

Administration for Schools Conference

ASC 2018

Auckland's only conference specifically for school administrators



8.45am-5.30pm, Thursday 16th August 2018

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

"Get the Edge" - welcome to our ASC 2018 conference.

In this fast-moving, challenging world we must constantly embrace change. ASC's workshops are designed to help you to face these challenges with enthusiasm, commitment and energy. We've again worked hard to create an entertaining programme. The informative and relevant workshops reflect ideas put forward by delegates from previous conferences (thanks for your input). The schedule has been refreshed with a concentration around technologies and by splitting your choices into three groups: 'office skills development', 'personal skills development' and 'outside the office'. We again look forward to sharing the day with you ...

REGISTRATION
8.15am-9.00am

INTRODUCTION
9.00am

**Welcome to Delegates
and Housekeeping**

Wayne Jamieson: Marketing Manager, CES

KEYNOTE SPEAKER
9.00am-9.50am

"Actions speak louder than words"

John Boone: Performer

Rhythm Interactive's powerful performance is aimed to inspire, educate and entertain without a single word being spoken as part of the theme, "Actions speak louder than words". Each delegate will be given an African-style hand drum to experience the magic of joining John and his team of drummers as they create an uplifting beat which will unite the audience in an exhilarating sense of unity and team spirit.

Workshops

1 10.30am-11.45am
Session One

Google Docs, Slides and Add-ons*

Jacqui Sharp: e-Learning Specialist

You have probably been using Word and Publisher for typesetting your newsletters. Which features are the same as Microsoft Office or Publisher? What is different? In this workshop you will discover short-cuts and handy tips to use in Google Docs and Slides, including:

- how to create newsletters in Slides;
- how to make graphics look great;
- how to crop images into different shapes;
- how to use the explore function;
- how to add new fonts and more functions.

Find out more about Google Add-ons that help to make Google Docs an even more powerful and useful administration tool.

Time will be allocated for questions.

**(This workshop is repeated in Session 2)*

Google Sheets

David Kinane: e-Learning Innovator

If you have used Microsoft Excel then Google Sheets will not be too different. Spreadsheets are a great tool to help you manage data.

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 the Autocrat Plug-in, Google sheets can be used to auto-generate invoices and many other handy automated functions to simplify the life of a busy administrator.

Time will be allocated for questions.

Office 365: New Features

Ripped Orange: Microsoft Specialist

Davids' session focusses on Office 365 for Education, and how to create, edit and collaborate using its free Office apps and classroom tools.

Content will include:

- what is Office 365?
- working with documents;
- Sway for 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 2)*

SMS KAMAR: Tips and Tricks

Shannon Desmond: e-Learning Specialist

Shannon will share 30 top tips that will speed up your use of KAMAR on a daily basis.

Examples may include:

- Absence Manager – not just for Early Notification (EN);
- setting up a student alert;
- custom fields – store extra information;
- setup auto login for extra security;
- quickly print emergency drills, fire drills, etc.

SMS ASSEMBLY: New Releases

Alvin Brown

ASSEMBLY Student Management System adds value to the analysis of student assessment, attendance, and behaviour information. Alvin will explore the latest advances in Attendance, Accounts and the new Well-being modules.

SMS eTAP: Tips and Tricks

Phil Hardie

Useful tips and tricks to get the most from the eTAP School Management System, plus details about the soon-to-be released software upgrade.

SMS MUSAC Edge: Tips and Tricks

Phil Simms

Bring your own laptop to this practical hands-on session and discover lots of the time-saving features such as: Quick Find, Announcements and Notifications, Advanced Lists, and more.

Education Payroll: Making Schools Payroll Easier

Education Payroll

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 good opportunity to share handy hints and tips with colleagues.

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 page looking amazing and up-to-date. **Plus** – participants will get a **FREE** Facebook Essentials for Schools Guide!

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 personally and professionally.

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"

Ian Harper: *Motivational Speaker, STEM:NZ*

This is a practical model for developing realistic goals and creating the 'will to achieve' them.

Following this model:

- encourages and affirms each person's ability to achieve goals – if set up correctly
- ensures that goals are realistic
- motivates individuals to achieve their goals
- builds and strengthens "self esteem"

Participants will:

- 1) Identify what they **HAVE** achieved;
- 2) Identify what they **ARE** currently achieving;
- 3) Identify what they **WILL** achieve (goals);
- 4) Identify what they **MAY** achieve (aspirations).

Performing this exercise produces a "moment in time", which is the baseline on which all future actions are measured. The model can be repeated at future dates, showing the new achievements and the potential for the aspirations to become goals.

Pasta Making and Classic Tastes of the Mediterranean: Session One

Paolo Capri: *Master Pasta Maker*

Paolo will demonstrate how to make fresh pasta including aglio e olio, spaghetti alla chitarra and ravioli, as well as the traditional sauces and fillings. You'll also learn about the history of pasta making, how to handle, use and preserve it, and the little secrets of the process.

2 11.45am-1.00pm Session Two

Google Docs, Slides and Add ons*

Jacqui Sharp: *e-Learning Specialist*

You have probably been using Word and Publisher for typesetting your newsletters. Which features are the same as Microsoft Office or Publisher? What is different? In this workshop you will discover short-cuts and handy tips to use in Google Docs and Slides, including:

- how to create newsletters in Slides;
- how to make graphics look great;
- how to crop images into different shapes
- how to use the explore function;
- how to add new fonts and more functions.

Find out about Google Add ons that help to make Google Docs an even more powerful and useful administration tool.

Time will be allocated for questions.

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

Gmail, Calendar, and Contacts

David Kinane: *e-Learning Innovator*

How is Gmail different from Outlook or Mail? Find out how to manage your Gmail account to filter mail, create folders, organise emails, create events, issue invitations, create distribution groups and organise your messages by using labels. You will also learn how to use Google calendar to create and manage multiple calendars, create events and repeat them. We will also look at how to make priority mailboxes and many more tips and short-cuts. Time 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 the 10.30 session)*

New immigrants and Your School

Katy Aldcroft: *MBIE*

An interactive session demonstrating the immigration **online** application system and immigration tools (in particular VisaView) and a breakdown of the Immigration website.

Time will also be allocated for a general question and answer session on the immigration process.

Education Payroll from the School Office

Alison Imrie: *School Administrator*

This course is for new admin staff who have little or no prior experience with Education Payroll. Participants who require specific information are asked to **submit their questions in advance** so that Alison can prepare the relevant information as required. (Please forward your questions to: wayne@cessl.org.nz before 10th August.) Alison will run through the basic forms, and also supply 'flow charts' for the common forms that are used infrequently, thus saving users time trawling through the Ministry's website.

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 moved overseas: how does the Ministry ensure that they have left or are re-enrolled?
- education sector log-on: what is new and what is changing?

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. By communicating effectively leaders will increase productivity as well as fostering working relationships to retain skilled employees. **Topics will include:**

- understand the principles of communication;
- use communication skills to achieve influence within your team;
- use communication skills to explain plans, expectations and priorities;
- listen and express empathy with others' ideas using appropriate communication methods to suit the situation; emails, texts, face to face;
- recognise and manage the causes of conflict arising through inadequate communication
- engage in challenging conversations between colleagues;
- giving feedback in a constructive manner;
- discover what you need to change in your habitual communication behaviours.

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. Resources will be later forwarded to all participants which make understanding banked staffing so much easier.

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.

Pasta Making and Classic Tastes of the Mediterranean: Session Two

Paolo Capri: *Master Pasta Maker*

Paolo will demonstrate how to make fresh pasta including agliatelle, spaghetti alla chitarra and ravioli, as well as the traditional sauces and fillings. You'll also learn about the history of pasta making, how to handle, use and preserve it, and the little secrets of the process.

What Colour Suits Me?

Lisa Lyford: *Image Consultant*

Wearing the 'right' colour is one of the key ingredients to enhancing your gorgeousness. By the end of this workshop, you'll have a clear idea about what colours to embrace and what to avoid. Feel free to bring along one or two items from your wardrobe that you're unsure about – Lisa will be pleased to give you a second opinion.

3 2.00pm - 3.15pm Session Three

Google Forms

Jacqui Sharp: *e-Learning Specialist*

Google Forms is a great way to communicate with staff, parents and your community. Find out how you can create forms to survey parents for their responses on specific issues, staff for their dinner 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 to allow you to rapidly access information that has been collected from parents, teachers and students. *Time will be allocated for questions.*

Google Drive: Managing files and folders and Google Chrome

David Kinane: *e-Learning Innovator*

G-Suite is a collection of software apps that function similarly to Microsoft Office, but are also distinctly different. This workshop will look at organising folders in Google Drive; sharing files and keeping track of files colleagues have shared with you in Google Drive. Google Docs has powerful functions including revision history, collaborating with others using the comment and chat feature, and using the 'Suggesting tool' for tracking and making suggestions of changes to documents. This workshop will also be looking at useful 'extensions' in Google Chrome, including BitMojji, Grammarly, Page Ruler, Split Screens etc. *Time will be allocated for questions.*

Word: Hands-on Session for Intermediate Users

Ripped Orange: *Microsoft Specialist*

A hands-on workshop focused on improving your Word skills. Intended 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.

Communication Across Cultures

Mariska Mannes: *Deliquo*

Identifying NZ culture, your own culture, the culture within your school, other cultures and how they all collide.; discover ways to create awareness and build skills that will allow you to communicate and interact more effectively; take away practical tips to respect others' values and beliefs while respecting your own.

Attendance and Truancy from Schools

Julie Spedding: *MOE Relationship Co-ordinator*

Lisa Chandler: *Attendance Advisor (ACES)*

The Attendance Service supports schools and students to manage and improve attendance and combines the Non-Enrolled and Unjustified Absences (truancy) into one integrated service.

Topics that will be covered are:

- Attendance Services' role with schools;
- effective attendance administration;
- attendance codes;
- working with ASA;
- making referrals to the Attendance Service.

Simple Design and Communication for School Newsletters

Heather Milne: *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.

Getting your messages through will cover the five main areas of creating a great newsletter:

- knowing your audience and how they want to be communicated with;
- create relevant content – make sure content is read and understood;
- free/low cost platforms and systems;
- top design tips;
- accessibility – ensure everyone can enjoy your newsletter and feel connected.

The Audit and Financial reporting

Brendon Foy: *Associate Director Audit, RSM*

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

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.

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 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.

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 able to identify areas which they can change and set themselves small, but significant goals that will reduce negative stress.

Sleep Health Management:

Rachel Lehen: *Fatigue Management Solutions*

This "Stay Alert" workshop will raise awareness about the factors that contribute to fatigue:

Definition of fatigue vs sleepiness:

- five main causes of fatigue;
- signs and symptoms of fatigue;
- sleep (circadian rhythm and sleep cycles);
- the benefits of sleep;
- the dangers of micro-sleeps;
- understanding the effects of sleep disorders;

Fatigue management solutions:

- napping;
- bedtime routine (sleep hygiene);
- stimulant and sedative use and avoidance;
- the benefits of water and good nutrition;
- the importance of exercise;
- how to get the perfect nights sleep!

Time will be allocated for questions.

Ditching the C.R.A.P - Make Better Choices for your Health and Well-being

Ianthe Jones: *Nutrition Coach*

CRAP stand for C - carbonated drinks and caffeine, R - refined sugars, A - artificial anything and alcohol, P - processed food.

- what is wrong with eating CRAP foods?
- what should I eat, and what are the benefits?
- Glycaemic index (GI) - what does it mean?
- what are some low GI foods?
- menu planning
- sampling/demo of healthy alternatives: hummus, smoothie, chia pudding
- understand food labels and how to use them

Time will be allocated for questions.

Interior Design Tips and Tricks

Donna Jones: *The Design Group*

Donna will use examples of interior design projects she has undertaken to demonstrate how she solved common problems. You'll get lots of simple ideas and practical advice.

15 minutes will be allocated for questions.

Getting the Most out of Life!

Lisa Lyford: *Image Consultant*

Are you getting the most out of your life? Are you fulfilled? In this session Lisa explores the triggers that will help re-ignite the fire within and have you working towards feeling uplifted.

3.25pm-4.00pm

Keynote Speaker



"Making Life Work" - Organising Chaos and How To Live a Big Life!

Billie Jordan: *Hip-Op Dance Crew*

The crew of seven members, aged 73-97, hold the Guinness World Record for the world's oldest dance group. One member is blind and another is deaf, one uses a mobility aid and another two members have had major heart surgery. Many have artificial knees and hips, and all have arthritis. The dance crew use hip hop dance as a vehicle to promote attitudinal change in our society towards aged persons and to form stronger connections with young people.

Profile



Billie Jordan
Founder and
Manager of the
Hip Op-eration Crew

As a survivor of childhood abuse and the Christchurch earthquakes, Billie has used these experiences as a catalyst for improving the lives of people in her community. She is the founder of The Hip Op-eration Crew - a hip-hop dance group consisting of members aged 73 to 98 years old.

Billie is a NEXT Woman Of The Year, a recipient of a Queens Honour (MNZM) and a New Zealander of the Year in the Local Hero category.

The rights to her life story have been sold to a major Hollywood producer. Inspiring story of how Billie changed the lives of her elderly neighbours and how they changed hers.

Billie the group's choreographer, dance teacher, publicist, marketer, event manager, transporter and friend.

Presenters

John Boone

Keynote Speaker: Rhythm Interactive

John started playing pots and pans at the age of 5, a drum-kit at the age of 13 and since 2002 has performed at over 2500 Rhythm Interactive shows throughout Australasia and the USA. In 2010 he won the People's Choice awards and has presented at three TEDx events throughout NZ. Rhythm Interactive also performs interactive drum shows geared to junior, middle and senior school groups.

Jacqui Sharp

Jacqui Sharp & Associates

Jacqui has been involved in education for over 30 years, and since 1998 has run her own consultancy business specialising in ICT and e-Learning. Most days she can be found working with teachers and children in classrooms. Jacqui has published many educational books and hosts over 50 websites.

David Kinane

**MOE Accredited PLD Facilitator'
Dakinane Limited**

David has been a specialist ICT/e-learning consultant/teacher since the 1990's. He built his first fully digital classroom in 1997, and as a result was asked to advise schools in the use of websites as a teaching and learning tool. Today David is an e-learning consultant and a regular contributor to Interface magazine.

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.

Katy Aldcroft

Immigration Manager, MBIE

Katy has worked for Immigration New Zealand for over 10 years. She is based in the Palmerston North office, the hub for student visas, where she is responsible for operational engagement with the education sector.

Mariska Mannes

Consultant, Deliquo Communication

Mariska holds a Master's degree in Communication Management. She is passionate about improving cross-cultural and internal communications by helping others discover the positives of working in a culturally diverse team. For the last 15 years she has developed and delivered cross-cultural training programmes for organisations throughout New Zealand.

Presenters

Shannon Desmond

KAMAR Student Management System

Shannon was born and raised in Sydney. After graduating he worked for several well known Australian companies before moving to New Zealand. With his background in the fashion, design and technology industries he found that he not only enjoyed imparting his knowledge, but could also do so successfully as a trainer.

Alvin Brown

ASSEMBLY Student Management System

Assembly ensures you have all the data you need on your students with an easy-to-navigate planning module. Create re-usable planned assessments and publish with a few simple clicks; access and interact with assessment and attendance data; analyse using graphs and grids; filter and sort with simple clicks. Assembly takes care of all anniversary assessments so your school admin will run smoother and smarter.

Phil Hardie

eTAP Student Management System

eTAP student management software is used in 870 primary and intermediate schools around New Zealand. The company developed New Zealand's first web-based Student Management System in 1998 and is now the biggest supplier in New Zealand.

Phil Simms

MUSAC Student Management System

Phil joined MUSAC in 2001 after being a school teacher for 17 years. He is now Account Management & National Sales Manager and his role involves support, marketing and sales.

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.

Alison Imrie

School Administrator

Allison has worked in schools for the last 15 years and payroll has always been a part of her job. She currently works in a Special Needs School in Paeroa where she is responsible for the smooth running of the administration and the systems in the office. Over the past few years Alison has gone into various local schools and done 'one-to-one' training for the Novopay system.

Odile Stotzer

Senior Business Analyst, Ministry of Education

Odile Stotzer is a senior business analyst with 12 years of experience with ENROL and data.

Lisa Chandler

Attendance Advisor (ACES)

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. **Julie Spedding**
MOE Relationship Co-ordinator

Wayne Facer

Education Enterprises

As an independent consultant, Wayne has assisted nearly 500 New Zealand schools to make over \$50m in the last four years. In that time he has made banked staffing presentations to nearly 1000 principals, bursars, executive officers, secretaries and BOT members. Over 400 schools subscribe to his monthly newsletter.

Heather Milne

Graphic Designer, Media Design

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

Brendon Foy

Associate Director/Auditor, RSM

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

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. She has been guest tutor for the Transformational Leadership Programme since 2012, the NZ Institute of Management, Lincoln, Canterbury and Otago Universities, and is a lecturer at Christchurch Polytechnic.

Stuart Dillon-Roberts

Digital Technology Specialist, Hail

Stuart has an IT career that spans 25 years. He is the founder of the Digital Journey assessment service and the Digital Growth educational programmes that are helping schools to embrace new technologies. He is also the co-founder of Hail, an online service used by schools to prepare and share digital publications.

Ian J. Harper

Programme Designer, STEM:NZ

Ian has over 20 years' experience in the training field, in a wide variety of industries and sectors. He is sought-after as a expert speaker on motivating staff and management issues, as well as providing non-specific humorous observations.

Rachel Lehen

Fatigue Management Solutions

Rachel has a background in natural health and for the last 9 years has specialised in occupational fatigue management. She facilitated New Zealand's first research study into the prevalence of OSA in commercial long-haul drivers, and she remains involved with the LTSC's efforts to identify and support high-risk drivers. Rachel also sits on the Sleep Apnea Association of NZ (SAANZ) committee.

Ilanthe Jones

Personal Nutrition Coach

Ilanthe is passionate about helping people make healthy food choices for themselves and their families. She advocates eating minimally processed whole foods in an affordable and family-friendly way. Ianthe has a Master of Science majoring in Human Nutrition (Otago). She owns a health food manufacturing company, is married to a medical doctor and has three children – so understands the demands of a busy lifestyle.

Paolo Capri

Master Pasta Maker

Paolo's pasta making skills led him to becoming an owner-operator of a successful restaurant in Johannesburg, South Africa. He is now enjoying life in Auckland where he has the time to do the things he is most passionate about – cooking and teaching Italian and Mediterranean cuisines.

Donna Jones

Digital Technology Specialist

The experience of renovating and building her own homes unlocked Donna's passion and innate talent for interior design. Combining her years of experience with study, Donna now enjoys helping clients to crystallise the vision they want for their home or spaces.

Lisa Lyford

Stylist and Founder of 'Gorgeous Me'

Lisa's mission in life is to make as many women as possible feel amazing about themselves because with that comes a confidence that eventually cascades into every aspect of life. Lisa is a trained image consultant and until recently owned a successful marketing & advertising company.

Administration for Schools Conference Thursday, 16 August 2018, 8.45am-5.30pm

Choose Your Workshop

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

Note: each dot represents a workshop time.

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

Workshops	Presenter	10.30am-11.45am	11.45am-1.00pm	2.00pm-3.15pm
Office Skills Development				
Google Docs and Slides and Add-ons**	Jacqui Sharp	◆	◆	
Google Forms	Jacqui Sharp			◆
Google Sheets	David Kinane	◆		
Gmail, Calendar and Contacts	David Kinane		◆	
Google Drive, Managing Files & Folders, Google Chrome	David Kinane			◆
Office 365 – New Features	Ripped Orange	◆		
Excel: Hands-on Session for Intermediate Users Part One**	David Jackson	◆		
Excel: Hands-on Session for Intermediate Users Part Two**	David Jackson		◆	
Word: Hands-on Session for Intermediate Users	David Jackson			◆
New Immigrants and Your School	Katy Aldcroft		◆	
Communicating with Other Cultures	Mariska Mannes			◆
SMS Kamar	Shannon Desmond	◆		
SMS Assembly	Alvin Brown	◆		
SMS eTap	Phil Hardie	◆		
SMS Musac : Edge – Administration Tips and Tricks	Phil Simms	◆		
Education Payroll: Making Payroll Easier	Education Payroll	◆		
Education Payroll: From the School Office	Alison Imrie		◆	
MoE ENROL: Log-on and Data Collection	Odile Stotzer		◆	
Attendance and Truancy from Schools	Akl Education Services			◆
The “Dark Art” of Banked Staffing	Wayne Facer		◆	
Simple Design and Communication for School Newsletters	Heather Milne			◆
The Audit and Financial Reporting	Brendon Foy			◆
Open Forum: Bring a Topic	Rosita Guy			◆
Facebook: Making It Fly at Your School	Stuart Dillon-Roberts	◆		
Cybersecurity: an Essential Guide to Staying Safe Online	Stuart Dillon- Roberts			◆
Personal Skills Development				
Self-organisation and Time Management	Rosita Guy	◆		
Communication Skills for Harmony and Productivity	Rosita Guy		◆	
Developing the “Will to Achieve” (Setting Goals)	Ian Harper	◆		
How to be Happy at Work	Ian Harper		◆	
Stress Management	Ian Harper			◆
Sleep Health Management	Rachel Lehen			◆
Ditch the CRAP: Make Better Choices for your Health	Ilanthe Jones			◆
Outside the Office				
Classic Tastes of the Mediterranean: Session One	Paolo Capri	◆		
Classic Tastes of the Mediterranean: Session Two	Paolo Capri		◆	
Interior Design: Tips and Tricks	Donna Jones			◆
What Colour Suits Me?	Lisa Lyford		◆	
Getting the Most Out of Life	Lisa Lyford			◆

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



Administration for Schools Conference REGISTRATION FORM

Register at www.cessl.org.nz

Yes, I want to attend
ASC "It Starts With Us"
The Conference for
Every ADMINISTRATOR

ASC
16 August, 2018

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: Rhythm Interactive
10.00am - 10.30am	Morning Tea
10.30am - 11.45am	SESSION ONE (choose one workshop)
11.45am - 1.00pm	SESSION TWO (choose one workshop)
1.00pm - 2.00pm	Buffet Lunch
2.00pm - 3.15pm	SESSION THREE (choose one workshop)
3.25pm - 4.00pm	KEYNOTE SPEAKER: Billie Jordan
4.00pm - 4.15pm	Prizes Drawn / Conclusion
4.15pm - 5.30pm	Complimentary drinks and nibbles

STEP 2: COST & PAYMENT

Registration fee includes workshops, speakers, morning tea and buffet lunch. **\$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 9th August 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.

STEP 3: CHOOSE YOUR WORKSHOPS

Please note: the organisers of ASC 2018 reserve the right to amend or change workshops as necessary.

SESSION 1. _____

SESSION 2. _____

SESSION 3. _____

STEP 4: DIETARY REQUIREMENTS *If applicable*

☐ I am a vegetarian (tick if vegetarian) ☐ I have special dietary requirements (please supply details below)



REGISTER ONLINE: WWW.CESSL.ORG.NZ CALL FREE: 0800 205 267 FREE FAX: 0800 205 762

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