

Lower North Island
REGISTRATION FORM
Register at www.cessl.org.nz

Yes, I want to attend
Lower North 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 OFFICE } _____	SCHOOL ADDRESS* _____

WORK PHONE* _____	FAX* _____
HOME PHONE / 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. \$375.00 + 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 22nd 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.

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
<input type="checkbox"/> I am a vegetarian (tick if vegetarian)
<input type="checkbox"/> 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

Lower North Island
School Administrator's Conference
8.45am-4.30pm, Thursday 29th August, Wellington

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
Office Skills Development				
Google Sheets: tips & tricks	David Kinane	◆		
Google Forms: let the software do the work	David Kinane		◆	
Google Add-ons and Extensions	David Kinane			◆
Overview and discussion on using Office 365 Apps	David Jackson	◆		
Excel: hands-on workshop for intermediate users	David Jackson		◆	
Going paperless with Microsoft Forms	David Jackson			◆
The art of minute-taking: tips, techniques and tools	Robyn Bennett	◆		
The role of the Board Secretary	Robyn Bennett		◆	
Operational Funding Notices: how to read them	Sarah Young/Bridget Curtis	◆		
Continual improvements to schools' Payroll	Corey O'Neill		◆	
MOE ENROL: legal requirements around enrolments	Alan Ryan			◆
Xero and your school: tips and tricks	Yasmin Sellars			◆
A look at the school Support Staff Collective Agreement	Amanda Alsweller	◆		
The working future: disruption lies ahead	Stuart Dillon-Roberts			◆
Canva and Trello: using free digital tools	Stuart Dillon-Roberts		◆	
Personal Skills Development				
Dealing with difficult people and tricky situations	Rosita Guy	◆		
Working effectively with your Principal	Rosita Guy		◆	
Bullying and harassment	Rosita Guy			◆
Developing the leader in you	Marie Posa	◆		
Why are first impressions and attitude important?	Marie Posa		◆	
How to remain professional when under pressure	Marie Posa			◆

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.

Register at www.cessl.org.nz



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!

One-day event for administrative professionals



Lower North Island
School Office Administrators' CONFERENCE

8.45am-4.00pm, Thursday 29th August 2019
Westpac Stadium, Waterloo Quay, Wellington



Who will benefit:

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

- Interesting topics
- Expert Speakers
- Self improvement
- Networking
- Trade displays

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 wellbeing

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

Denise will share tips and strategies that you can use to keep your heads above water in a busy year. The good news – well-being is our best protection against the stresses and challenges of everyday life. 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 can help well-being and achievement; how to combat the 'fragile thoroughbred' syndrome that sees many teenagers (and adults) afraid to try or giving up after failure; and how we can all benefit from more self-compassion. And last but not least, Denise will remind us that relationships are the most important wellbeing supports and 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 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; use 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 to 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 consistently updated. In this workshop David will highlight some of the new functions and how they can be applied. Topics will include:

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

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).

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

Amanda Alswailer:

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?

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.

Dealing with difficult people and tricky situations

Rosita Guy: Guy & Associates

More and more employees are now expected to deal with difficult situations where clients, parents and co-workers are coping with high pressure and stress. As a front-line representative of your school, you need appropriate techniques to achieve successful outcomes for all concerned. Rosita will discuss preparing for difficult situations in relation to:

- your personal perspective;
- the client's perspective;
- the school's perspective;
- dealing with the core problem causing the difficult situation;
- the REBELS Model;
- communication techniques;
- challenging conversations – strategies for turning conflict into creativity;
- the importance of listening and questioning.

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.

2 11.45am-1.00pm Session Two

Google Forms: let the software do the work

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 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.*

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 p. data as a Pivot Table or Charts.

Limited to 16 people: early booking essential.

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.

Continual improvements to schools' Payroll

Corey O'Neill: Education Payroll Ltd (EPL)

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 to see in the future

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

Stuart Dillon-Roberts, Digital Journey

Stuart 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, 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.

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. Every principal has his/her own managing style, and 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.

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.

BUFFET LUNCH 1.00pm-2.00pm

3 2.00pm-3.15pm Session Three

Google add-ons and extensions

David Kinane: e-Learning Specialist

There are many useful Google Add-ons for Slides, Docs and Sheets and Extensions for Chrome. Discover Add-ons and Extensions that help to make the Google suite of tools a more powerful and useful administration tool. Find out about grammar checks, inserting diagrams, adding signatures, coloured tables; merging documents, making QR codes, splitting screens, condensed tabs, adding avatars, inserting royalty-free images, and inserting icons and macrons.

Time will be allocated for questions.

Going paperless with Microsoft Forms

David Jackson: Microsoft Specialist

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

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.

Xero and your school: tips & tricks

Yasmin Sellars: Finance Manager CES

An in-depth look at Xero and how you can save time 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 22nd August.

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.

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 also 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.

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.

CONCLUSION 3.15pm-4.00pm Prizes drawn, drinks and nibbles

Presenters

David Kinane

MOE Accredited PLD Facilitator

David is an accredited MoE 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.

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 are the best way for administrators to work with their boards and chairpersons, and to provide accurate minutes. Robyn is a member of the Association of Administrative Professionals New Zealand Inc, and is a past National President.

Amanda Alswailer

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-aid/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.

Sarah Young/Bridget Curtis

Ministry of Education

Rosita Guy Dip. I.R., Cert I.R., Cert. S. Mgt., Accredited Consultant of Extended DISC (Level2)

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 experience 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 & Otago Universities, and is a senior lecturer at Christchurch Polytechnic.

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.

Corey O'Neill

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. EPL pay approximately \$170 million per pay period and \$4.4 billion per annum.

Stuart Dillon-Roberts

Digital Journey

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 co-founder of Hail, the online service used by schools to prepare and share digital publications and websites.

Alan Ryan

Ministry of Education

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.

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

Jackie Wilson-Baker