



PRESENTS

# ASC 2011

## Administration for Schools Conference

# THE BALANCING ACT



**"YOU WILL BE MADE TO THINK AND LAUGH"**

Thursday, 18 August 2011  
8.45am-5.30pm

Waipuna Hotel & Conference Centre  
58 Waipuna Road  
MT WELLINGTON

**"I've learned that you can't *have everything* and *do everything* at the same time." – Oprah Winfrey**

Welcome to ASC 2011: the only conference specifically for school administrators.

This year's theme is about The Balancing Act. We are all constantly searching for balance in every aspect of our busy lives and this is reflected in our workshops. They will provide you with not only professional development opportunities but also the chance to explore and add to your life experiences with new personal growth sessions.

Every year is about change as we seek to make ASC the complete event.

You will find new presenters and more options, including 'Fundraising for Your School', 'Working Together as a Team', 'Social Media', 'Conflict Prevention and Resolution', 'Change Challenges from a Personal Perspective', 'The Exit Plan', 'Drugs and Schools', 'Communicating by the Way We Dress', 'Schools and New Migrants', and many more ...

ASC is also important from a collegial aspect. You all have similar roles in schools and have many stories to share.

The day will start with a session on the dangers of 'P' in our society and conclude with an outpouring of rhythm where you'll learn "actions speak louder than words!"

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

We hope you will join us for a day of learning and we look forward to seeing you again.

### 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, 12 August 2011**

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

EVENT SPONSOR 



Contact: Wayne Jamieson, CES Marketing Manager  
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Email: [wayne@cessl.org.nz](mailto:wayne@cessl.org.nz) [www.cessl.org.nz](http://www.cessl.org.nz)

# Administration for Schools Conference 2011

## The Balancing Act Programme

### PROFESSIONAL DEVELOPMENT WORKSHOPS

| Workshop                                      | Presenter      | Outline   |
|---|----------------|---|
| Effective Fundraising for your school         | Kerri Tilby    | Kerri has 15 years experience in fundraising, sponsorship and marketing. She has some great ideas to get your school's fundraising on track.  |
| Writing Effective Letters, Memo's and Emails  | Robyn Bennett  | Understand the writing process; recognise the eight most important factors when writing: effective formats; writing in plain English  |
| Working Together as a Team                    | Robyn Bennett  | Identify behavioural styles of the team you work in and how to work best with each person in your team; differing personality styles; different roles we take on in a team                            |
| Managing Time                                 | Robyn Bennett  | Identify barriers to effective time management; establishing priorities; planning and scheduling your time; techniques to manage procrastination; good systems for handling emails                    |
| Payroll: It's 2011 – What Now?                | Cherie Hunt    |   |
| Social Media                                  | Kaila Colbin   | Learn how online social networking is changing the way we communicate.  |
| Conflict Prevention vs Conflict Resolution    | Rosita Guy     | Conflict can be constructive if it leads to progress and achievement. Destructive conflict is harmful, sapping useful energy and leading to more conflict.  |
| Change Challenges from a Personal Perspective | Rosita Guy     | Change is one of the things in life of which we can be certain. However, it is not what happens to you in life, it is how you react to change in your life that is important.                         |
| The Exit Plan                                 | Rosita Guy     | Practical considerations for life after retirement  |
| Dealing with Difficult People                 | Kathy Skellern | No matter where we go we will face people who are negative or oppose us or our ideas. Learn some great coping techniques.   |
| Child, Youth and Family – what do they do?    | CYFS           | An overview of the process and how it affects schools   |
| Chat Room (Limited to 12 places)              | Kathy Skellern | An opportunity to share your concerns, ideas and experiences with other delegates. Email suggested topics to <a href="mailto:wayne@cessl.org.nz">wayne@cessl.org.nz</a> for inclusion in the session. |
| Drugs and Schools                             | Colin Bramfitt | The Foundation for Alcohol and Drug Education (FADE) discuss the drug testing process and the possible ramifications for schools  |

### SOFTWARE MANAGEMENT WORKSHOPS

| Workshop                          | Presenter    | Outline   |
|-----------------------------------|--------------|---|
| WORD 2010                         | Tina Hunter  | Styles and templates  |
| EXCEL 2010                        | Tina Hunter  | Lots of tips and tricks   |
| WORD 2010                         | Tina Hunter  | Lots of tips and tricks   |
| More Productivity with EXCEL 2010 | Rodney Penny | Data manipulation; exploring new features; lots of tips and tricks  |
| Introduction to PHOTOSHOP CS5     | Rodney Penny | Understanding and creating different file formats; using Tools to edit, enhance and manipulate images; using layers |
| Using Graphics in OFFICE 2010     | Rodney Penny | A review of Smart Art; manipulating objects; graphic types  |

### PERSONAL GROWTH

| Workshop                              | Presenter       | Outline  |
|---------------------------------------|-----------------|--|
| Work Life Balance                     | Gabriele Wehler | Identify limiting beliefs, behaviours and habits; learn simple tools and techniques to bring your life into a positive balance |
| Makeup – Simply Looking Great         | Sharon Kenny    | Great tips and techniques from a professional makeup artist  |
| Main Course                           | Sonya Oyston    | Two great cooking lessons:<br>1.) How to prepare Stuffed Pork fillet 2.) Thai Fishcakes and Black Chili Prawns                 |
| Chat Room (Limited to 12 places)      | Kathy Skellern  | Bring a topic to discuss: a chance to share concerns, ideas and experiences  |
| How to Create your own Personal Image | Trish Buckman   | Style with flair: being well-dressed and self-assured, regardless of age or body shape   |
| Wardrobe Planning and Accessories     | Trish Buckman   | How to put it all together: design your wardrobe to suit your lifestyle, budget and lifestyle                                  |
| Health and your Well-being            | Trish Buckman   | When you are fit and feel well, everything else will fall into place   |

### CROSS-CULTURAL COMMUNICATION

| Workshop                      | Presenter      | Outline   |
|-------------------------------|----------------|---|
| Communicating across Cultures | Mariska Mannes | Identifying kiwi culture and the culture within your school; fascinating facts about other cultures that will allow you to communicate more effectively; discover ways in which we 'signal' culture; practical ways to respect others' values and beliefs |
| Schools and New Migrants      | Bevan Chuang   | The new migrant's experience of the school environment  |

# Administration for Schools Conference 2011

## The Balancing Act Workshops



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 professional skills.

| Workshop   | Presenter       | 10.30-11.45am | 11.45am-1pm | 2pm-3.15pm |
|--|-----------------|---------------|-------------|------------|
| Effective Fundraising for your school              | Kerri Tilby     | ✓             | ✓           |            |
| Writing Effective Letters, Memo's and Emails       | Robyn Bennett   | ✓             |             |            |
| Working Together as a Team                         | Robyn Bennett   |               | ✓           |            |
| Managing Time                                      | Robyn Bennett   |               |             | ✓          |
| Payroll: It's 2011 – What Now?                     | Cherie Hunt     | ✓             | ✓           |            |
| Social Media – social interaction and the Internet | Kaila Colbin    |               | ✓           | ✓          |
| Conflict Prevention vs Conflict Resolution         | Rosita Guy      | ✓             |             |            |
| Change Challenges from a Personal Perspective      | Rosita Guy      |               | ✓           |            |
| The Exit Plan                                      | Rosita Guy      |               |             | ✓          |
| Work Life Balance                                  | Gabriele Wehler |               |             | ✓          |
| Dealing with Difficult People                      | Kathy Skellern  |               | ✓           |            |
| Child, Youth and Family – what do they do?         | CYFS            | ✓             |             |            |
| Drugs and Schools                                  | Colin Bramfitt  |               |             | ✓          |

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

| Workshop                          | Presenter     | 10.30-11.45am | 11.45am-1pm | 2pm-3.15pm |
|-----------------------------------|---------------|---------------|-------------|------------|
| WORD 2010 – Styles and Templates  | Tina Hunter   | ✓             |             |            |
| EXCEL 2010 – Tips and Tricks      | Tina Hunter   |               | ✓           |            |
| WORD 2010 – Tips and Tricks       | Tina Hunter   |               |             | ✓          |
| More Productivity with EXCEL 2010 | Rodney Penney | ✓             |             |            |
| Introduction to PHOTOSHOP CS5     | Rodney Penney |               | ✓           |            |
| Using Graphics in OFFICE 2010     | Rodney Penney |               |             | ✓          |

### **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 |
|--|----------------|---------------|-------------|------------|
| Food, Glorious Food with “Main Course” | Sonya Oyston   | ✓             | ✓           |            |
| Chat Room (Limited to 12 places)       | Kathy Skellern |               |             | ✓          |
| Makeup – Simply Looking Great          | Sharon Kenny   |               | ✓           |            |
| How to Create your own Personal Image  | Trish Buckman  | ✓             |             | ✓          |
| Wardrobe Planning and Accessories      | Trish Buckman  |               | ✓           |            |
| Health and your Well-being             | Trish Buckman  |               |             | ✓          |

### **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 | Mariska Mannes |               |             | ✓          |
| Schools and New Immigrants    | Bevan Chuang   |               |             | ✓          |

# Administration for Schools Conference 2011

## The Balancing Act Speaker Profiles

### **Dale Kirk (Key Speaker)** **Managing Director, MethCon Group**

MethCon Group is a specialist company which provides drug education, advice and training programmes relating to substance abuse. Managing Director, Dale Kirk, is a former Police Detective with several years experience in the field of drug investigation specialising in the area of "P" (methamphetamine) manufacture.

Dale's presentation will be hard hitting and factual as he explains the nature and science of "P" addiction and its inevitability. The aim is to provide an understanding of what makes this drug so destructive, while giving you relevant skills and strategies to make appropriate, informed decisions.

### **Kerri Tilby** **CEO, Exult**

Kerri works with schools, sports clubs and community groups across the country. She has over 15 years experience in the not-for-profit sector and has supported literally hundreds of groups in their fundraising, sponsorship and marketing endeavours. Kerri is the author of "The Seriously Good Guide to Fundraising."

### **Robyn Bennett** **Team Link Training Ltd**

Robyn is the Director of Team Link, a business which provides training in office administration. Their popular courses are run through the University of Canterbury, Victoria University and Canterbury Employers' Chamber of Commerce, and NIM Southern. Robyn is known for her interactive and fun training style, while ensuring participants are learning and increasing their skills and knowledge.

### **Cherie Hunt** **Ministry of Education**

Cherie is a Senior Manager Education Service specialising in Payroll.

### **Kaila Colbin** **Social Networker**

Kaila's professional experience spans project management, marketing and ownership of two companies in her native USA. Now living in New Zealand, she is embedded in social media. You can follow her on Facebook, Twitter and watch her being interviewed about Social Media on YouTube. Kaila also blogs professionally for the Web Genome Project and Search Insider.

### **Child, Youth and Family**

CYFS are the biggest employer of social workers in the country. In addition to more than 1,300 social workers and specialist support staff, they have teams dedicated to supporting 4,500 caregivers. They also work with those helping young offenders get their lives back on track.

### **Rosita Guy** **Guy & Associates**

Rosita has an extensive background in human resource management, industrial relations, training and small/medium business experience. She specialises in conflict resolution, communication skills, leadership techniques and skills, smart work practices and work/life balance. Rosita is advocate for the NZ School Executive Officers' Association, a committee member of the Human Resource Institute of NZ, and founding member of a networking group for business women. Rosita is also a guest tutor at the NZ Institute of Management SI and lecturer at Christchurch Polytechnic.

### **Gabriele Wehler** **Wellness and Business Coach** **Clarity Consulting**

Born and raised in Germany, Gabriele came to New Zealand in 1986 and fell in love with the Kiwi lifestyle. She holds a BA degree in Business Psychology from Massey University and is a certified life coach with 15 years experience as trainer, consultant, assessor and coach. She believes mental and physical well-being go hand-in-hand and are a necessity to function well in order to achieve goals.

### **Kathy Skellern** **Business Relationship Coordinator**

Kathy is a Senior Lecturer and Business Relationship Coordinator at the School of Business Services at Manukau Institute of Technology. She has developed training programmes for several departments in customer care, meaningful minutes and personal assistance. Kathy brings a wide range of teaching and training experience in many different areas.

### **Colin Bramfitt** **Executive Director, FADE**

The Foundation for Alcohol and Drug Education has a long and successful history of working with the wider community. FADE consultants regularly work with communities of teaching and education, young people, industry, parents, caregivers, sport/

### **Tina Hunter** **Microsoft Office Master Instructor**

For the last 13 years Tina has been involved in a variety of roles in the IT and education sectors, and for the last three years has been involved in a successful school administration support cluster.

### **Rodney Penney** **Microsoft Office Specialist Master**

Rodney has extensive experience teaching application software to adult learners. As a senior consultant he has responsibility for training other staff, writing course notes, supporting clients and overseeing courses.

### **Sonya Oyston** **Main Course**

Sonya will get you started on the basics – she'll demonstrate techniques like heat control, knife skills and stuff like timing, temperature and menu planning. Including tips on what to buy, where, how and when, what to cook for various occasions that won't have you melting down and a good giggle about why things go wrong sometimes.

### **Sharon Kenny** **Makeup Artist/Stylist**

Sharon is a talented makeup and nail artist with over 20 years experience working in Britain and New Zealand. Having experienced life on both sides of the camera (she has been a model/actor for 30 years), Sharon has an eye for detail and an inspiring passion for fashion. Clients describe her as "gentle, encouraging, fun, energetic, observant, understanding and thoroughly professional!"

### **Trish Buckman** **Image / Fitness Consultant**

"Motivating others to be the best they can be" is Trish's purpose. As a personal consultant she can colour, style, wardrobe plan and accessorise.

As a fitness consultant she can develop a fitness programme to achieve strength, fitness and proper nutrition. And as a lifestyle consultant she can combine her knowledge to give growth, strength and inner peace.

### **Mariska Mannes** **Deliquo Communication**

Mariska holds a Master's degree in Communication Management. She is passionate about improving cross-cultural and internal communications and helping others find the positives of working in a diverse team. Cultural awareness includes being able to effectively communicate, understand and feel comfortable with the cultures of other people.

### **Bevan Chuang** **Auckland Regional Migrant Services**

Bevan is a Settlement Support Coordinator. She assists new migrants and refugee communities to settle in Auckland and ensures their needs are reported to the Department of Labour for further policy development.

### **Rhythm Interactive** **Innovative Entertainment**

Rhythm Interactive is one of NZ's most innovative entertainment shows. They have successfully performed over 400 shows nationwide and connected 60,000 people through rhythm.

# Administration for Schools Conference 2011 – Waipuna

## The Balancing Act Registration Form

**Register me for ASC 2011 – WAIPUNA:** (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

**I am a Diamond Delegate** (Please tick if you have attended five ASC conferences)

**I am a Gold Delegate** (Please tick if you have attended four ASC conferences)

### Personal Information:

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

**Cost:** \$250.00 + GST per person

**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.

### 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 –  |
| 9.00am - 9.50am   | <b>Keynote Speaker:</b> Dale Kirk – “ <i>The Dangers of P in our Society</i> ”  |
| 9.50am - 10.00am  | Housekeeping  |
| 10.00am - 10.30am | Morning Tea   |
| 10.30am - 11.45am | <b>Session One</b> (choose one workshop)  |
| 11.45am - 1.00pm  | <b>Session Two</b> (choose one workshop)  |
| 1.00pm - 2.00pm   | Buffet Lunch  |
| 2.00pm - 3.15pm   | <b>Session Three</b> (choose one workshop)  |
| 3.15pm - 3.30pm   | Prize draws   |
| 3.30pm - 4.30pm   | <b>Rhythm Interactive – The Director's Cut!</b><br>“ <i>Connecting people through rhythm without a single word being spoken</i> ” |
| 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)