



Thursday, 19 August 2010  
8.45am-5.30pm

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

**"No culture can live if it  
attempts to be exclusive ..."**

*– Mahatma Ghandi*

We all come from diverse backgrounds and we view things from our own vantage point. Just because people do things differently does not mean they are wrong – they may be looking at things in a totally different way.

Our theme this year, "Sharing our Cultural Diversity", will explore these cultural challenges. You will learn to see the value of these differences between people and how to put cultural diversity to work for the benefit of you and your school.

Along with our cultural workshops, we again feature a number of new professional development workshops, including 'dealing with change', 'social workers in schools' and '2010 changes in payroll'. In addition, our personal growth sessions see the return of last year's highly popular 'image and style', and 'nutrition' workshops, and two exciting new cooking workshops featuring tastes of traditional Thai and Japanese cuisine.

Your day will start with lots of rhythm and conclude with the fabulous Jo Seagar.

As always, your energy and passion are vital to all schools.

We look forward to seeing you again ...

### **COST:**

\$225 per person (Incl. G.S.T.), or \$220 per person for three or more registrations from one school. Buffet lunch included.

### **3 EASY WAYS TO REGISTER:**

Complete the attached Registration Form and ...

- Fax FREE to 0800 205 762
- Post to ASC Conference, c/o CES, PO Box 414, Christchurch 8140
- Register online at [www.cessl.org.nz](http://www.cessl.org.nz)

**Closing date for all registrations is Friday, 6 August.**

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

# Administration for Schools Conference 2010

## Sharing our Cultural Diversity Programme

Workshops: choose three (one from each session).

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

### **A PROFESSIONAL DEVELOPMENT** Workshops designed to enhance your skill set.

Workshop	Presenter	10.30-11.45am	11.45am-1pm	2pm-3.15pm
Dealing with Change	Penny Harrison	✓	✓	✓
Appraisal of Support Staff	Ross McGowan		✓	
New Payroll 2010	Duncan Boennic	✓	✓	✓
Excel 2007 – Tips and Tricks for new users	Tina Hunter	✓		
Word 2007 – Tips and Tricks for new users	Tina Hunter		✓	
Publisher & PowerPoint – Tips and Tricks for new users	Tina Hunter			✓
Excel 2007 – Data Manipulation	Rodney Penny	✓		
Excel 2007 – Advanced tips and tricks	Rodney Penny		✓	
Photoshop CS4	Rodney Penny			✓
Learning about the Ministry of Education	Alison Dow/Ken White			✓
Stress Management	Kathy Skellern	✓	✓	✓
First Aid – Tips and Techniques	Jo Piggins		✓	
Banking in your School	ASB / Russell Moon	✓		
ENROL – Roll returns 2011	Echo Brooke-White	✓	✓	
Hygiene Practices during a Pandemic	Initial Hygiene			✓
Social Workers – their role in schools, together with the Strengthening Families Initiative	June Edwards Laurie Pedlar		✓	
KiwiSaver – what is it and how does it work?	Jacquie Reid	✓		
Financial Management from the MoE's Perspective	Carmel Riordan			✓
Banking Staffing	Louis McLaughlin		✓	✓
Using the Internet Safely	Peter Mellow			✓

### **B SOFTWARE MANAGEMENT** Workshops to assist you in student management systems.

Workshop	Presenter	10.30-11.45am	11.45am-1pm	2pm-3.15pm
KAMAR – a question and answer session	Stephen Wise	✓		

### **C PERSONAL GROWTH** A break from the professional development sessions, while contributing to your well-being.

Workshop	Presenter	10.30-11.45am	11.45am-1pm	2pm-3.15pm
A taste of Thailand	Main Course	✓		
A taste of Japan	Main Course		✓	
Image and Style	Stacey Beatson		✓	
Nutrition – good nutrition made easy	Angela Berrill			✓

### **D CROSS-CULTURAL COMMUNICATION** Exploring the social and cultural relationship between your school and a cross-section of ethnic and religious communities.

Workshop	Presenter	10.30-11.45am	11.45am-1pm	2pm-3.15pm
Communication across Cultures	Kathy Jackson	✓		
The Pacific Island community	Isabella Rasch		✓	
The Maori community	Andrea Tapu			✓
The Muslim community	Syed Hoesain Shahabuddin	✓		
The Indian community	Lingappa Kalburgi		✓	
Schools and New Migrants	Bevan Chung			✓
Human Rights, Cultural Diversity	Marama Davidson	✓		

## PROFESSIONAL DEVELOPMENT

Workshop	Presenter	Outline
Dealing with Change	Penny Harrison	Strategies for managing and understanding the process of change
Appraisal of Support Staff	Ross McGowan	A principal's methods and processes of staff appraisal
Novapay – new Payroll system 2010	Duncan Boennic	All you need to know about the new pay system
Excel 2007	Tina Hunter	Tips and tricks for new users
Word 2007	Tina Hunter	Tips and tricks for new users
MS Publisher/PowerPoint 2007	Tina Hunter	How to create exciting multimedia presentations for the classroom
Excel 2007 – Data Manipulation	Rodney Penny	Beyond the basics: tips and tricks for advanced users
Excel 2007 – Advanced	Rodney Penny	Beyond the basics: tips and tricks for advanced users
Adobe Photoshop	Rodney Penny	Enhance the quality of your presentations
Learning about the Ministry of Education	Alison Dow/Ken White	Gain a better understanding of the MoE
Stress Management:	Kathy Skellern	Learn to manage stress out of your life
First Aid	Jo Piggins	A refresher that covers core skills, tips and techniques
Banking in your School	Russell Moon	Get the most from your bank, presented by the ASB
ENROL	Echo Brooke-White	The roll returns process for 2011
Hygiene in a Pandemic	Initial Hygiene	Safe practice and looking after yourself during a pandemic
Social Workers in Schools and Strengthening Families initiatives	June Edwards Laurie Pedlar	A summary of the Ministry of Social Welfare's initiatives to support children from low income families
A guide to KiwiSaver	Jacquie Reid	What it is, how it works and choosing a provider
Financial Management	Carmel Riordan	Good financial practice; from the perspective of the MoE
Banking Staffing	Louis McLaughlin	Maximising the benefits for your school
Using the internet safely	Peter Mellow	Online risks and the security precautions you should be taking

## SOFTWARE MANAGEMENT

Workshop	Presenter	Outline
KAMAR – SMS providers	Stephen Wise	A discussion followed by question and answer session

## PERSONAL GROWTH

These workshops are designed as a break from the more intense professional development sessions while still contributing to your well-being.

Workshop	Presenter	Outline
Thai Cooking Demonstration	Main Course	Thai green curry and salad
Japanese Cooking Demonstration	Main Course	Miso crusted beef with mushrooms
Image and Style	Stacey Beatson	The latest fashion trends and how to update your wardrobe
Nutrition	Angela Berrill	The latest ideas on how to make healthy choices

## CROSS-CULTURAL COMMUNICATION

Your school has many different ethnic communities and religions. These workshops will explore the social and cultural relationships between your school and a cross-section of these communities.

Workshop	Presenter	Outline
Communicating across Cultures	Kathy Jackson	Developing interaction between diverse groups
The Pacific Island community	Isabella Rasch	Pasifika's social and cultural relationship with schools
The Māori community	Andrea Tapu	The Tāngata Whenua's social and cultural relationship with schools
The Indian community	Lingappa Kalburgi	The Indian community's social and cultural relationship with schools
The Islamic community	Syed Hoesain Shahabuddin	A look at the Muslim religion and your school's perspective
Schools and new migrants	Bevan Chuang	The new migrant's experience of the school environment
Human rights and cultural diversity	Marama Davidson	Human rights, cultural diversity and front-of-school staff

## Administration for Schools Conference 2010

# Sharing our Cultural Diversity Registration Form

**Register me for ASC 2010:** (Please photocopy this form for multiple registrations)

- Register online at: [www.cessl.org.nz](http://www.cessl.org.nz)
- Complete this form and fax FREE to 0800 205 762 or FREE post to: CES, PO Box 414, Christchurch 8140

**Cost:** \$225.00 per person (incl. GST)

Multiple registration discount: \$220.00 per person (incl. GST) for three or more registrations from one school.

**Do not send money now:**

We will confirm your registration/s and invoice your school.

**Cancellation Policy:**

You may send a substitute in your place. Notification of cancellations 6 days prior the event will incur no charge. Cancellations received within the 5 day period prior to the opening of the event will incur an \$80 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.

**Personal Information:**

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

**Dietary Information (if appropriate):**

- 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 – Iain Taylor, <i>Chairperson Auckland Primary Principals' Association</i>
9.00am - 9.50am	Rhythm Interactive – <i>innovative entertainment</i>
9.50am - 10.00am	Housekeeping
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	Interval
3.30pm - 4.30pm	Keynote Speaker – Jo Seagar, <i>celebrity cook</i> . Prize draws and conclusion.
4.30pm - 5.30pm	Complimentary drinks and nibbles

**Workshop Choices:** (Please note: the organisers of ASC 2010 reserve the right to amend or change workshops as necessary)

Workshop 1. ....

Workshop 2. ....

Workshop 3. ....

**For further information contact the conference organiser:**

Wayne Jamieson, freephone 0800 205 267, [wayne@cessl.org.nz](mailto:wayne@cessl.org.nz)