

Administration for Schools Conference

ASC 2017

8.45am-5.30pm, Thursday 10th August 2017

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

“It STARTS with US!”

**Welcome to our ASC 2017 conference –
Auckland’s only conference specifically
for school administrators.**

All things start with us. This year’s theme embraces the idea of ‘can do’.

As our education environment continues to change then so must we.

Every day we are faced with new ideas and challenges.

Our ASC conference and the workshops are designed to expand
your work experience and to help you to face new challenges
with enthusiasm, commitment and energy.

Social engagement is also a very important part of the day:
we believe sharing ideas and common experiences will help you
to create personal connections and build your learning network.

This year, we have again worked hard to offer an entertaining
programme with informative and relevant workshops that
reflect ideas put forward by delegates from previous conferences.

Thank you for that input.

Your day will start with Clare Turnbull, the nutritionist for
Healthy Food Guide magazine who also regularly features on
TV and radio. Clare will talk about making healthy happen and
boosting your energy (even when you are super busy!).

A significant number of new workshops include new trends
in technology, engaging digitally with your school community,
Xero and school accounts, school funding and staffing, new
communication tools, collaboration tools we can use today,
Google docs, Google Gmail and much much more.

Lisa O’Neill wowed us all last year with her fun tales of fashion
and adventure and she again will bring our day to a close.

We again look forward to sharing the day with you ...

9.00am-9.50am Key Speaker

Making Healthy Happen and Boost Your Energy (Even When You Are Super Busy!)

Claire Turnbull: *Nutritionist*

Claire's keynote speech will include:

- how to navigate conflicting information and advice about health and well-being;
- what we can learn from the world's healthiest countries and how it is relevant to us;
- what works when it comes to getting healthy and making it happen in your life;
- understanding your autopilot – how to reprogramme your habits for a healthier, happier life;
- creating a healthy environment at home and work to make healthy eating your new default lifestyle;
- practical ideas and solutions for better balance and more energy.

Profile



Claire Turnbull Nutrition Mission

Claire has worked in the health and wellness industry for over 13 years. Her passion is to help others look and feel their very best without fad dieting or giving up the foods they love.

Claire is the owner and director of *Mission Nutrition*, a private nutrition practice and corporate wellness company. She is also the nutritionist for Healthy Food Guide magazine and regularly features on TV, radio and in print media.

Claire has published two best sellers: *'Lose Weight for Life'* and *'Feel Good for Life'*. She also recently released a wellness diary titled: *'It's a beautiful day'*.

Workshops

1 10.30am-11.45am Session One

Building Dynamic Relationships And Your Unique Role As An Administrator

Delwyn Burke: *Principal's PA*

Some of what we'll cover is:

- how to build working relationships, from students through to board members;
- handling tricky and challenging relationships;
- adding value to day to day encounters;
- the power that our role holds within schools.

Google Docs and Slides for Admin

Jacqui Sharp: *e-Learning Specialist*

Your school will have already, or will soon be switching to G-Suite for Education. Find out which features are the same as Microsoft Office or Publisher. What is different. Discover shortcuts and handy tips to use in Google Docs and Slides, including:

- how you can create newsletters in Slides and how to make graphics look great;
- familiarise yourself with sharing, collaboration and editing tools;
- how to organise files and folders.

Time will be allocated for questions.

(This workshop repeats in Session Two)

Seven Steps To A Confident New YOU: 'The Inside-out Challenge' – Part One

Andie Dunne: *Wardrobe Consultant*

Karen Baucke: *Career Coach*

Andie and Karen co-present this fun and practical workshop. Content includes:

1. Discover what drives and inspires you;
2. Clarify which passions and interests are at the core of your actions and motivations;
3. Learn the five magic ingredients of assertiveness – a recipe for successful communication!
4. Practical tips to deal with nerves and anxiety;
5. Simple rules to enhance your good features and make the most of your body-shape;
6. How wearing colour can change your life and make you look younger and healthier;
7. Put it all together and create a wardrobe plan.

Note: this workshop extends across both morning session from 10.30am to 1.00pm.

Italian Cooking – First Course

Paolo Capri: *Pasta Maker*

This is a hands-on workshop where Paolo will demonstrate how to make your own fresh pasta and/or risotto. He will share the little secrets and explore the many different ways to serve these dishes. This is the first of two demonstrations: register for one or both (see Session Two)

Creating School Newsletters Using Sway and Microsoft Word

David Jackson: *Microsoft Specialist*

Learn how to use Sway to create professional looking newsletters and notices that include video and pictures. Discover time-saving tips available in Microsoft Word to create regular newsletters from templates. Content includes:

- Microsoft Sway overview;
- creating and sharing Sways via social media and email;
- using Microsoft Word templates;
- saving time using quick parts and templates;
- tips when emailing newsletters.

Time And Priority Management Using Outlook

Ben Fish: *Kinetics Group*

Nearly every work request arrives as an email – streamline your workflow from start to finish by utilising the handy production tools available in the full Outlook suite. Content includes:

- turn emails into tasks;
- book time to complete Tasks in Calendar;
- maximise People/Contacts in Outlook and manage communications without a CRM;
- record time with the Journal.

Excel for Intermediate Users

Annamarieke Ymker: *Kinetics Group*

Get more done in Excel – learn new features and functions and how to put them to their best use:

- save time by making tools just one click away – learn how to use the quick access toolbar;
- practical functions – Vlookup, EOMonth, Days, Networkdays, Concatenate;
- combine and split data with Flash Fill and Text to Columns;
- visualise data with Charts

Appropriate Assertiveness

Ian Harper: *Motivational Speaker, STEM:NZ*

Good communication and an ability to 'calm troubled waters' is a vital skill for all school administrative assistants! Ian will look at the three aspects of assertiveness which determine how we respond to others' demands:

- personal responsibility;
- self-esteem;
- emotional honesty.

Discover how assertiveness plays a vital role in emotion and social intelligence.

Self-defence Strategies to Help You Identify Danger and Stay Safe

Phil Thompson: *Protect Self Defence*

Phil has over 20 years of experience helping to empower people with the skills and confidence to protect themselves and their loved ones. This workshop will assist in recognition of the early signs of violence. Presented in a relaxed, light-hearted manner. Content will include:

- understanding the power of intuition to increase personal safety;
- increase your confidence without increasing unwarranted fear or worry;
- the 'Golden Rules' of personal safety;
- understanding how criminals select targets and how to become a 'hard target'.

School Funding and Staffing for Beginners

Nick Risdon: *Senior Manager/Operational Policy and Analysis, Ministry of Education*

Nick will explain how operational funding is calculated and delivered to state and state-integrated schools. Content includes:

- operational funding components, including what the funding is for, and eligibility;
- understanding your school's operations grant entitlement and instalment notices;
- what are resourcing rolls and how the MOE use them to calculate operational funding.

Time will be allocated for questions.

Saving the World: One Tree at a Time

Claire Ladd: *Signmee*

Have you spent hours at the photocopier printing out notices to send home? Have you spent hours collating bits of information from parents? There is an easier way – Signmee is a community communication tool that eliminates the paper war and provides accurate and meaningful data that you have NEVER had. For example: you are able to see when a parent has opened a notice; families can no longer deny receiving a notice – or tell you that their child didn't get one – or that their child isn't good at bringing notices home. It's all there at the click of a button for your school families – and more importantly, for you.

Positive Language for Positive Outcomes

Rhonda Maughan: *Holistic Life Coach*

If you are looking to create a happy, productive environment, then happiness is your competitive advantage! Each participant will come away with a good understanding of their workplace motivators, including:

- how to overcome obstacles;
- the use of positive language for positive outcomes;
- creating positive experiences to connect and build great relationships.

2 11.45am-1.00pm Session Two

Seven Steps To A Confident New YOU: 'The Inside-out Challenge' – Part One

Continued from Session One

Google Docs and Slides for Admin

Jacqui Sharp: *e-Learning Specialist*

Your school will have already, or will soon be switching to G-Suite for Education. Which features are the same as Microsoft Office or Publisher? What is different? In this workshop you will discover shortcuts and handy tips to use in Google Docs and Slides.

Content will include:

- how to create newsletters in Slides;
- how to make graphics look great;
- familiarise yourself with sharing, editing and collaboration;
- how to organise files and folders.

Time will be allocated for questions.

(This workshop is a repeat of 10.30am session)

Communicating Digitally with Your School Community

Stuart Dillon-Roberts: *Technology Specialist*

Stuart will share his insights into social media, digital communications, websites and all those different ways that we communicate. He will show tools which are available to help your school in this digital age. The session will cover:

- which digital communication works the best?
- how to communicate across all channels efficiently, without increasing workloads;
- which tools we can use to deliver results;
- how to check that digital publications are being read and by whom.

Creating Forms and Surveys Using Office 365 and Google Apps

David Jackson: *Microsoft Specialist*

Permission slips, sports team registrations and class surveys are time-consuming to collect and report the data. Discover when and how to use the valuable time-saving options available in Office 365 and Google Apps.

This interactive session covers:

- differences between Google Forms, Excel Surveys, Microsoft Forms and SharePoint;
- points to consider when creating a form;
- managing and reporting form responses.

Italian Cooking – Second Course

Paolo Capri: *Expert Pasta Maker*

This is a hands-on workshop, where Paolo will demonstrate how to make your own fresh pasta and/or risotto. This workshop, teaches you the little secrets and explores the many different ways to serve these dishes. This is the second of two workshops hosted by Paolo – you are welcome to register for one or both demonstrations (see Session One).

New Communication Tools and How I Can Easily Use Them?

Ben Fish: *Kinetics Group*

Go beyond paper, email and telephone – this session covers the latest communication tools.

Content includes:

- best options – which tools should I use?
- SharePoint – news v global emails;
- Skype and Skype for business;
- online meetings;
- instant messaging;
- screen sharing.

Excel for Advanced Users

Annamarieke Ymker: *Kinetics Group*

Advance your career by learning how to unlock the potential of some of the most challenging functions in Excel. Content includes:

- use data validation rules to find and reduce bad data;
- analyse and summarise data with Pivots;
- pull data from external sources;
- automate processes with macros.

Developing Positive Communication Skills within a Diverse Environment

Ian Harper: *Motivational Speaker, STEM:NZ*

We all have one of four styles of communicating: Thinker / Feeler / Intuitive / Sensor. This session will include a simple questionnaire to discover which communication style you prefer to use, and how to identify and respond to people who have different communications styles. This knowledge will increase your self-awareness and empathy, improve your relations with people from different perspectives and reduce the potential for misunderstandings.

NOVOPAY for Advanced Users

Claire Fullbrook: *Education Payroll*

This workshop is for experienced payroll users to share and learn about how to manage payroll processes to ensure timely and accurate pay. Content will be provided by Education Payroll, followed by a group discussion where schools are encouraged to exchange their experiences and hear about best practice from their peers.

Xero and Your School's Accounts**Lyndey Ross & Emily Willers: CES**

Xero is an award-winning online accounting system which means your school's financial information can be reviewed from anywhere.. We will look at its advantages for your school.

Vital Points of Staying Safe During Confrontation and De-Escalation Management**Phil Thompson: Self Protection Expert**

'Verbal Ninja' – de-escalation and confrontation management taught in a fun way!

- strategies for controlling confrontation;
- the 'Golden Rules' of de-escalation;
- maintaining personal safety while managing agitated people;
- verbal 'ninja tricks' to calm people down;
- dispelling the myths of de-escalation and negotiation developed from 20 years of experience and research.

Carve The Philosophy of Your Life (Live life Authentically)**Rhonda Maughan: Careers Coach**

Create your own personal philosophy, culture and vision. Rhonda's presentation is designed to inspire and motivate by giving a guide to the tools for having a productive, fulfilling life. Her focus will be on helping each participant to maintain a healthy life balance by defining their priorities, and understanding how they want their life to flow by identifying thoughts, habits, people and environments that do not align with their personal values.

“The speakers were absolutely amazing and inspiring ...”

Jackie Wilson-Baker

3 1.45pm - 2.50pm Session Three**Google, Gmail, Calendar and Contacts Apps for Admin****Jacqui Sharp: e-Learning Specialist**

Your school will have already, or will soon be switching to G-Suite for Education. How is Gmail different from Outlook or Mail? Find out how to filter mail, create folders, organise emails, create events, issue invitations, create and manage multiple calendars, make a mail merge, make priority mailboxes and many more tips and shortcuts. Time will also be allocated for questions and answers.

The Magic of Colour – Discover The Best Colours For You, Your Natural Colourings And Unique Personality**Andie Dunne: Stylist & Wardrobe Consultant**

- discover your own natural colouring and how to enhance your natural beauty with colour;
- learn how to wear colour to your advantage;
- tips and tricks to look your very best;
- understand the psychology of colour and how it can affect your energy and mood.

Discover Your Personality Type: The Four Temperaments**Karen Baucke: Careers Coach**

This interactive workshop will be great fun and is guaranteed to give participants valuable insights. Each of us has four temperaments – **Melancholic** (*Life is not a bed of roses*); **Choleric** (*my way is the best way*); **Sanguine** (*there is always a silver lining, life is fun and exciting*); and **Phlegmatic** (*leave me in peace, I don't want to waste my energy*). Understanding the strengths of your predominant temperament will help you to develop and mature your personality so you can enjoy greater empathy with people who have different temperaments.

- develop and work with your temperament to build resilience;
- learn how to use the strength of each temperament, and mature and develop it to build resilience and stress less!

Saving time with Office Templates (Excel, Word, PowerPoint)**David Jackson: Microsoft Specialist**

Become more productive with Microsoft Office templates and styles. Content includes:

- discover the power of Styles using Word;
- create templates for board papers;
- use Office themes for a consistent look;
- visualise data with Charts.

New Trends in Technology**Stuart Dillon-Roberts: Technology Specialist**

Technology increasingly influences how we work, communicate and socialise. Emerging technology and a constant stream of online services makes it extremely challenging for schools to keep up to date and commit to technology which serve them well. Stuart will share his thoughts about future technology, what schools should be aware of, and which services are available today.

Topics covered include:

- what technology trends are we seeing?
- what do schools need to consider?
- which services are available today and what are the benefits for schools?
- 5 technology trends schools need to know.

Collaboration Tools I Can Use Today**Ben Fish: Kinetics Group**

Work together online to get your job done. Ben discusses the latest tools for online collaboration:

- co-authoring – work on the same document at the same time;
- OneNote – shared notebooks for teams and projects;
- task boards – Planner, Trello;
- screen sharing.

Building and Surviving on Shifting Sands**Ian Harper: Motivational Speaker, STEM:NZ**

This session will focus on managing 'change' in an ever changing environment. It will enable participants to understand how people react to change, the process of change and techniques for managing change in our working lives. Understanding and being a 'positive participant' results in an increased job satisfaction, personal motivation and 'a lot fewer hassles'. This will help school administrative assistants to develop a more positive attitude to the almost constant changes that are happening in schools throughout the country.

ENROL**Marie-Odile Stotzer: Ministry of Education**

This workshop is your opportunity to meet a Business Analyst from the Data Collection Unit of the Ministry of Education.

Content will include:

- requesting and getting access to ENROL;
- ethnicity recording in ENROL;
- data quality report after roll returns
- new features in ENROL;
- English language learners;
- recent reports;
- coming changes.

Financial Management in Schools

Carmel Riordan: *Financial Advisor,
Ministry of Education*

A look at financial issues in schools.

Nutrition and Stress and Its Impact On Work Performance

Shona Wilkinson: *Reg. Clinical Nutritionist*

In this workshop you will learn about the factors that contribute to stress. Discover practical nutritional and lifestyle strategies that will reduce the impact of stress on your health and work performance. Shona will cover the effects of long term stress on cognitive function (memory, decision making), mood, sleep, physical health, mental wellbeing, and immune function. The goal is to explore the stressors in your life and identify strategies that are relevant for you and your wellbeing.

School Funding and Staffing for Beginners

Nick Risdon: *Senior Manager/Operational Policy and Analysis, Ministry of Education*

Nick will explain how operational funding is calculated and delivered to state and state-integrated schools. Content includes:

- operational funding components, including what the funding is for; and eligibility;
- how to read and understand your school's operations grant entitlement and instalment notices;
- what resourcing rolls are and how we use them to calculate your school's operational funding.

Time will be allocated for questions.

(This workshop is a repeat of 10.30am session)

Energy Flows Where Intention Goes. (What You Say Is So)

Rhonda Maughan: *Holistic Life Coach*

We are what we think. We all have an inner voice that urges us to give up when things get hard. Understanding these personal triggers will empower us to re-frame our thoughts and redirect our energy to more positive, productive outcomes. This workshop will give you the tools to uncover limiting thoughts that hold you back from living your life to its full potential.

- recognise what stops your flow;
- how to re-frame and identify when you are slipping into your default zone;
- redirect your energy to productive outcomes.



3.00pm-3.45pm Key Speaker

"Making Life Work" – Organising Chaos and How To Live a Big Life!

Lisa O'Neill

Modern lives are busy lives: work, family, friends, health, finance, and more. Find out how to manage it all – with gusto! Based on her newest book, *'Juggling in High Heels'*, learn the art of good planning and juggling priorities so you can feel on top of it all and do more of what you want.

Lisa will teach you how to be a talented multi-tasker, to navigate your never-ending list of roles. Learn how to let the small stuff go and prioritise living a life that you love. Filled with plenty of tips, tricks and her signature bubblyness, Lisa's speech will leave you feeling inspired, motivated and full of energy and full of energy.

Profile

Lisa O'Neill

Keynote Speaker and Motivator

Lisa has dedicated her life to the art of empowerment. She is the author of two books: *'Look Gorgeous, Be Happy'* and *'Juggling in High Heels'*.

She works with businesses who want polished, professional staff that make a difference to delight their customers. She also works with individuals who want to change their lives.

Presenters

Delwyn Burke

Principal's PA

Prior to working at Oranga Primary School Delwyn had years of customer-facing experience in a corporate environment where she learnt the ins and outs of managing relationships with people from all walks of life. She also previously ran a six-week workplace engagement programme for a company with 200+ employees.

Delwyn is passionate about assisting others to feel valued and happy in their work place.

Jacqui Sharp

Education Consultant

Jacqui has been involved in education for 30 years – including facilitating the professional development of teachers in technology, and from 1998 running her own consultancy business specialising in ICT and e-Learning. Jacqui also runs courses, teacher-only days and workshops at education centres and in schools. Most days she can be found working with teachers and children in the development of an e-Learning culture in the classroom. Jacqui has published many books and maintains over 50 educational websites where teachers can download resources for free.

Andie Dunne

Personal Stylist, Colour with Style

Andie is the founding owner of 'Colour with Style' and has been servicing clients in Wellington for the past eight years. She provides colour, style and wardrobe sessions, personal shopping and group workshops. Andie helps her clients to turn every-day dressing into a wonderful opportunity to express their unique personality with styles that flatter and colours that enhance their natural beauty.

Karen Baucke

Business Coach, Careers in Motion

Karen emigrated to New Zealand in 2002 with her partner and two young sons. She started her company Careers in Motion – a boutique consultancy specialising in career and personal development with a focus on staff development, women's development, resilience and communication training. She has also coached private and corporate clients as well as contracting with Right Management in Wellington for their careers transition programs.

Presenters' profiles continue over page

Presenters

Stuart Dillon-Roberts Digital Technology Specialist

Stuart is a co-founder of HAIL, the online service used by schools to prepare and share digital publications.

Through his company *Digital Journey*, Stuart delivers digital training, leads technology projects and provides digital coaching in schools, businesses and community organisations. He is a regular speaker at conferences across NZ, and also authored the *Dunedin, Otago and Canterbury digital strategies*.

Paolo Capri Master Pasta Maker

Paolo is an engineer by trade, who decided to have a change of direction in his life about 20 years ago. He bought a take-away shop in Johannesburg and turned it into a successful Italian restaurant. Food and cooking continues to be his passion and for the past six years, Paolo has been teaching the secrets of Italian and Mediterranean cuisine to Aucklanders.

David Jackson Ripped Orange

David is a Director of Ripped Orange, a computer training and solutions company which has been supporting business users for over ten years. He has extensive experience with CRM and related technology and its application in business scenarios. David previously worked in sales, marketing and operations roles across a variety of industries including software, agribusiness, live entertainment and tourism.

He now assists clients throughout Australasia to implement and use cloud-based software while supporting and growing the Ripped Orange team.

Ben Fish Kinetics Group

Ben has worked as a Productivity Coach within the Computer Coaching Team at Kinetics Group since 2011. He enjoys helping clients to uncover the powerful features, commands and functions in Microsoft Office suite, and the benefits of using SharePoint to solve business problems and improve processes.

Ben is a Microsoft Office Master and Microsoft Certified Professional.

Annamarieke Ymker Kinetics Group

Annamarieke is an experienced software coach with 16+ years experience in training beginners to power users in Microsoft Office Suite. She has in-depth knowledge in all Microsoft applications, but especially enjoys working with Excel's data and analysis tools that assist many people in many different ways, helping to make their workflow more productive.

Ian Harper STEM:NZ

Ian is STEM:NZ's founder, principal director, primary consultant, programme designer and facilitator. He has had over 20 years' experience in the training field across a wide variety of industries and sectors.

Ian emigrated to NZ from England 25 years ago. He has since become well known as a prominent speaker on motivation and staff and management issues, as well as for his humorous observations. Ian has built a very positive reputation and is a sought-after speaker at conferences in N.Z. Australia, England and Eire.

Marie-Odile Stotzer Ministry of Education

Senior Business Analyst in the Data Collection Unit of the Ministry of Education.

Carmel Riordan Northern Region Financial Manager, Ministry of Education

Education Payroll Capability and Service Design team

EPL is a core part of New Zealand's education sector and manages the payment of the people at the heart of our education system.

They are responsible for paying around 90,000 teachers and support staff in around 2,500 schools every fortnight.

Lynley Ross/Emily Willers Auckland Regional Manager, CES

Lynley can legitimately claim to know her business back to front! She has served on a school board of trustees and has worked extensively in finance, both outside and within the education sector. The early part of her career was spent in accounting positions both in NZ and in England.

Lynley is well known in the Auckland education community and has accumulated a wealth of knowledge relating to school finances. She has enjoyed the challenge of introducing CES to Auckland market and its unique "not for profit" nature has been extremely well received.

Shona Wilkinson Nutrition Workshop

Shona is a Registered Clinical Nutritionist who specialises in cognitive health and wellbeing. In addition to her private practise, she delivers weekly community-based nutrition workshops in South Auckland. Recently, Shona has enjoyed teaching Clinical Nutrition at tertiary level.

Phil Thompson International Director, Protect Self Defence

Phil is the nation's leading expert on self defence/self protection. Over 20 years as a trainer and advisor he has helped to empower thousands of people with the skills and confidence to protect themselves and their loved ones. He is also the author of two influential books on self defence.

Phil is a member of the International Law Enforcement Educators' and Trainers' Association and is an acknowledged expert on the pre-contact stages of violent confrontation. His clients include high-risk professions such as NZ Police, NZ Customs and the United Nations Department Of Safety And Security.

Nick Risdon Senior Manager, Ministry of Education

Nick is a Senior Manager with the Ministry of Education's Operational, Policy and Analysis division.

Clare Ladd Signmee

A former ICT administrator, educator and technology specialist across a vast range of services and platforms, Clare brings an understanding of customer needs in the education sector to the Signmee team.

Rhonda Maughan Holistic Life Coach

Ask Rhonda what her specialty is and she will tell you simply - PEOPLE. Her mission is to empower individuals and teams to be the best they can be by learning how to use effective communication and sales skills that are proven to work.

Since 1988 Rhonda has been a successful sales professional, business manager/owner as well as a national sales team leader. She now helps business and sales professionals to increase sales and maximize their income potential. Rhonda is a certified DISC presenter in Behaviour Style analysis and is a qualified transformational coach

Choose Your Workshop

Choose **one workshop** from each of the morning sessions and **one workshop** from the afternoon session. (See Step 1)

Note: each dot represents a workshop time.

◆ **Session One:** 10.30am-11.45am ◆ **Session Two:** 11.45am-1.00pm ◆ **Session Three:** 1.45pm-2.50pm

Workshops	Presenter	10.30am-11.45am	11.45am-1.00pm	1.45pm-2.50pm
Building Dynamic Relationships and Your Unique Role	Delwyn Burke	◆		
Google Docs and Slides for Admin**	Jacqui Sharp	◆	◆	
Google Gmail, Calendar and Contacts Apps for Admin	Jacqui Sharp			◆
Seven Steps to a Confident New You*	Andie Dunne/Karen Baucke	◆	◆	
The Magic of Colour – Discover the Best Colours for You	Andie Dunne			◆
Discover Your Personality Type: The Four Temperaments	Karen Baucke			◆
Communicating Digitally With Your School Community	Stuart Dillon-Roberts		◆	
Saving Time With Office Templates (Excel, Word, PowerPoint)	David Jackson			◆
Italian Cooking – First Course	Paolo Capri	◆		
Italian Cooking – Second Course	Paolo Capri		◆	
Creating School Newsletters Using Sway and Microsoft Word	David Jackson	◆		
Creating Forms and Surveys Using Office 365 & Google Apps	David Jackson		◆	
New Trends in Technology	Stuart Dillon-Roberts			◆
Time And Priority Management Using Outlook	Ben Fish	◆		
New Communication Tools And How I Can Easily Use Them?	Ben Fish		◆	
Collaboration Tools I Can Use Today	Ben Fish			◆
Appropriate Assertiveness	Ian Harper	◆		
School Funding and Staffing For Beginners**	Nick Risdon	◆		◆
Excel For Intermediate Users	Kinetics Group	◆		
Excel For Advanced Users	Kinetics Group		◆	
Developing Positive Communication Skills	Ian Harper		◆	
Building And Surviving On Shifting Sands	Ian Harper			◆
NOVOPAY For Advanced Users	Education Payroll		◆	
ENROL	Marie-Odile Stotzer			◆
Financial Management In Schools	Carmel Riordan			◆
Xero And Your School's Accounts	Lynley Ross		◆	
Nutrition And Stress And Its Impact On Work Performance	Shona Wilkinson			◆
Self-defence Strategies To Help You Stay Safe	Phil Thompson	◆		
Vital Points of Staying Safe During Confrontation	Phil Thompson		◆	
Saving The World: One Tree At A Time	Claire Ladd	◆		
Positive Language For Positive Outcomes	Rhonda Maughan	◆		
Carve The Philosophy Of Your Life	Rhonda Maughan		◆	
Energy Flows Where The Intention Goes	Rhonda Maughan			◆

*This workshop extends across both morning sessions from 10.30am to 1.00pm. **Repeated workshop.

REGISTRATION FORM

Register at www.cessl.org.nz

Yes, I want to attend
ASC "It Starts With Us"
The Conference for
Every ADMINISTRATOR

ASC
10 August, 2017

ONLY ONE REGISTRANT PER FORM. PLEASE TYPE OR PRINT CLEARLY. (Photocopy this form for multiple registrations)

NAME

JOB TITLE*

SCHOOL*

OFFICE

SCHOOL ADDRESS*

WORK PHONE*

FAX*

MOBILE

E-MAIL*

* Required fields

☐ 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)

STEP 1: PROGRAMME

7.45am - 8.45am	Registration and Refreshments
8.45am - 9.00am	Introduction and Welcome
9.00am - 9.50am	KEYNOTE SPEAKER: Claire Turnbull
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 - 1.45pm	Buffet Lunch
1.45pm - 2.50pm	SESSION THREE (choose one workshop)
3.00pm - 3.45pm	KEYNOTE SPEAKER: Lisa O'Neill
3.45pm - 4.00pm	Prizes Drawn / Conclusion
4.00pm - 5.30pm	Complimentary drinks and nibbles

STEP 2: COST & PAYMENT

Registration fee includes workshops, speakers, morning tea and buffet lunch. **\$320.00 + 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 OPTIONS

You may send a substitute in your place. Notification of cancellations seven days prior the event will incur no charge. Cancellations received after 4th August 2017 will incur a \$90.00 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.

STEP 3: CHOOSE YOUR WORKSHOPS

Please note: the organisers of ASC 2017 reserve the right to amend or change workshops as necessary.

SESSION 1.

SESSION 2.

SESSION 3.

STEP 4: DIETARY REQUIREMENTS

If applicable

☐ I am a vegetarian (tick if vegetarian)

☐ I have special dietary requirements (please supply details below)

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