

# South Island School Office Administrators' CONFERENCE

9.00am - 4.15pm, Tuesday 27 July 2010  
Riccarton Park Function Centre, Christchurch

- Interesting speakers and topics
- Networking opportunities
- Industry insights from experts
- Personal development opportunities
- Relevant trade-displays

## Who should attend this conference?

All school office administrators, school secretaries, school trustees, and anyone responsible for administrative duties within the education environment will find this conference of immediate benefit.

These interactive workshops address professional skills that will enhance your working relationships, improve leadership and communication skills, and bolster your confidence as you assume more important office roles. You will emerge from this one-day conference with the tactics and tools you need to position yourself as a high-impact school administrative manager.

“ Can't wait to get back  
to school to discuss with rest of staff,  
**lots of ideas** to work on  
and great to hear of all the **support**  
we can access ”



## Workshop Facilitators and Keynote Speakers

### **Duncan Boennic** **National Service Delivery Manager, Talent2**

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Talent2 are the new providers of schools' payroll service for the Ministry of Education. The new service, Novopay, will give schools direct online access to payroll information. Duncan will have overall responsibility for the Novopay service, which comprises a Service Desk and two payroll processing centres. He has extensive experience in providing IT solutions to customers, and in implementing business management systems. Duncan will explain how the Novopay service will work, and how schools will interact with the Service Desk, which will be the key point of contact for schools.

### **Robyn Bennett, Dip Mgt** **Director, Team Link Training Ltd**

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Robyn's courses are known for her interactive and fun training style, while at the same time ensuring participants are learning and increasing their skills and knowledge. She is a committed administrative professional having belonged to the Association of Administrative Professionals New Zealand Inc for over 20 years, and was National President for two years. Robyn is the first woman to receive Accredited Speaking Member (ASM) status from the National Speakers' Association, Christchurch Group.

### **Sue Jackson** **Principal, West Melton School**

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Oh no! Not that time of the year again – support staff appraisal! Come along, be entertained and participate in Sue's interactive and fun workshop. Please bring a sense of humour and an open mind ... you will be made to think and laugh!

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

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With her knowledge of people and workplace dynamics, Rosita has a firm belief in dealing with the cause, not the symptom. Her workshops enjoy a reputation of being entertaining and stimulating, delivered with a large dose of common sense and a dry sense of humour. She makes her audiences question their personal behaviour by proposing that in order to change, one first needs to change oneself. Rosita will show how replacing old, unsuccessful habits with new productive habits will bring positive results on many levels.

### **Louis McLaughlin** **Senior Adviser, Ministry of Education**

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Louis is a senior payroll expert at the Education Service Payroll. He is currently helping to develop the MoE's new payroll service and system, Novopay.

### **Amit Raut** **Account Manager, Initial Hygiene**

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Colds, flu and gastroenteritis can all be transferred from surfaces to staff and pupils, leading to cross-contamination throughout the school. Amit has been part of the Initial Hygiene team of trained professionals for the past three years and has previous experience in hygiene education. He will offer advice on how to sanitise high-use office equipment like phones, computer keyboards, photocopying machines, fax machines, printers and calculators.

### **Julie Grenfell** **Strengthening Families Initiative**

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Strengthening Families is a cross-sectoral, whole-of-government initiative which uses a structured process of government agencies and community organisations working together to achieve better education, housing, health and social outcomes for families. Strengthening Families provides coordinated support to help families/whanau get access to the services they need. The agencies work together with the family to provide support and develop joint solutions to issues, rather than each agency dealing with only one part of the problem and never seeing the big picture.

### **Steve Gurney** **Triathlon Athlete, Coach**

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Steve is well known as that "Crazy Coast to Coast guy" who won the Coast to Coast 9 times, in a row. He has also invented a bike with wings, been poisoned by bat dung while racing in Borneo jungles, nearly died, and then fought back to win the Coast to Coast six times more. Steve travels a couple of times a year to compete in Adventure Races – the most enduring of endurance races. Traversing jungles, swamps, rivers, seas, deserts and mountains as a team, the athletes navigate their way through the course by foot, horse, raft, kayak, bike, and sometimes camel. For 8-10 days they sleep only when they dare. As you may expect, Steve has interesting tales to tell that will make you cringe, cry and laugh.

## Programme of Events

8.15am-9.00am	Registration
9.00am-9.15am	Introduction: <b>Welcome to participants, housekeeping</b> – Wayne Jamieson, CES
9.15am-10.00am	Keynote Speaker: <b>“The new Payroll System – What now?”</b> – Alison Welch, Talent 2, Novopay Project at Ministry of Education
10.00am-10.30am	Morning Tea
10.30am-12.30am	<p><b>Morning Workshop</b> ( 2 hours each) Choose from one of the following:</p> <p>Session A. <b>“Decision Making”</b> – Robyn Bennett</p> <p>Session B. <b>“Using and really using Word”</b> – Phil Healey</p> <p>Session C. (Two topics) <b>“Appraisal of Support Staff”</b> and <b>“Being Part of the Team”</b> – Sue Jackson and Rosita Guy share their professional experience</p> <p>Session D. <b>“Banking Staffing”</b> – Louis McLaughlin</p>
12.30am-1.30pm	Networking Lunch
1.30pm-2.45pm	<p><b>Afternoon Workshops</b> ( 1hr 15mins each ) Choose from one of the following:</p> <p>Session A. <b>“Contemporary Workplace Communication”</b> – Rosita Guy</p> <p>Session B. <b>“Taking Minutes”</b> – Robyn Bennett</p> <p>Session C. <b>“Looking After Yourself during a Pandemic”</b> – Initial Hygiene</p> <p>Session D. <b>“Strengthening Families Initiative”</b> – Julie Grenfell</p>
2.45pm-3.15pm	Keynote Speaker: <b>Steve Gurney</b> “Adventures in the Sahara Desert”
3.15pm-4.15pm	<b>Conclusion / Prize Draw / Refreshments</b> (Complimentary bubbly and nibbles)

*This conference has been designed to fulfil the training requirements expressed to us by many schools. We have gathered facilitators who are recognised experts in their field. Participants will not only find the workshops entertaining and knowledge-based, but will return to their schools inspired and armed with information and practical skills which can immediately be implemented.*

## Registration Form — Tuesday 27 July, Riccarton Park

YES! We would like to attend the School Office Administrators' Conference 2010  
(Please use a separate registration form for each enrolment, photocopies are welcome).

### Registration Details

Name

Position

School

Postal address

Email Address

Name to appear on Name Tag:

Please send us an invoice for the total of \$

Choose one workshop for the afternoon session. Bookings are allocated on a first-come, first-served basis, so although every effort will be made to accommodate your choice, we reserve the right to select an alternative. Space in each workshop is strictly limited, so please register early to secure your preferred place.

Please decide now which workshops you want to attend and tick the Session Code in the relevant square.

MORNING WORKSHOP (choose one only)		AFTERNOON WORKSHOP (choose one only)	
<input type="checkbox"/> Session A	Decision Making	<input type="checkbox"/> Session A	Workplace Communication
<input type="checkbox"/> Session B	Using and <b>Really Using</b> Word	<input type="checkbox"/> Session B	Taking Minutes
<input type="checkbox"/> Session C	Staff Appraisal/Being Part of the Team	<input type="checkbox"/> Session C	Looking after Yourself in a Pandemic
<input type="checkbox"/> Session D	Banking Staffing	<input type="checkbox"/> Session D	Strengthening Families Initiative

### Payment

Your registration fee includes two workshops, two keynote speakers, morning tea, and lunch. (\$225.00 per person)  
Morning session only: includes one workshop, one keynote speaker, morning tea. (\$125.00 per person).  
NB: all fees include GST of 12.5%.

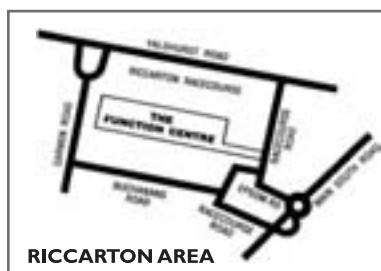
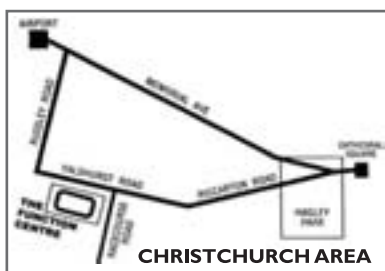
**Register: online at [www.cessl.org.nz/seminars & conferences](http://www.cessl.org.nz/seminars&conferences).** Or complete this registration form and fax free to 0800 205 762, or post free to CES, P.O. Box 414, Christchurch 8140.

Places are strictly limited and final confirmation is subject to availability.

Any questions, contact Wayne via phone on 0800 205 267, or email [wayne@cessl.org.nz](mailto:wayne@cessl.org.nz).

**Cancellation Policy:** You may send a substitute in your place. Cancellations received 5 days prior to the event will attract a full refund. Regrettably no refunds can be made for cancellations received after this date. However you will still receive documentation.

LOCATION: RICCARTON PARK FUNCTION CENTRE, RICCARTON RACECOURSE, CHRISTCHURCH



- Free carparking available right outside the conference centre
- Only 15 minutes from Cathedral Square
- Only seven minutes from Christchurch International Airport