utilise school data setup and staff profiles option
- Establish best practice processes which will allow you to work seamlessly.

Google Sheets: making data accessible and productive

David Kinane: *e-Learning Innovator*

David will show how Google sheets can be adapted to suit many functions:

- Repetitive tasks can be handled with macros.
- When combined with Google Forms, admin tasks can be automated so that the software does the work, not you.
- Setting up Sheets with features like conditional formatting will improve the appearance of your data and give you an instant overview.
- Using formulas like COUNTIF will turn text-based data into numbers, enabling you to create graphs for sharing.

David will also look at add-ons which further increase the power of Google Sheets to manipulate data, including form builder and awesome table. **Questions will be encouraged throughout the session.**

Managing constant change

Ian Harper: *STEM:NZ*

A look at how we have responded to change, how effective our response was, and how to manage an ever-changing environment.

Participants will:

- Understand how our perception of change can trigger stress reactions
- Learn how this creates feelings of negativity and powerlessness
- Discover techniques to manage change in our work and personal life
- Develop resilience to constant change.

Ergonomic awareness: be a happy computer user

Ross Thomson: *Joyworkz*

Learn about the causes of computer work-related pain and the steps required to set up your workstation. Ross will outline:

- OOS, RSI and other related pain issues
- DPI (Discomfort, pain & injury)
- Contributory factors to DPI
- The four reasons why our body gets sore
- What is good posture – and how to maintain it
- How to set up your desk ergonomics
- Optimal workstation settings
- Reasons to stretch and move regularly
- On-line stretching exercises – the best sites.

Boost your energy and your immune system

Jo Fife: *Director, Workplace Wellbeing*

Many people are feeling fatigued after dealing with the ongoing impact of the pandemic. This session will help you to understand the immune system and will look at ways to boost your energy and build your immune system so your defences are as strong as possible.



BUFFET LUNCH 1.00pm-2.00pm

3 2.00pm -3.15pm Session Three

Getting the most from Xero reporting

Stephen Davy & Yasmin Sellars:

Finance Managers, CES

Xero and its add-ons are powerful tools.

Are you getting the most from this software? In this session you will learn ways you can improve Xero reporting for the benefit of your school.

Schools and operational funding

Emma Coubrough:

Finance Manager, Ministry of Education

Cultural awareness: diversity in the workplace

Desirée Williamson: *Communication Works*

Cultural diversity in the workplace presents huge potential, but also creates challenges. Desirée will provide tools that will enhance your cross-cultural competency:

- Learn how to recognise Kiwi culture and why misunderstandings occur
- Discover how we 'signal' our culture through perception, hierarchy and language
- Ways to save face and promote understanding.

Hail: go beyond newsletters and create beautiful publications

Raechelle Donovan: *Hail*

Hail is a school communications service loved by thousands of users in hundreds of schools all around New Zealand. Raechelle will demonstrate how Hail works and how easy it is to create, update and share your publications, including:

- Enrolment packs
- A-Z information guides for new parents
- Notices and blogs
- Board of trustees minutes.

Workshops continue next page ➤

Presenters continued:

Master your schedule with Gmail, Calendar and Contacts

David Kinane: *e-Learning Innovator*

Gmail, Google Contacts and Calendar interlink to make a powerful organisational tool. If you manage the calendar of several people, it is vital to know how these three tools work together to be able to master bookings and invite others. Using labels to locate, group and filter emails and contacts will help you to manage your work-flow and prioritise your own work processes. David will also look at add-ons for Gmail and Calendar to further enhance your efficiency and productivity, including: event merge, colour coding and document signing.

Questions will be encouraged throughout the session.

Managing multi-tasking

Ian Harper: *STEM:NZ*

Can people multi-task? Ian will answer this question and show how you can develop strategies to complete multiple tasks without having a melt-down. Participants will:

- Take part in a short 'multi-tasking' exercise
- Discover what happens to our brain when we try to do too many things at once
- Apply this to the work of school admin staff
- Tips for overcoming addiction to multi-tasking.

Managing time, managing results

Dr Kathryn Owler: *Joyworkz*

Managing your time helps you get the results you want in work and life. It is about prioritising what is most important to you and focusing your energies on achieving desired outcomes. Kathryn will outline three effective principles to help you gain clarity and focus, as well as reduce unnecessary stress. At the end of the session participants will be able to:

- Tailor effective time-use strategies
- Set goals to guide focused action
- Plan in an agile way showing flexibility, while avoiding stressful, reactive 'crisis' situations.

Don't worry, be happy

Jo Fife: *Director, Workplace Wellbeing*

The Covid-19 pandemic has taken its toll on many of us. This session will introduce you to positive psychology and show you how you can use positive psychology strategies to reduce stress and feel happier in your life and at work.

CONCLUSION

3.15pm-4.00pm

**Prizes drawn,
complimentary drinks
and nibbles**

Presenters

Yasmin Sellars

Client Finance Manager, CES

Yasmin is a senior accountant with a blend of corporate and public practice experience.

Leanne Flack

Business Development Manager, Kindo

Leanne's previous work roles include Office Manager at a Catholic school and until recently, Relationships Manager at Assembly SMS.

Kate Bond

**Hero Consultant,
Hero Student Management System**

Jacqui Smith

Team Leader, ENROL

Jacqui has worked at the Ministry of Education for 17 years. She was an IT business analyst before moving to her current role where she leads improvements to the ENROL system.

Dr Alice Patrick

Education Consultant, ARAHIA Associates

Alice has been a primary and secondary school teacher - and a tertiary lecturer. She has also worked for the Ministry of Education, progressing Māori language in schools e.g. curriculum and resource development. She currently provides Māori language professional development in schools and other organisations.

Christina Rankin

Digital Marketing at Digital Journey

Christina is a digital marketing expert with a creative background in design and photography. She helps schools nationwide with design projects for websites, social media and publications.

David Kinane

MOE-accredited PLD Facilitator

In 2017 David joined forces with Jacqui Sharp to create Sharp, Kinane Limited. Their team delivers digital technology contracts to schools nationwide.

Ian Harper

STEM:NZ

Ian is the founder, principal director, primary consultant, programme designer and facilitator for his training and consultancy business STEM:NZ (Systematic Training, Education and Motivation).

Stephen Davy

Client Finance Manager, CES

Stephen is a senior accountant with a blend of corporate and public practice experience.

Wayne Facer

Financial Advisor, Education Enterprises

Wayne has assisted nearly 500 New Zealand schools to make over \$50m in the last four years.

Megan Pettis

**Head of Capability and Service Design,
Education Payroll Ltd**

Kristine Donahoe

Customer Experience Manager, Toolkit

Before joining Toolkit, Kristine worked as an executive officer at Kamo High and Riverview School in Northland where she was responsible for payroll, finance and property management.

Ross Thomson

Ergonomics Specialist, Joyworkz

Ross is co-director of Joyworkz, a workplace wellness company, where he regularly runs in-house training courses for businesses, along with providing solutions to ergonomics challenges in the workplace.

Jo Fife

Managing Director, Workplace Wellbeing

Jo works with organisations to create and implement strategies to improve the wellbeing of their people as well as training, coaching and facilitating on many wellbeing-related topics.

Emma Coubrough

Finance Manager, Ministry of Education

Desirée Williamson

Director, Communication Works

Desirée designs and facilitates workshops for organisations on all aspects of workplace communication. She is an accredited Belbin Team role facilitator and uses her expertise to maximise both individual and team performance.

Raechelle Donovan

Customer Success at Hail

Having worked as a teacher, Raechelle is aware of the day-to-day pressure school staff face - and how Hail can help. She leads their customer success team and provides support and training to Hail customers nationwide.

Dr Kathryn Owler

Happiness at Work Coach, Joyworkz

Kathryn has a lifelong interest in vocational experience, specialising in fun at work. She has researched and written on the subject, including publishing her own book. Kathryn is co-director of Joyworkz, a workplace wellness company and is also director of The Happiness at Work Coach.

Choose your Workshops

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	Session One	Session Two	Session Three
Finance				
Xero – tips & tricks	Yasmin Sellars	●		
How to read your monthly accounts	Stephen Davy/Yasmin Sellars		●	
Getting the most from Xero reporting	Stephen Davy/Yasmin Sellars			●
The 'dark art' of staffed banking	Wayne Facer		●	
Schools and operational funding	Emma Coubrough			●
Kindo: simplify student finance, forms and fundraising	Leanne Flack	●		
SMS				
SMS: Hero – tips & tricks	Kate Bond	●		
MoE/Payroll				
ENROL: 101 and beyond	Jacqui Smith	●		
EdPay – continual improvements to schools' payroll	Megan Pettis		●	
Toolkit – the essential payroll add-on for schools	Kristine Donahoe		●	
Culture				
Cultural awareness: diversity in the workplace	Desirée Williamson			●
Te Reo: An introduction	Alice Patrick	●		
Software				
Hail: Go beyond newsletters	Raechelle Donovan			●
Canva: creating posters, certificates and flyers	Christina Rankin	●		
Power up your productivity with Google Drive, Docs and Slide	David Kinane	●		
Google Sheets – making data accessible and productive	David Kinane		●	
Master your schedule with Gmail, Calendar and Contacts	David Kinane			●
Day-to-day				
Assertiveness and confidence building	Ian Harper	●		
Managing constant change	Ian Harper		●	
Managing multi-tasking	Ian Harper			●
Ergonomic awareness – be a happy computer user	Ross Thomson		●	
Measuring time, managing results	Dr Kathryn Owler			●
Personal Skills Development				
Boost your energy and your immune system	Jo Fife		●	
Don't worry, be happy	Jo Fife			●

COVID-19 and CES's response*

CES is a member of the New Zealand Events Association and is committed to The Event Sector Voluntary Code. This means that we are:

- Enabling contact tracing
- Enabling good hygiene practices
- Encouraging a culture of best practice

To help keep everyone safe, please stay at home if you or anyone in your house is unwell. **Check the Ministry of Health website to see up-to-date advice.**

Please follow these basic hygiene measures:

- **Vaccine Passes** – show your My Vaccine Pass for verification on entry to ASC22.
- **QR Code** – the NZ COVID Tracer QR code will be displayed throughout the venue. Please scan the code or sign-in manually.
- **Face Masks** – You may be required to wear a face mask in the workshops and when sharing public spaces inside and outside the centre.

- **Hand hygiene** – frequently wash your hands for 20 seconds and then dry thoroughly. Or use an alcohol-based hand sanitiser (dispensers will be available).
- **Coughing and sneezing etiquette** – sneeze or cough into the crook of your elbow or cover coughs and sneezes with a tissue.
- **Physical distancing** – play it safe by continuing to keep a distance from people you do not know.

*This information is subject to change as public health advice is updated.

Lower North Island REGISTRATION FORM

Register at www.cessl.org.nz

Yes, I want to attend
the Lower North Island
Conference for every
ADMINISTRATOR



17th August 2022

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

STEP 1: PROGRAMME

7.45am - 8.45am	Registration and Refreshments
8.45am - 9.00am	Introduction and Welcome
9.00am - 9.50am	KEYNOTE SPEECH
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)
3.15pm - 4.00pm	Prize Draw / Conclusion / Complimentary drinks

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 14th August 2022 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 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