

## Administration for Schools Conference

# ASC 2022

**8.45am-5.30pm, Thursday 22nd September**

**Alexandra Park Function Centre, Cnr Greenlane West & Manukau Road, Auckland**

### **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](http://www.cessl.org.nz)**

email: [wayne@cessl.org.nz](mailto:wayne@cessl.org.nz) phone free: 0800 205 267

## REGISTRATION 8.00am-8.45am

## 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 a 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](mailto:yasmin@cessl.org.nz) before 2nd September.*

#### The audit and financial reporting

**Brendon Foy:** Audit Partner, RSM

A look at the school audit process, procedures, timing, problems and other issues that are commonly encountered when auditing school accounts. Brendon will also look at financial reporting from the auditor's perspective.

#### Communicating with other cultures

**Mariska Mannes:** *Deliquo Communication*

In this workshop you will learn how to:

- Identify kiwi culture, your family culture, the culture of your school, other cultures and how they collide
- Develop self-awareness and build skills that will allow you to communicate and interact more effectively with other people
- Respect other people's values and beliefs while still respecting your own.

#### 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.

#### SMS: eTAP - bringing administrators, teachers, and communities together

**Angela Johnston / Andy McFarlane:** *e-Learning Specialists, eTAP SMS*

Discover how eTAP's innovative system allows you to maximise engagement with the whole school community, all the while giving you a seamless system which frees up your time. Realise the full potential of NZ's most comprehensive school management system.

#### SMS: Edge Learning Solutions - tips & tricks

**Phil Simms:** *Professional Services Manager, Edge SMS (formerly MUSAC)*

Phil will cover the core administration functions in Edge student management system including:

- Enrolments / leavers / caregivers / staff
- Calendar
- Classes and groups
- List printing
- Notifications
- Finances and the Edge

#### ENROL: 101 and beyond

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

A unique opportunity to meet an advisor from the Ministry and hear about new developments, ask questions and listen to colleagues' feedback.

#### Google add-ons and extensions

**Jacqui Sharp:** *e-Learning Innovator*

Learn how Add-ons and Extensions make Google Workspace such a powerful tool. Jacqui will show how to check grammar, insert diagrams, add signatures and coloured tables, merge documents, insert icons and macrons, make QR codes, split screens, condense tabs, add avatars, insert royalty-free images, and more ...

*Time will be allocated for questions.*

#### 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 the new features that Canva has recently introduced.

#### Appraising school administration staff

**Kerry Mitchell:** *The Education Group*

This interactive workshop is aimed at support staff who want to better understand how performance management works. Kerry will cover job descriptions, appraisals, professional development and goal setting.

*Time will be allocated for questions.*

## Navigating the minefield of effective relationships

**Linda Guirey:** *The 'Mindset' Manager*

In today's uncertain climate effectively navigating relationships is even more important. Linda will explore why we all think and see the world so differently, how we daily make assumptions and judgements, and the ways we can challenge our thinking to become more self-aware.

This workshop will be fun and interactive, and will give you ways to identify when relationships are becoming toxic and what options you have.

## Dealing with difficult people

**Marie Posa:** *Innovative Training Services*

School staff have to deal with more and more stressful situations involving parents and caregivers who are under pressure. Marie will offer practical tips and techniques which will assist you when dealing with tricky situations.

## 2 11.45am-1.00pm Session Two

## The 'dark art' of banked staffing

**Wayne Facer:** *Financial Advisor, Education Enterprises*

Learn how to exploit loopholes to gain the greatest benefit for your school. Wayne 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 your school after the conference.

## Financial management in schools

**Carmel Riordan:** *Financial Advisor, Ministry of Education*

A look at topical issues from the Ministry's perspective and answers to frequently asked questions.

## Working in a culturally diverse team

**Mariska Mannes:** *Deliquo Communication*

Sometimes we need to stand in another's shoes to understand a different perspective. Mariska will show how to encourage diversity while retaining the group norms that engender harmony. You will learn the skills needed to be adaptable while working in a diverse team.

## Working effectively with refugee and migrant cultures

**Aminda Aye & Saniya Surani:**

*Migrant and Refugee Education Support,*

Expand your cultural awareness of students and families from diverse cultural and linguistic backgrounds. Gain an understanding of the barriers to communication and how to overcome them. You will be directed to the resources provided by the Ministry of Education which support these students.

## Toolkit: optimising payroll

**Kristine Donahoe:** *Director, 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 Drive - managing files and folders, Google Chrome

**Jacqui Sharp:** *e-Learning Innovator*

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

## Productivity tips with Microsoft Office

**David Jackson:**

*Microsoft Specialist, Ripped Orange*

Learn lots of new tips and time-saving tricks which make using MS Office more productive. Everyone will receive hand-outs to share with your school admin team. Content will include:

- Managing and sorting your email
- Controlling your Calendar
- Quickly formatting a Word document
- Data analysis made easy with Excel.

## How to run a busy school office

**Carlene Callinan:**

*School Secretary, Meadowbank School*

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

## Effective communication through understanding yourself and others

**Linda Guirey:** *The 'Mindset' Manager*

Discover which communication style you have based on your personality and learn to identify the communication styles of those around you. Effective communication depends on being able to communicate in a way that satisfies someone else's style and values, without compromising your own. In this fun and interactive workshop, you will also learn some email etiquette that could reduce misunderstandings when there is unclear communication.

## The Privacy Act: what the new Act means for your school

**Office of the Privacy Commissioner**

Learn how to collect, handle and store personal information in accordance with the Information Privacy Principles of the Privacy Act 2020.

The principles which govern how your school can use and disclose personal information will also be covered.

## Handling confrontation and de-escalation management

**Phil Thompson:** *Self Protection Expert*

De-escalation and confrontation management taught in a fun way! Phil will cover:

- Strategies for controlling confrontation
- The 'golden rules' of de-escalation
- Maintaining personal safety while managing agitated people
- Verbal 'Ninja tricks' to calm people down
- Dispelling the myths of de-escalation and negotiation - developed by Phil over 20 years of personal experience and research.

## Boost your energy and your immune system

**Jo Fife:** *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-1.45pm



## IMPORTANT NOTICE!

### Change of venue for ASC 2022

The conference has moved to Alexandra Park Function Centre.

Due to Waipuna Hotel having been required as an MIQ facility this year's conference will be held in the Centennial Stand at Alexandra Park Function Centre, Greenlane. Take Gate B or C to drive into the complex. Free parking is available right outside the Function Centre.



## 3 1.45pm-3.00pm Session Three

### The dos and don'ts of school expenditure

**Stephen Davy & Yasmin Sellars:**  
*Client Finance Managers, CES*

Get answers to these frequently asked questions:

- Should principals and staff be paid BOT fees?
- BOT fees were introduced to reimburse costs – does that include loss of income too?
- Must allowances paid to staff be approved by MOE and Novopay?
- Appropriate vs inappropriate gifts/payments
- Can staff be paid for additional services?
- What is income in advance – when is it allowed?
- A reminder of the 10% borrowing limit

### 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 and data entry
- Reduce office queues
- Multiply donation income
- Simplify fundraising.

### Cultural awareness in the workplace

**Mariska Mannes:** *Deliquo Communication*

The journey from cultural avoidance to acceptance is full of misunderstandings. What gets in the way? We don't know what we don't know. Mariska will share practical ways you can respect others' values and beliefs without compromising your own.

### Te reo: the good manners of correct pronunciation

**T. J. 'Haggis' Henderson:**  
*Whangarei Boys' High School*

Being unable to correctly pronounce words that are used daily diminishes both our literacy and our good manners. This session will give you the fundamentals of pronunciation so listeners can appreciate hearing the names of people and places (such as our schools) pronounced correctly. There will be a lot of "see and say" moments – and some laughter too.

### 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!

### Google Sheets: spreadsheets and beyond

**Jacqui Sharp,** *e-Learning Specialist*

If you know how to use Excel then you'll feel at home with Google Sheets. In this workshop you will learn how to enter data, create charts and pivot tables, use auto-fill 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 work flow.

**Time will be allocated to ask questions.**

### Modern ways of using Microsoft 365

**David Jackson:**  
*Microsoft Specialist, Ripped Orange*

Learn how you can use Microsoft 365 to collaborate and digitise processes:

- Sharing and collaborating with documents
- Using Microsoft Teams
- Creating forms with Microsoft Forms
- Creating newsletters with Microsoft Sway.

### 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

Discover how you can use Hail to create:

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

### School administrators' open forum – 'bring a topic'

**Lianne Taylor:** *Office Manager, Royal Road School*

Lianne I will host an open session where you and your colleagues are invited to discuss topics of mutual interest – with a focus on the school administration environment. **Bring-your-own-topic and join the conversation!**

### Attendance and truancy from schools

**Lisa Chandler:** *Attendance Advisor, ACES*

A look at the factors contributing to a student's absence or non-enrolment, and which social support services are required to improve and maintain attendance. Topics will include:

- The Attendance Services' role within schools
- Effective attendance administration
- Attendance codes
- Working with the ASA
- Making referrals to the Attendance Service.

## Keeping out of harm's way: staying one step ahead

**Phil Thompson:** *Protect Self Defence*

Phil will share his strategies which will help you to recognise the early signs of violence. Presented in a relaxed, light-hearted manner, content will include self-defence methods to help you to identify danger and stay safe:

- Understanding the power of intuition to increase personal safety
- Increase your confidence without unwarranted fear or worry
- The 'golden rules' of self-protection and personal safety
- Understanding how criminals select targets.

## The art and the skill of tactfully saying no

**Camelia Petrus:** *Director, Core Purpose*

Many of us find it difficult to say no to a request. By understanding our resistance and practising listening to our bodies, we will become skilled in expressing and dealing with our emotions. This workshop is packed with individual and group exercises that will give you the skills and confidence to say no.

Participants are invited to share real-life situations where they didn't feel comfortable saying no, and instead said yes.

## Don't worry, be happy

**Jo Fife:** *Director, Workplace Wellbeing*

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



## KEYNOTE SPEAKER

**3.00pm-3.50pm**

### "Going up is easy"

**Lydia Bradey**

Despite being the worst at sports at school, Lydia now excels at a profession based on extreme physicality. Learn how she overcame her fears and discomfort to achieve success and personal satisfaction as a mountaineer. Her speech will be delivered with lively humour and inspiring anecdotes which everyone can relate to. Her message will focus on owning your decisions and applying grit and resilience to get ahead in life – whether it is in the office or on the side of a mountain!

## Profile

**Lydia Bradey**

**The first woman to climb  
Mt Everest without oxygen**

In 1988 Lydia became the first woman to climb Mt Everest without supplementary oxygen. She has now climbed Everest six times – the only New Zealand woman to have climbed Everest more than once. Lydia is an IFMGA International Mountain and Ski Guide and specialises in guiding and climbing in the world's most remote and hostile environments. Lydia holds a BHSc (Physiotherapy), and post-grad certificate in Acupuncture. She has a professional interest in the physiology of climbing at high altitude and how to maximise performance.

## CONCLUSION

**3.50pm-5.30pm**

**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.

**Brendan Foy**

**Audit Partner, RSM**

Brendan is a specialist in auditing state schools. He has over 15 years experience in public practice assisting commercial and not-for profit organisations, including the state sector.

**Mariska Mannes**

**Consultant, Deliquo Communication**

Mariska refers to herself as "a facilitator of lost knowledge". She holds a Master of Management majoring in communication which blends her business expertise with personal experience. She is currently studying towards her PhD.

**Kate Bond**

**Hero Consultant**

**Angela Johnston &  
Andy McFarlane**

**Consultants, eTAP SMS**

**Phil Simms**

**Professional Services Manager,  
Edge Learning Solutions**

Phil joined ELS in 2001 after teaching in primary, intermediate and secondary schools for the prior 17 years. He combines his inherent understanding of education with a considerable knowledge of ELS software.

**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.

**Jacqui Sharp**

**e-Learning Consultant, Sharp, Kinane Ltd**

Jacqui is an MoE-accredited centrally funded facilitator for PLD, DT/HM and PaCT contracts. In 2017 she joined forces with David Kinane to deliver digital technologies contracts to schools nationwide.

*Presenters continue next page ➤*

**"... a great  
platform  
for school  
administrators  
to get  
together  
to network ..."**

Janet Glover  
Cornwall Park District School

Presenters continued:

### 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.

### Kerry Mitchell

#### Director, The Education Group

Kerry is a former school principal, university consultant and researcher. Over the past 30 years she has worked in schools across every decile, and with communities, boards of trustees, senior leaders, team leaders and teachers.

### Linda Guirey

#### The 'Mindset Manager'

Linda has been a public speaker, trainer and presenter for over 18 years. She has received many accolades for her work, including an international publishing award for her first book, 'Reflections in the Face of Change.'

### Marie Posa

#### Director, Innovative Training Services

Marie has over 25 years of knowledge and experience in assisting clients to improve their effectiveness by tapping into their potential and motivating them to action.

### Wayne Facer

#### Financial Advisor, Education Enterprises

Over the last 6 years as an independent education consultant Wayne has made/created \$50m+ for schools throughout New Zealand.

### Carmel Riordon

#### School Finance Advisor, Ministry of Education

### Amanda Aye & Saniya Surani

#### Senior Advisers, Migrant and Refugee Education Support

### 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

### David Jackson

#### Microsoft Specialist, Ripped Orange

David is Managing Director of the award-winning training company Ripped Orange. He specialises in helping users become more productive with Office 365 and Workflow Max.

### Carlene Callinan

#### School Secretary, Meadowbank School

Carlene has worked in a large decile 10 school for 20+ years. She believes her success running a busy school office is getting the simple things right the first time and the rest 'should' follow.

### Office of the Privacy Commissioner

### Phil Thompson

#### Protect Self Defence

Over 20 years Phil has empowered thousands of people with the skills and confidence to protect themselves and their loved ones. He is a member of the International Law Enforcement Educators and Trainers Association.

### Jo Fife

#### 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 wellbeing-related topics.

### Stephen Davy

#### Client Finance Manager, CES

Stephen is a senior accountant with a blend of corporate and public practice experience. He is also noted for his humorous observations!

### 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.

### T. J. 'Haggis' Henderson

#### Teacher, Whangarei Boys' High School

Haggis is a science and physics teacher. He believes being fluent in te reo enhances his teaching, his thinking and his relationships.

### Megan Pettis

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

### 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.

### Lianne Taylor

#### Office Manager/PA, Royal Road School

### Lisa Chandler

#### Auckland City Education Services

The Attendance Service supports schools and students to improve attendance.

### Camelia Petrus

#### Director, Core Purpose

Camelia has committed more than 20 years to studying, teaching, and advocating the benefits of cultivating assertiveness necessary to navigate all aspects of life with confidence and excellence in leadership.

## COVID-19 and the CES 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 around COVID-19

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

### Vaccine Passes

Show your My Vaccine Pass for verification on entry to ASC22.

### QR Code

The NZ COVID Tracer QR code posters will be displayed throughout the venue – please scan the QR code or sign-in manually (if required).

### Face Masks

You may be required to wear a face mask in the workshops and when sharing public spaces inside and outside the function centre.

### Best Practise

The Ministry of Health suggests you follow these basic hygiene measures while attending the event:

- **Hand hygiene** – frequently wash your hands for a minimum of 20 seconds, then dry them thoroughly. Or use an alcohol-based hand sanitiser (dispensers will be available throughout ASC22)
- **Coughing and sneezing etiquette** – sneeze or cough into the crook of your elbow or cover coughs and sneezes with a tissue, then put the tissue in a bin and clean your hands.
- **Avoid touching your face** – Hands can be contaminated after contact with hard surfaces.
- **Hard surfaces and frequently touched items** – high-touch public surfaces (for example door handles) will be regularly disinfected.
- **Physical distancing** – play it safe by continuing to keep a distance from people you do not know. Use your judgement.

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

## 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: 1.45pm-3.00pm

Workshops	Presenters	Session One	Session Two	Session Three
<b>Office Skills Development</b>				
Xero – tips & tricks	Yasmin Sellars	●		
The dos and don'ts of school expenditure	Stephen Davy & Yasmin Sellars			●
The audit and financial reporting	Brendan Foy	●		
The 'dark art' of banked staffing	Wayne Facer		●	
Financial management in schools	Carmel Riordan		●	
Kindo: simplify student finance, forms and fundraising	Leanne Flack			●
<b>Culture</b>				
Communicating with other cultures	Mariska Mannes	●		
Working in a culturally diverse team	Mariska Mannes		●	
Cultural awareness in the workplace	Mariska Mannes			●
Te Reo: the good manners of correct pronunciation	T. J. 'Haggis' Henderson			●
Working effectively with refugee and migrant cultures	Amanda Aye & Saniya Surani		●	
<b>SMS</b>				
SMS: Hero – tips & tricks	Kate Bond	●		
SMS: eTAP – tips & tricks	Angela Johnston & Andy McFarlane	●		
SMS: Edge Learning Solutions – tips & tricks	Phil Simms	●		
<b>MoE/Payroll</b>				
Toolkit: the tool for payroll users	Kristine Donahoe		●	
ENROL: 101 and beyond	Jacqui Smith	●		
EdPay – making payroll easier	Megan Pettis			●
<b>Software</b>				
Google add-ons and extensions	Jacqui Sharp	●		
Google Drive, managing files and folders, Google Chrome	Jacqui Sharp		●	
Google Sheets – spreadsheets and beyond	Jacqui Sharp			●
Productivity tips using Microsoft Office	David Jackson		●	
Modern ways of using Microsoft 365	David Jackson			●
Canva - free software for easy school design	Christina Rankin	●		
Hail: Go beyond newsletters	Raechelle Donovan			●
<b>Day-to-day</b>				
School administrators' open forum	Lianne Taylor			●
How to run a busy school office	Carlene Callinan		●	
Attendance and truancy from schools	Lisa Chandler			●
Appraising school administration staff	Kerry Mitchell	●		
Navigating the minefield of effective relationships	Linda Guirey	●		
Confident and effective communication	Linda Guirey		●	
Dealing with difficult people	Marie Posa	●		
The Privacy Act: what the new Act means for your school	Privacy Commissioner		●	
Handling confrontation and de-escalating situations	Phil Thompson		●	
Keeping out of harm's way: stay one step ahead	Phil Thompson			●
<b>Personal Skills Development</b>				
The art and skill of tactfully saying no	Camelia Petrus			●
Boost your energy and your immune system	Jo Fife		●	
Don't worry, be happy	Jo Fife			●



# Administration for Schools Conference

# REGISTRATION FORM

Register at [www.cessl.org.nz](http://www.cessl.org.nz)

Yes, I want to attend  
**ASC 2022**  
The Conference for  
Every ADMINISTRATOR

**ASC**  
22 September 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

☐ 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: 'Wake up your WOW!'
10.00am - 10.30am	Morning Tea
10.30am - 11.45am	SESSION ONE (choose one workshop)
11.45am - 1.00pm	SESSION TWO (choose one workshop)
1.00pm - 1.45pm	Buffet Lunch
1.45pm - 3.00pm	SESSION THREE (choose one workshop)
3.00pm - 3.50pm	KEYNOTE SPEAKER: 'Going up is easy'
3.50pm - 4.15pm	Prizes drawn / Conclusion
4.15pm - 5.30pm	Complimentary drinks and nibbles

## STEP 2: COST & PAYMENT

Registration fee includes workshops, speakers, morning tea and buffet lunch. **\$395.00 + 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 15th September 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.

## STEP 3: CHOOSE YOUR WORKSHOPS Please note: the organisers of ASC 2021 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](http://www.cessl.org.nz) | Call free: 0800 205 267**

**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: [wayne@cessl.org.nz](mailto:wayne@cessl.org.nz)