



South Island School Administrators' CONFERENCE 2011

Registration Form – Tuesday 5 July, Riccarton Park

YES! We would like to attend the School Office Administrators' Conference 2011
(Please use a separate registration form for each enrolment, photocopies are welcome).

Complete this form and fax free to 0800 205 762, Post free to CES, P.O. Box 414, Christchurch 8140.

Registration Details

Name

Position

School

Postal address

Email Address

Name to appear on Name Tag:

Please send us an invoice for the total of \$

Workshops

Choose one workshop from each of the two morning sessions (10.30am and 11.45am), and one from the afternoon session (2.00pm). Bookings are allocated on a first-come, first-served basis, so although every effort will be made to accommodate your choice, CES reserve the right to select an alternative. 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.

SESSION ONE: 10.30am (choose one)	SESSION TWO: 11.45am (choose one)
<input type="checkbox"/> People aren't difficult, they are just different	<input type="checkbox"/> Planning for the Third Age
<input type="checkbox"/> Payroll: It's 2011 – What Now?	<input type="checkbox"/> Payroll: It's 2011 – What Now?
<input type="checkbox"/> MS Excel Level One	<input type="checkbox"/> MS Word Level One
<input type="checkbox"/> Financial Management – the MoE's perspective	<input type="checkbox"/> Image and Style

SESSION THREE: 2.00pm (choose one)	
<input type="checkbox"/> Introduction to Publisher	<input type="checkbox"/> Social Media – what is it and how does it work?
<input type="checkbox"/> Communicating Across Cultures	<input type="checkbox"/> Schools and the Privacy Act
<input type="checkbox"/> Using your Bank Efficiently	

Or register online at www.cessl.org.nz

Payment

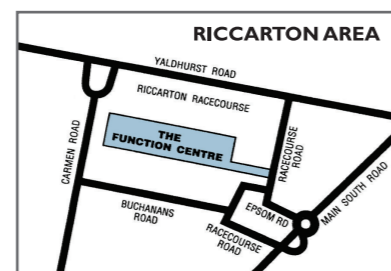
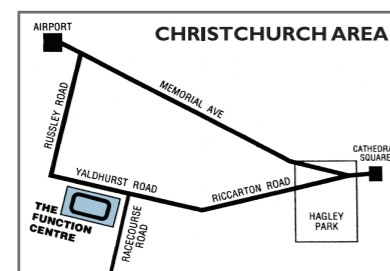
Your registration fee includes three workshops, two keynote speakers, morning tea, and lunch. (\$250.00 per person)

NB: all fees exclude GST of 15%. **Closing date for registration is Friday, 1 July 2011.**

Any questions, contact Wayne on 0800 205 267 or email wayne@essl.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 front of the Function Centre
- 12 minutes from the CBD
- Only seven minutes from Christchurch International Airport



South Island School Office Administrators' CONFERENCE

9.00am-4.15pm, Tuesday, 5 July 2011 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 ”



Fax free 0800 205 762 • Call free 0800 205 267 • www.cessl.org.nz

Workshop Facilitators and Keynote Speakers

Programme of Events

Dale Kirk Methcon Group

Methcon is a specialist company which provides drug education, advice and training programmes relating to methamphetamine and other addictive drugs. Managing Director, Dale Kirk, is a former Police Detective with several years experience in the field of drug investigation and methamphetamine manufacture. Dale's presentation will be hard hitting and factual as he explains the nature and science of addiction and its inevitability. The aim is to provide an understanding of what makes this drug so destructive, while giving you meaningful "tools" to make informed decisions.

Cherie Hunt Ministry of Education

Cherie is a Senior Manager, Education Service specialising in Payroll. She will bring you up to date with the latest developments and answer any questions.

Rosita Guy Guy Associates

Rosita specialises in conflict resolution, communication skills, leadership techniques, smart work practices and work/life balance. Her workshops enjoy a reputation of being entertaining and stimulating, delivered with a large dose of common sense and a dry sense of humour.

Philip Healy Microsoft Office Specialist Master Adept Secretarial and Training

Phil was awarded 'Tutor of the Year' by the New Zealand Association of Private Providers (NZAPEP) in 2009. He frequently has a classroom of students from 15 to 60 years of age with a variety of cultures and personalities. He instills in his students the need for creativity, compassion, exacting standards of quality and attention to detail.

Sue Saunders Communication Works

Sue has a passion for written and spoken English. Her experience as Business Communication lecturer led her to establish *Communication Works*, a company specialising in the delivery of educational and government communication skills to corporate, educational and government organisations. She also runs workshops in workplace communication, motivation, team building and customer service. Sue's training has seen 1000's of people enjoy new-found writing and speaking skills, resulting in tangible benefits.

Kaila Colbin Social Networker, Missing Link

Kaila's has over 15 years of professional experience spanning entrepreneurship, project management, and marketing strategy. Before moving to New Zealand she owned two US companies and operated in the Americas. Kaila is embedded in social media: you can follow her on Facebook and Twitter where she introduces herself "eternally curious and intrigued; on LinkedIn as a "communicator, connector and ideas girl who makes things happen"; or watch her on YouTube being interviewed about social media. Kaila blogs professionally, mainly for the Web Genome Project and Search Insider.

Lynne Faulkner A Fresh Look

Working as a healthcare professional in the UK, Lynne became interested in the ways colour can be used to change appearance and enhance self-image. After training with *Colour Me Beautiful*, the leading style and image consultancy in Europe and the USA, she launched her own business to bring her expertise and unique experience to New Zealand women. Lynne is a member of the NZ Federation of Image Consultants and the International Federation of Image Professionals.

Paul McGirr Senior Adviser, Ministry of Education

Before joining the Ministry, Paul worked in telecommunications, transport, health, engineering, electricity generation, and property/tourism/seafood investment management in his role as a chartered accountant. At the Ministry, he is responsible for managing the financial risk of approximately 650 schools in the Southern Region. Where necessary, Paul works with schools' management and board to improve their financial position. This also involves working with schools' Executive Officers/Office Managers to analyse systems, processes and reporting. He also visits schools, at no cost, to discuss financial issues with the management and trustees.

Kathryn Dalziel Barrister & Solicitor, Taylor Shaw

Kathryn has 20 years experience in all aspects of civil litigation, privacy and employment law. She has also lectured at the School of Law, University of Canterbury, and until recently was employed as a senior Crown Prosecutor in Christchurch. Kathryn is currently *Taylor Shaw's* privacy specialist having been employed by the Office of the Privacy Commissioner as a seminar presenter.

Rhythm Interactive Innovative Entertainment

An entertaining stage performance performed through mime is part of *Rhythm Interactive's* signature theme. "Actions speak louder than words!" Each delegate will be given an African-style hand drum to participate in an energetic and fun filled-activity. In 2009 they won the CEG People's Choice Awards: Best Nationwide Entertainment.

www.cessl.org.nz

South Island School Administrators' Conference 2011 Professional Development Workshops

Choose one workshop from each of the two morning sessions and one from the afternoon session.

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

Workshops	Presenter	10.30-11.45am	11.45am-1pm	2pm-3.15pm
People aren't difficult, they are just different	Rosita Guy	✓		
Planning for the Third Age	Rosita Guy		✓	
Payroll: It's 2011 – What now?	Cherie Hunt	✓	✓	
MS Excel, Level One	Phil Heatly	✓		
MS Word, Level One	Phil Heatly		✓	
An Introduction to Publisher	Phil Heatly			✓
Communicating across cultures	Sue Saunders			✓
Using your bank efficiently	Westpac			✓
Social Media – what is it and how does it work?	Kaila Cobin			✓
Image and Style	Lynne Faulkner		✓	
Financial Management – the MoE's perspective	Paul McGirr	✓		
Schools and the Privacy Act	Kathryn Dalziel			✓

Programme:

- 7.45am - 8.45am Registration and Refreshments
- 8.45am - 9.00am Introduction and Welcome –
- 9.00am - 9.50am **Keynote Speaker:** Dale Kirk - "The Dangers of P in our Society"
- 9.50am - 10.00am Housekeeping: Wayne Jamieson, Marketing Manager CES
- 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
- 3.30pm - 4.30pm **Entertainment:** Rhythm Interactive – "Connecting people through rhythm without a single word being spoken ..."
- 4.30pm - 5.30pm Complimentary drinks and nibbles

This conference has been designed to fulfil the training requirements expressed by many schools. We have gathered presenters 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 new information and practical skills which can immediately be implemented.

This was my first CES conference ... it was very well organised and I thoroughly enjoyed it.
– Philippa Dunbar
Glenbrae School