

One-day event for administrative professionals

South Island School Office Administrators' CONFERENCE

- Interesting topics
- Expert speakers
- Self-improvement
- Networking
- Trade Displays

Who will benefit:

- Administrative staff
- Support staff
- Anyone who wants to be a more effective team member

8.45am-4.30pm

Thursday

27th July 2017

**Riccarton Park Function Centre
Racecourse Road, Yaldhurst
Christchurch**



9.00am-9.55am
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.

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.

Workshops

1 10.30am-11.45am Session One

ASSEMBLY: New Releases

Alvin Brown: ASSEMBLY SMS

ASSEMBLY Student Management System can really add value to your analysis of assessment, attendance, and behavioural information. Alvin will cover the latest advances in Attendance, Accounts and the new Well-being modules.

MUSAC: The Cutting EDGE

Solutions & Services: SMS

Your school will already have, or will soon be, switching to EDGE – MUSAC's new Student Management System in the academic cloud. Learn how to get the best out of EDGE with a focus on administration functions. Time will be allocated for questions, including feedback from users and sharing information on MUSAC's development roadmap.

eTAP: Tips and Tricks

eTAP: Student Management System

Learn shortcuts and features that will make your use of eTAP more efficient and save you time.

KAMAR: Tips and Tricks

Shannon Desmond: KAMAR SMS

30 tips and tricks that will speed up your use of KAMAR Student Management System on a daily basis. Workshop content will include:

- Absence Manager – not just for early notification;
- setting up a student alert;
- cus ds – store extra information;
- setup auto log-in for extra security;
- quickly print emergency drills, fire drills, etc.

Creating School Newsletters Using Sway and Microsoft Word

David Jackson: Microsoft Specialist

Learn how to use Microsoft 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:

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

The Role of the Auditor

Amy Hill: Audit Manager, BDO Christchurch

Content will include:

- the audit process: issues and future changes;
- the auditor's relationship with the MOE;
- how the Office of the Auditor-General gets involved and why are they interested?
- why your auditor is brought into the process.

Amy will also discuss some recent case studies involving theft and fraud investigations.

Appropriate Assertiveness

Ian Harper: Motivational Speaker, STEM:NZ

Good communication and an ability to 'calm troubled waters' is a vital skill for school administrative assistants! This session will look at the three aspects of assertiveness:

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

Each aspect determines how we respond to others' demands. This is known as 'appropriate' assertiveness, which means knowing when it is right to be assertive and when it may be preferable to 'hold back'.

Ian will identify how assertiveness plays a vital part in emotional and social intelligence.

School Funding and Staffing for Beginners

Nick Risdon: Senior Manager, 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.

2 11.45am-1.00pm Session Two

NOVOPAY for Advanced Users

Education Payroll

This workshop is for experienced payroll users to learn about managing payroll processes to ensure timely and accurate pay. Time will be allocated for a group discussion where participants are encouraged to share their experience and hear about best practise from their peers.

Appraisals for Support Staff

Grant Stedman: *UC Education Plus*

Do the appraisal processes in your school contribute to growth and development and lead to improved performance, or are they merely a must-do compliance exercise? Grant will explore the role of the appraiser and the appraised to find out how to achieve successful process.

- the appraisal process;
- learning conversations;
- setting, monitoring and evaluating goals;
- what are the skills that appraisers need?

Google Docs and Slides for Admin

David Kinane: *e-Learning Innovator*

In this workshop you will discover shortcuts and handy tips to use in Google Docs and Slides.

Workshop content will include:

- how to create newsletters in Slides and 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.

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.

NZEI – Support Staff Issues

Mona Stevens: *NZ Educational Institute*

Join the discussion on union matters and make your voice heard!

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 help you to discover which communication style you prefer to use, and how to identify and respond to people with different communications styles. Having this knowledge will increase your self-awareness and empathy, improve your relations with people from different perspectives and reduce the potential for misunderstandings.

Communicating Digitally with Your School Community

Stuart Dillon-Roberts: *Technology Specialist*

Stuart will share insights into social media, digital communications, websites and all the different ways that we communicate in this digital age. He will also advise which tools are most useful for your school. Content will include:

- 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.

3 2.00pm-3.15pm Session Three

Google Gmail, Calendar and Contacts Apps for School Administrators

David Kinane: *e-Learning Innovator*

How does Gmail differ from Outlook or Mail? Find out how to filter and organise mail, create folders, create events, issue invitations, create and manage multiple calendars, merge mail, make priority mailboxes and more tips and shortcuts. Time will be allocated for questions.

Using Xero for School Finances

Yasmin Sellars: *Client Finance Manager, CES*

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

Communicating With Other Cultures

Desirée Williamson: *Communication Works*

The most common causes of cross-cultural misunderstandings is a difference in perception about the meanings attached to words, non-verbal behaviours and actions. Desirée will introduce you to practical tools that will enhance your daily exchanges with stakeholders whose first language is not English. Workshop content will include:

- how to recognise the New Zealand cultural world-view in your workplace;
- challenge your notion of culture and discover ways in which we 'signal' culture through perception, context, language, and hierarchy;
- discuss practical ways for saving face and promoting cross-cultural understanding.

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. In this interactive session David will show when and how to use the valuable time-saving options available in Office 365 and Google Apps. Workshop content will include:

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

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. Being a 'positive participant' results in increased job satisfaction, personal motivation and fewer hassles. For School Administrative Assistants this will help to give them a positive attitude to the constant changes that are happening in schools throughout the country.

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. Stuart will share his thoughts about future trends 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?
- the top 5 trends that schools should consider.

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.

Presenters' Profiles

Alvin Brown

ASSEMBLY Student Management System

Have all the data you need on your students at your fingertips with Assembly Student Management System's easy-to-navigate screens. With a few simple clicks you can

- plan a year's work and publish to teachers;
- access assessment and attendance data;
- interact directly;
- analyse data using graphs and grids;
- filter and sort information.

ASSEMBLY takes care of all anniversary assessments so you do not have to remember birthdays or weeks of schooling. Your school will run smoother, smarter and faster.

Solutions & Services

MUSAC Student Management System

Solutions & Services are financial service providers for over 240 schools, supporting best practice in school management.

eTAP

Student Management System

Over 1000 New Zealand schools (40% of Primary and Intermediate schools) trust eTAP to manage their student data.

Shannon Desmond

KAMAR Student Management System

Shannon was born and raised in Sydney. After graduating he worked for several well-known Australian companies before moving to New Zealand. With his extensive background in the fashion, design and technology industries he found that he not only enjoyed imparting his knowledge, but could also do so successfully as a trainer.

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 in a variety of industries including software, agribusiness, tourism and live entertainment. He now assists clients throughout Australasia to implement and use cloud-based software.

Amy Hill

Audit manager, BDO Christchurch

Amy has worked at BDO for six years. She manages their school audit portfolio of 230 schools throughout the South Island.

Ian Harper

STEM:NZ

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

Ian is sought-after as a speaker at conferences in NZ, Australia, England and Eire where he is noted for his humorous observations on motivation and staff and management issues.

Nick Risdon

Senior Manager, Ministry of Education

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

Grant Stedman

UC Education Plus

Grant was Principal of Ōpāwa School, a full primary school of approximately 400 students, from 2003-2015. He has 17 years Principal experience including six years as an executive member of the Canterbury Primary Principals' Association.

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 New Zealand's education system. They are responsible for paying around 90,000 teachers and support staff in around 2,500 schools every fortnight.

David Kinane

MoE Accredited PLD Facilitator Dakinane Limited

David has been a specialist ICT/e-learning consultant/teacher since the 1990's. He built his first fully digital classroom in 1997, and as a result was asked to advise schools in the use of websites as a teaching and learning tool. Today David is an e-learning consultant and works with schools to get the best out of the opportunities that digital learning can provide. He is a regular contributor to Interface magazine.

Mona Stevens

NZEI Te Rui Roa

New Zealand's largest education union, a Treaty based organisation and a powerful advocate for quality public education.

Stuart Dillon-Roberts

Digital Technology Specialist

Stuart has an IT career that spans 25 years. He is the founder of the Digital Journey assessment service and the Digital Growth educational programmes that are helping schools to embrace new technologies. He is also the co-founder of Hail, an online service used by schools to prepare and share digital publications.

Yasmin Sellars

Client Finance Manager, CES

Yasmin has been an accountant for the past 15 years with a mix of corporate and public practice. She has also served as a committee member and treasurer in her community preschool.

Desiree Williamson

Communication Works

Desirée is a director of a corporate communication consultancy which offers professional development programmes in the public and private sectors. She is an accredited Team Roles facilitator and has specialist qualifications in teaching English for speakers of other languages (TESOL). Before going into business, Desirée lectured in corporate communication in the School of Business at the Christchurch College of Education and at the University of Canterbury.

Marie-Odile Stotzer

Senior Business Analyst, MoE

Marie-Odile is a member of the Data Collection Unit of the Ministry of Education.

Nick Risdon

Senior Manager, Ministry of Education

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

South Island REGISTRATION FORM

Register at www.cessl.org.nz

Yes, I want to attend
the South Island
Conference for every
ADMINISTRATOR



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

STEP 1: PROGRAMME

8.15am - 8.45am	Registration and Refreshments
8.45am - 9.00am	Introduction and Welcome
9.00am - 9.50am	KEYNOTE SPEECH
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 - 4.00pm	Prize Draw / Conclusion / Complimentary drinks

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 21st July 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.

Choose **ONE workshop** from each of the two morning sessions (10.00am and 11.45am), and **ONE workshop** from the afternoon session (2.00pm). Register early to secure your preferred place. 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. Please decide now which workshops you want to attend and complete this form..

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

<input type="checkbox"/> I am a vegetarian (tick if vegetarian)	<input type="checkbox"/> I have special dietary requirements (please supply details below)

REGISTER ONLINE: WWW.CESSL.ORG.NZ CALL FREE: 0800 205 267 FAX: 0800 205 762
EMAIL: scan this registration form and send to wayne@cessl.org.nz **FREE POST:** PO Box 414 Christchurch 8140
For further information contact the conference organiser Wayne Jamieson: 0800 205 267 or wayne@cessl.org.nz

South Island

School Administrator's Conference

Thursday 27th July 2017, Riccarton Park Function Centre

Workshops Schedule

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: 2.00pm-3.15pm

Workshops	Presenter	10.30am-11.45am	11.45am-1pm	2pm-3.15pm
ASSEMBLY Student Management System: New Releases	Alvin Brown	◆		
MUSAC Student Management System: The Cutting EDGE	Solutions & Services	◆		
eTAP Student Management System: Tips and Tricks	eTAP	◆		
KAMAR Student Management System: Tips and Tricks	Shannon Desmond	◆		
NOVOPAY for Advanced Users	Education Payroll		◆	
Appraisals For Support Staff	Grant Stedman		◆	
Google Docs and Slides for Admin	David Kinane		◆	
Gmail, Calendar and Contacts Apps for Admin	David Kinane			◆
Using Xero for School Finances	Yasmin Sellars			◆
Creating School Newsletters Using Sway and Microsoft Word	David Jackson	◆		
The Role of The Auditor	Amy Hill	◆		
Saving Time With Office Templates (Excel, Word, PowerPoint)	David Jackson		◆	
Communicating With Other Cultures	Desirée Williamson			◆
Creating Forms and Surveys Using Google Forms, etc.	David Jackson			◆
NZEI – Support Staff Issues	Mona Stevens		◆	
Appropriate Assertiveness	Ian Harper	◆		
Developing Positive Communication Skills	Ian Harper		◆	
Building And Surviving On Shifting Sands	Ian Harper			◆
Communicating Digitally With Your School Community	Stuart Dillon-Roberts		◆	
New Trends in Technology	Stuart Dillon-Roberts			◆
ENROL	Marie-Odile Stotzer			◆
School Funding and Staffing For Beginners	Nick Risdon	◆		

Professional Development

Big Commitment, Big Benefits

We know that you're an integral part of your school and being out of the office can be an inconvenience. But it's because you're so integral to your school that you need to keep abreast of the latest developments – and this conference will bring you right up to date.

The Most Up-To-Date Content

We cover the topics that matter most to today's school administrators and top it off with a masses of useful content to take away.

Great Chances for Networking

With over 70 school administrators at the event, it's a brilliant opportunity to forge new professional contacts.

Best Speakers

Hear from the best names in the education sector.

We've brought together leading presenters and trainers from around New Zealand to present their expertise! **Register now!**