

Administration for Schools Conference

asc2015

8.45am-5.30pm, Thursday 13 August 2015

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



"Sharing Solutions"

**Welcome to Auckland's
only conference specifically
for school administrators.**

This year's theme *'Sharing Solutions'* celebrates the idea that ASC delegates share common workplace experiences. This provides fertile ground for making connections and conversations in the workshops and over lunch, which we believe will be a direct benefit of your conference experience.

Our new workshops reflect ideas suggested by delegates from previous conferences, and we are introducing a record number of new presenters.

Your day starts with exciting tales of overcoming challenges with Kevin Biggar, host of TVNZ's adventure series 'First Crossings'. New workshop topics include discovering the power of order and the importance of processes and systems in your office, advice on using Google Docs and Office 2013, an introduction to Te Reo, how to run a trouble-free BoT election, communicating with other cultures, creating great foyer displays, good nutrition made easy, and much much more.

The day concludes with raconteur and radio host Gary McCormick who will again regale us with his wit and humorous observations.

We look forward to sharing the day with you



**Reserve your place now! Register online: www.cessl.org.nz
email: wayne@cessl.org.nz fax free: 0800 205 762 phone free: 0800 205 267**

KEY SPEAKER

9.00am-9.55am

Kevin Biggar

✳ **Extreme Adventurer**

If you ever thought that you couldn't do it then Kevin is living proof of whatever the mind can believe, it can achieve. From the comfort of his couch, Kevin dared to dream and set himself goals that for most of us would be outrageous – from trekking unaided to the South Pole to enjoying morning tea with Sir Edmund Hilary! Described as adventurous, determined and goal-oriented, Kevin's journey proves that he is all that and – more! You'll be amazed at his inspirational life story and come away believing that anything is possible.

1 SESSION ONE 10.30am-11.45am

Effective Email Writing

✳ **Robyn Bennett**

Teamlink Training

Are you frustrated with your email in-box? Do your emails go unanswered? Do emails that you receive take too long to get to the point?

This session will ensure emails you send are:

- well-written;
- use appropriate style and language that will guarantee a prompt response.

Effective Communication

✳ **Linda Guirey**

Life Choices Coach

We often make assumptions about other peoples' intentions and thoughts – understanding different communication styles will change the way you interact with work colleagues and how you view emails and social media. Linda will reveal how to connect faster with people, avoid conflict and value others' contributions.

NOVOPAY Payroll Training

✳ **John Brinkmann**

Consultant, Pay Resources Ltd

Topics will include:

- the SUE report and its calculations;
- the payroll cycle and the implications on school processing deadlines;
- how to document, report and escalate issues;
- a review of key items found on the website;
- extracting and manipulating information from NOVOPAY;
- part-time teachers working as day relief vs day relief teachers' correct treatment.

NOVOPAY – Recent Developments

✳ **Ministry of Education**

An update of current issues and solutions. Time will be allocated for questions.

Microsoft Excel: Everyday (Part One)

✳ **Liz Todd, CyberKeys**

Hands-on Training

If you've never had any formal training in Microsoft Excel you'll find this double length workshop invaluable. Like many other applications, Excel has a few quirks. Liz's explanation of those quirks will enable you to work more confidently, and by the end of the workshop you will be creating your own formulas, sorting and filtering lists and creating charts with ease. **Limited to 20 people.**

Please note: this workshop is a double session which runs from 10.30am-1.00pm.

Discover the Joy and Power of Order in Your Office

✳ **Linda Wallis**

Business Coach, Assist You Ltd

Disorganisation blocks creativity, increases stress and wastes time. This workshop will explore strategies for taking control of your workspace and provide you with the tools to discover the joy and power of order.

"I feel a lot more productive and waste less time when my workspace is organised. It's not because it's easier to find things, it's because my mind is more focused when everything around me is more organised."

How to Make a Great Flat White

✳ **Nadin Rathgeber-Hughes**

Barista Trainer, Ask Me 4 Coffee Ltd

Making a perfect flat white or espresso coffee is an art form. In this session Nadin will demonstrate the process and the factors that make the perfect coffee. She will explore the history of coffee, roasting techniques, and share the secret to forming the perfect crema. There will be an opportunity for some tasting and hands-on practice.

How to Use Google Docs

✳ **Jacqui Sharp**

e-Learning Consultant

Your school will have already, or will soon be switching to Google Apps for Education. Which features are the same as Microsoft Office? What is different? In this workshop Jacqui will share shortcuts and handy tips to use in Google Docs, Slides, Sheets, Gmail and Calendar. Time will also be allocated to ask questions.

An Introduction to Te Reo

✳ **Kathy Rifle**

Te Reo Teacher

Children's learning, understanding and use of Te Reo Maori is enhanced when they see and hear it used in normal, everyday interactions. Kathy will share many simple phrases and words that you, in your role as an administrator, can use on a daily basis – in greetings, school newsletters and displays on noticeboards and office doors.

OneNote:

Microsoft's Best Kept Secret

✳ **Ben Fish**

Productivity Coach, Kinetics Group

An introduction to OneNote 2013: Microsoft's easy-to-use digital note-taking tool. Learn how to use Notebooks, Pages, Links and Tags to record information, as well as tips for recording audio, searching for content and attaching documents.

How to Create Dynamic Foyer Displays

✳ **Dona Hobbs**

Pirongia School

Creating an attractive foyer is imperative for any school. It is this area that visitors to the school can be welcomed, informed and left with a positive impression. Regardless of space and layout of foyers, focal points can be found and beautiful dynamic displays can be created. **This workshop will cover the six basic elements of creating dynamic displays every time:**

- asymmetrical rather than symmetrical;
- size matters when creating a dynamic display;
- use colour to create mood and feelings;
- deciding the focal point of the foyer;
- use lighting to accent the focal point;
- less is more – know when to stop.

Gorgeous Me

✳ **Lisa Lyford**

Founder & Stylist of Gorgeous Me

Why are women so hard on themselves and consider themselves a low priority? Why indeed! Lisa's mission is to change the way we think and treat ourselves and during her presentation she shares styling ideas, advice, secrets and inspirational stories to help us look and feel even more gorgeous - the importance of colour, how to look slimmer through styling, styling on a budget. Gorgeous Me, because every woman deserves to look and feel fab. x

2 SESSION TWO 11.45am-1.00pm

Microsoft Excel: Everyday (Part Two)

✳ **Continues from Session One**

How to Make a Great Flat White

✳ **Nadin Rathgeber-Hughes**

Barista Trainer, Ask Me 4 Coffee Ltd

Making a perfect flat white or espresso coffee is an art form. Nadin will demonstrate the process and the factors that make the perfect coffee. She will explore the history of coffee, roasting techniques, and share the secret to forming the perfect crema. There will be an opportunity for tasting and some hands-on practice.

Maximise Your Intuition to Solve Problems and Make Better Decisions

✳ **Robyn Bennett**

Director, Teamlink Training

Tapping into your intuition will help you not only anticipate the needs of others but help you make more effective decisions on the job.

In this workshop you will learn to:

- assess your intuition style;
- read give-away body language signs;
- answer questions before they're asked
- develop effective solutions.

Effective Relationships

✳ **Linda Guirey**

Life Choices Coach

Linda explores the importance of having clear roles and boundaries at work, and how to build stronger, more effective relationships. Learn how to respond appropriately to abusive colleagues who are driven by power and control.

NOVOPAY from a Personal Perspective

✳ **Alison Imrie**

School Administrator

This workshop is intended for new staff who have limited or no prior experience using NOVOPAY. Alison will explain the basic forms and procedures. Participants will also receive Alison's handy 'flow charts' – saving time spent searching the MoE website for information.

Suggested topics for group discussion can be submitted in advance by writing to the conference organiser: wayne@cessl.org.nz

ENROL – Question & Answer Forum

✳ **Odile Stotzer**

Ministry of Education

Bring all your questions about ENROL for the Ministry to answer. **Suggestions include:**

- stand-downs and suspensions;
- searching for students who had NSN created by early childhood services;
- verifying paperless visas;
- students gone overseas;
- vision and hearing test results;
- enrolments and withdrawals.

Systems and Processes in your Office

✳ **Linda Wallis**

Consultant, Assist You Ltd

Systems and processes make life simpler so you can accomplish tasks more efficiently and effectively. **Processes = Consistency** which is the key to **Productivity**. Learn how to examine what you do – and why you do it. Then brainstorm with other delegates and discover what really works, and why. Linda will go through the processes of mind mapping and flow charting using Microsoft's Smart Art or online mind mapping.

Communicating with Other Cultures

✳ **Mariska Mannes**

Director, Deliquo Communications

The journey from avoidance to cultural acceptance is full of misunderstandings ... what are the obstacles that get in the way? Mariska's presentation will offer practical ways to show respect for others' values and beliefs without compromising your own identity.

Make Your Newsletters Shine with Hail Software

✳ **Lisa Dillon Roberts**

Principal, Merrin School

Lisa will demonstrate how using Hail software makes it easy for your school to create, publish and share perfectly formatted newsletters, emails, social media posts and yearbooks. Simply click one button – no more copying, pasting and uploading to separate sites; no more dealing with different interfaces, templates and formatting requirements.

PowerPoint – Best Practice

✳ **Ben Fish**

Productivity Coach, Kinetics Group

This session outlines best-practice for using PowerPoint 2013 to develop and deliver professional looking presentations. You'll learn tips for working with and enhancing content to help you to present high impact slides.

Banked Staffing – Squeezing the Most from your Precious Resources

✳ **Wayne Facer**

Education Enterprises

It is vital that schools manage banked staffing wisely as there are considerable savings that can be made by knowing the 'tricks of the trade'. In this session Wayne will present practical and advanced strategies within banked staffing – and opportunities for considerable discretionary funding. Many schools have already saved tens of thousands of dollars by implementing his advice.

How to Run a Trouble-free Board of Trustees Election

✳ **Victoria Innes**

NZSTA

As a returning officer you need to be familiar with the process of triennial and mid-term elections, board vacancies and student elections. **This workshop will:**

- take you through the election process step-by-step;
- cover frequently asked questions and common pitfalls;
- give you information on how to access resources and support;
- provide a forum to ask lots of questions!

Good Nutrition Made Easy

✳ **Angela Berrill**

ABC Nutrition Ltd

This informative seminar encompasses the key aspects of nutrition which will help you on the road to being the healthiest version of you.

Topics covered include:

- energy balance;
- portion control;
- cooking smarter;
- lunch and snack ideas – for work and school;
- takeaways;
- alcohol;
- supermarket shopping and label reading;
- the importance of exercise.

Gorgeous Me

✳ **Lisa Lyford**

Founder & Stylist of Gorgeous Me

Why are women so hard on themselves and consider themselves a low priority? Why indeed! Lisa's mission is to change the way we think and treat ourselves and during her presentation she shares styling ideas, advice, secrets and inspirational stories to help us look and feel even more gorgeous - the importance of colour, how to look slimmer through styling, styling on a budget. Gorgeous Me, because every woman deserves to look and feel fab. x

3 SESSION THREE 2.00pm-3.15pm

Organising a Small Event

✳ **Robyn Bennett**

Director, Teamlink Training

Administrators are often required to organise events. To ensure your event goes off without a hitch and stress levels are kept to a minimum, **this workshop will help you to:**

- identify the four stages of event management;
- use a simple tool to quickly organise an event;
- create a WOW factor;
- keep your event environmentally friendly;
- identify risks;
- ensure effective implementation on the day;
- evaluate your event.

Building Resilience and Overcoming Challenges

✳ **Linda Guirey**

Life Choices Coach

What you think determines what you see and how you respond. Learn how to become more aware of your thinking and the choices that you make. Find out why making B.R.A.V.E. decisions can help you overcome all kinds of life's challenges. Discover which self-limiting beliefs affect the way you work, identify your values and be more aware of the meaning that you apply to situations and events. Learn how to respond more effectively to change and conflict.

Managing School Payroll with Toolkit Reporting Software

✳ **David Reeve**

Vitrescent Limited

David will demonstrate how using Toolkit – the new payroll reporting software – will make your job easier by giving you and your school confidence in your payroll numbers. Just upload your payroll data files and have immediate and accurate access to vital school data in a series of Excel-based reports.

ASA: Attendance Service Application

✳ **Teresa Ross**

Ministry of Education

The Attendance Service Application (ASA) records unjustified absence referrals and non-enrolment notifications. If a student has been absent without satisfactory explanation and the school has been unable to return the student, then the school can log on to ASA and lodge an unjustified absence referral. Teresa will discuss how to lodge an application and the procedure and guidelines followed by the Ministry.

Microsoft Word: Shortcuts, Tips & Tricks

✳ **Liz Todd**

CyberKeys *Hands-on Training*

This workshop will put you in control of Word. Learn how to control multi-level numbering, page breaks, tables and manage images which you use in your Word documents. Also find out how to re-use headers and footers, graphics and other elements. When you return to work, you'll be able to do more with less stress.

Document Management and the Sweet Art of Filing

✳ **Linda Wallis**

Consultant, Assist You Ltd

Can you immediately lay your hands on any file? Document management makes good sense – eliminating clutter and categorising paperwork and digital files not only saves time and money but also improves the look and feel of your office.

Linda will introduce the 5-S campaign approach: **Sort - Straighten - Scrub - Standardise - Sustain**. Learn how to store information in a format that you and your team will freely use. She will also compare filing options and the amazing search tools available online.

A Passion for Interior Design

✳ **Amanda Neill**

Interior Designer, DesignWorx

No matter how large or small your project, this presentation will give you tips and ideas to help you prepare a plan to design the space you want, and get you thinking about your choices. Learn how to create spaces that you will love by using Amanda's design principles and ideas.

Makeup – Simply Looking Great

✳ **Ashlee Kellett**

Beauty On Demand

This practical workshop will examine the basics of skin care and appropriate make-up for your workplace. Ashlee will share her expert beauty tips & tricks to help you look your best without having to spend an hour in front of a mirror.

Super Useful Quick Tips in Office 2013

✳ **Ben Fish**

Productivity Coach, Kinetics Group

This session focuses on the productivity features in Microsoft Office 2013. Learn how to improve your efficiency in Word, Excel, Outlook and OneNote. Ben's expert tips are quick and easy to learn – and they'll save you a ton of time.

Restorative Justice for Schools

✳ **Sarah Stenson**

Deputy Principal, Epsom Girls' Grammar School

Sarah will examine:

- what is restorative justice?;
- the relevance for staff in schools;
- the implementation process.

Good Nutrition Made Easy

✳ **Angela Berrill**

ABC Nutrition Ltd

This informative seminar encompasses the key aspects of nutrition which will help you on the road to becoming the healthiest version of you.

Topics include:

- energy balance;
- portion control;
- cooking smarter;
- meal and snack ideas for work and school;
- takeaways;
- alcohol;
- supermarket shopping and label reading;
- the importance of exercise.

The Magic of Self-discovery

✳ **Lisa Lyford**

Founder & Stylist of Gorgeous Me

Are you just muddling along? Are you in a rut? Or are you just looking for your next new thing? Lisa explores the fundamentals that will set you on a path of rediscovery and new opportunities. Consider Lisa's session a motivational injection that will leave you feeling uplifted, excited and hungry for more.

KEY SPEAKER 3.30pm-4.15pm

Gary McCormick

✳ **Radio Host, Raconteur, Poet**

Gary will be on form as usual, telling a few home truths and acting the goat. Everyone can be assured of a entertaining end to the day.

"I like to improvise and I like excitement. I use a hand-held radio mike so I can be truly creative in my performance. I want this session to be fun – for me and the audience!"

Speakers' Profiles

Robyn Bennett

☼ Director, Team Link Training Ltd

Robyn has run courses providing training in office administration for over ten years. She is known for her interactive and fun training style while ensuring participants are increasing their skills and knowledge. Robyn is a popular conference presenter who speaks regularly at conferences in both New Zealand and Australia.

Angela Berrill

☼ Consultant, ABC Nutrition Ltd

Angela enjoys educating the public about the importance of diet and is regularly called on to share her expertise and opinions by the media. For a number of years, she was the nutrition adviser and expert for TV3's Target, and has contributed articles to many well-known publications, including Good Health Choices magazine. Angela has also acted as a nutrition spokesperson for well-known brands such as Vital Vegetables, Jenny Craig, Tip Top Goodness Grains and Symbio yoghurt. In 2008, Angela founded her private practice, ABC Nutrition Ltd on the belief that good nutrition and eating well should be easy and uncomplicated.

Kevin Biggar

☼ Extreme Adventurer

Kevin was a strategy consultant with The Boston Consulting Group before he left the corporate world to take part in the world's toughest test of endurance – the trans-Atlantic Rowing race. An unusual choice for anyone but particularly for someone who hadn't rowed before – and was prone to sea-sickness. Nevertheless, applying skills from his business career he took on the challenge and over two years transformed himself into a world record-beating endurance athlete. Together with his rowing partner Jamie Fitzgerald he went on to undertake a much tougher challenge – the first ever unsupported trek from the coast of Antarctica to the South Pole and back. Since then, Kevin has been the CEO of a software start-up and has written/co-written three books. He is currently the host of the TVNZ series 'First Crossings' recreating historic adventures in NZ.

John Brinkmann

☼ Pay Resources Ltd

For the last six months John has been conducting NOVOPAY seminars for principals and payroll administrators on behalf of NZPPA. John is a Chartered Accountant with over 20 years experience working in the payroll and financial areas of public and private sectors including hospitality, manufacturing, health-care, retail, distribution and education. He specialises in implementing, training and auditing HRIS solutions.

Lisa Dillon-Roberts

☼ Principal, Merrin School, Christchurch

Merrin School recently made the transition to Hail software and are enjoying the benefits of creating, collaborating and sharing content within the cloud. The innovation has been met with enthusiasm from students, parents and caregivers who are now able to view the content on any digital device including smartphones and tablets. Lisa's husband Stuart is involved with the development of this new application which means he has inside information on tailoring the software to the needs of a busy school.

Linda Guirey

☼ Life Choices Coach

Linda is an inspiring international speaker who transforms and inspires people and organisations from the inside out. She has spoken to thousands of people and has received many accolades, including being voted 'Best Speaker in NZ for 2012' (Corporate Events People's Choice Awards) and being recognised by the Worldwide Who's Who for Excellence in Professional Speaking.

"Linda is a fantastically inspiring speaker. Her manner, presentation style and message is one we can all learn from. Brilliant."
– Nikki Ayson, National Bank

Wayne Facer

☼ Education Enterprises

Wayne was a school principal before resigning to become a consultant in banked staffing. During the last 6 years he has assisted over 100 schools nationwide to accumulate more than \$10m in extra staffing resources which enables these schools to employ more teachers and extend staffing hours for the benefit of both staff and pupils.

Ben Fish

☼ Productivity Coach, Kinetics Group

Ben provides individual and group coaching in Microsoft Office and other business software applications. He has nearly 20 years of experience in training, education, development and business analysis working with large, medium and small businesses in both New Zealand and the UK. As a productivity coach he works directly with staff in their working environment, delivering high value skills development enabling users to work smarter using the tools they already have.

Dona Hobbs

☼ Teacher, Pirongia School

Donna teaches with a passion at Pirongia School.

Alison Imrie

☼ Novopay Specialist

Alison is a school administrator at the only rural Special Needs School in New Zealand and has worked for the Ministry for 12 years. She has been working with Novopay from its original implementation and is considered a Novopay Online Specialist.

Victoria Innes

☼ Help Desk, NZSTA

NZSTA is responsible for providing support to boards and returning officers through their election processes. Victoria has been an adviser on the NZSTA Helpdesk since 2009, advising on a broad range of trusteeship queries and specialising in legal matters. As the Helpdesk is the primary source of guidance on all board elections, Victoria has extensive experience in issues related to board composition, vacancies and the election process.

Ashlee Kellett

☼ Beauty on Demand

After 14 years travelling worldwide as a beauty stylist, Ashlee learnt the industry inside-out and has now established herself as one of New Zealand's leading stylists. She is the proud owner of Beauty On Demand, New Zealand's top beauty styling agency with over 20 stylists on her books.

Register online: www.cessl.org.nz fax free: 0800 205 762 phone free: 0800 205 267

89 Nazareth Avenue, PO Box 414, Christchurch 8140. Phone 0-3-338 4444. Fax: 0-3-338 4447. Email: wayne@cessl.org.nz. www.cessl.org.nz

Speakers' Profiles

Lisa Lyford

✦ Image Consultant, 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 one's life – relationships, opportunities ...

Lisa is a trained image consultant and until recently owned a successful marketing & advertising company for 15 years. Through her recently formed company, Gorgeous Me, Lisa and her team have "changed lives" with their advice and styling expertise.

Mariska Mannes

✦ Consultant, Deliquo Communication

Mariska is an experienced communications consultant and trainer with more than 10 years experience. She holds a Master's degree in Communication Management and is passionate about improving cross-cultural and internal communications by helping others discover the positives of working in a culturally diverse team.

Gary McCormick

✦ Radio Host, MediaWorks

Radio presenter and commentator, television star, corporate speaker, comic, published poet – Gary is one of New Zealand's favourite entertainers. His quick wit, intelligent comment on almost everything has seen his "work" admired and in demand throughout the country.

Amanda Neill

✦ Interior Designer, Designworx

Amanda is one of Auckland's leading interior designers. Trained in London, Sydney and Auckland, she has tutored at the Auckland School of Interior Design and has been involved with colour forecasting for the New Zealand market.

In 2014 she was the interior designer in the Living Channel renovation series, 'How Did You Do That?' and regularly features as a guest on ZB's 'Sundays with the Resident Builder' with NZ Block builder, Pete Wolfcamp.

Amanda is a Professional Member of the Designers' Institute of New Zealand (PDINZ).

David Reeve

✦ Director, Vitrescent Limited

David has always had a knack for using technology to solve problems. His career started as the go-to guy in the office when people needed help troubleshooting IT challenges. Eventually, he turned this knack into a career and has since gone on to establish several successful businesses where he used his ability to find innovative solutions.

When David heard about schools' struggles to manage NOVOPAY, he knew he'd found his next challenge. The Payroll Toolkit was introduced in 2013 and David continues to work closely with schools to hone in on what payroll professionals really need.

Kathie Rifle

✦ Te Reo Maori Teacher

Kathie has been teaching emergent Te Reo Maori in Waipa District primary schools for over five years. She uses games, waiata (songs) and activities to help the children gain confidence in the pronunciation and use of basic Te Reo.

Nadin Rathgeber-Hughes

✦ Master Trainer, Ask me 4 coffee Ltd

Hospitality runs through Nadin's veins, and since completing a Craft Trainer Award and Barista course in London 12 years ago, coffee training has been her speciality. Her venture, Ask me 4 coffee Ltd was born from her passion for teaching combined with her love of coffee. Nadin holds the Certificate in Adult Education Level 5 and is a registered Assessor for Service IQ.

Liz Todd

✦ Trainer, CyberKeys Ltd

Liz is an experienced trainer who develops and delivers Microsoft Office computer training to a wide range of users including CEOs, administrative staff, sports professionals, students and middle managers. She also writes self-paced training manuals and produces training videos for Microsoft Office and MYOB. Liz has great insight into the tasks that computer users perform every day which adds a real-world richness to her training.

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 books and maintains over 50 educational websites.

Sarah Stenson

✦ Deputy Principal,
Epsom Girls' Grammar School

Sarah is president of the National Association of Secondary Deputy and Assistant Principals (NASDAP) and a member of the executive team of the Auckland Association of Secondary Assistant and Deputy Principals (ASDAPA). She is currently working on implementing restorative approaches for her school's students and staff.

Linda Wallis

✦ Consultant, Assist You

Linda has extensive experience in office systems and administration and is an accredited Microsoft Office Specialist. She has successfully run her training and consultancy business 'Assist You' since 1998, working with management and administrative staff to build office systems that suit their specific needs and style of working.

Linda is also a collaborating founder and director of 'Flying Colours Training & Development Solutions', a Northland/Te Tai Tokerau-based company that specialises in focused training and capacity building for not-for-profit community organisations.

Register online: www.cessl.org.nz fax free: 0800 205 762 phone free: 0800 205 267

89 Nazareth Avenue, PO Box 414, Christchurch 8140. Phone 0-3-338 4444. Fax: 0-3-338 4447. Email: wayne@cessl.org.nz. www.cessl.org.nz

Administration for Schools Conference, Thursday 13 August, 2015

ASC Workshops Sharing Solutions

Choose one workshop from each of the two morning sessions and one from the afternoon session.
(Note: each dot indicates a workshop session)

● 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
Effective Email Writing	Robyn Bennett	●		
Effective Communication	Linda Guirey	●		
NOVOPAY Payroll Training	John Brinkmann	●		
NOVOPAY – Recent Developments	Ministry of Education	●		
Excel Everyday: hands-on (double session: 10.30-1)	Liz Todd	●	●	
Discover the Power and the Joy of Order in your Office	Linda Wallis	●		
How to Make a Great Flat White	Nadin Rathgeber	●	●	
How to Use Google Docs	Jacqui Sharpe	●		
An Introduction to Te Reo	Kathy Rifle	●		
OneNote – Microsoft’s Best Kept Secret	Kinetics Group	●		
How to Create Great Foyer Displays	Dona Hobbs	●		
Gorgeous Me	Lisa Lyford	●	●	
Maximising Your Intuition to Solve Problems	Robyn Bennett		●	
Effective Relationships	Linda Guirey		●	
NOVOPAY from a Personal Perspective	Alison Imrie		●	
ENROL – Question and Answer Forum	Odile Stotzer		●	
Systems and Processes in Your Office	Linda Wallis		●	
Communicating with Other Cultures	Mariska Mannes		●	
Making your Newsletters Shine with Hail Software	Lisa Dillon Roberts		●	
Banked Staffing	Wayne Facer		●	
PowerPoint – Best Practice	Kinetics Group		●	
How to Run Trouble-free BoT Elections	Victoria Innes		●	
Good Eating and Nutrition	Angel Berrill		●	●
Organising a Small Event	Robyn Bennett			●
Building Resilience and Overcoming Challenges	Linda Guirey			●
Managing School Payroll with Toolkit Software	David Reeve			●
ASA – Attendance Service Application	Teresa Ross			●
Word Advanced: Shortcuts, Tips & Tricks (hands-on)	Liz Todd			●
Document Management and the Art of Filing	Linda Wallis			●
Interior Design	Amanda Neill			●
Makeup – Simply Looking Great	Ashlee Kellett			●
Super Useful Quick Tips in Office 2013	Kinetics Group			●
Restorative Justice for Schools	Sarah Stenson			●
The Magic of Self-discovery	Lisa Lyford			●

Register online: www.cessl.org.nz **fax free:** 0800 205 762 **phone free:** 0800 205 267

89 Nazareth Avenue, PO Box 414, Christchurch 8140. Phone 0-3-338 4444. Fax: 0-3-338 4447. Email: wayne@cessl.org.nz. www.cessl.org.nz

'Sharing Solutions' Registration Form**Thursday, 13 August 2015, 8.45am-5.30pm**

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

☐ **5 Ways to Register:** (Please photocopy this form for multiple registrations)
1. **Online:** go to www.cessl.org.nz 2. **Email:** scan this registration form and send to wayne@cessl.org.nz3. **Phone free:** 0800 205 267 4. **Fax free:** 0800 205 762 5. **Post-free:** PO Box 414 Christchurch 8140.
☐ **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)
Personal Information:

First Name	Surname
School Name	
School Address	
Email Address	Position
Phone/Fax	

Dietary Information: (if applicable)
☐ I am a vegetarian (tick if vegetarian)

☐ I have special dietary requirements (please supply details) _____
Programme of Events:

7.45am - 8.45am	Registration and Refreshments
8.45am - 9.00am	Introduction and Welcome
9.00am - 9.50am	Keynote Speaker: Kevin Biggar
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 - 3.30pm	Prize draws / Conclusion
3.30pm - 4.15pm	Keynote Speaker: Gary McCormick
4.15pm - 5.30pm	Complimentary drinks and nibbles

My Choice of Workshops: Please note: the organisers of ASC 2015 reserve the right to amend or change workshops as necessary.

Workshop 1.

Workshop 2.

Workshop 3.

Payment: Registration fee includes workshops, speakers, morning tea and buffet lunch. **\$305.00 + 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 Policy: you may send a substitute in your place. Notification of cancellations seven days prior the event will incur no charge. Cancellations received after 7 August 2015 will incur an \$80.00 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.

For further information contact the conference organiser: Wayne Jamieson, freephone 0800 205 267 or wayne@cessl.org.nz