

*One-day event for administrative professionals*

# Lower North 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**  
**3rd August 2017**

Westpac Stadium  
Waterloo Quay  
Wellington

# Workshops



**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 bubbiness, 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.

## 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

**Phil Simms:**

Your school will already have, or will soon be, switching to Edge – MUSAC's new student management system in the academic cloud. Phil will share tips on 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.

### Vulnerable Children and The Law

**Fiona Bell: Social Worker In Schools (CYF)**

Fiona's presentation will cover the major pieces of social development legislation including Children, Young Persons and their Families Act; Care of Children Act; and the Domestic Violence Act. She will also briefly discuss the Vulnerable Children Act.

### 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

- 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.

### 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;
- custom fields – store extra information;
- setup auto log-in for extra security;
- quickly print emergency drills, fire drills, etc.

### 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; and 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 explain how assertiveness plays a vital role in emotional and social intelligence.

### 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. 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.**

### 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.**

## 2 11.45am-1.00pm Session Two

### Seven Steps To A Confident New YOU: 'The Inside-out Challenge' - Part Two

**Continues from Session One ...**

## Tips for Dealing with Angry Parents

**Fiona Bell:** *Social Worker in Schools (CYF)*

Today school employees are having to deal with more and more challenging, tricky situations where parents and caregivers are under intense pressure. As representatives of their school, staff need techniques to achieve appropriate outcomes for all concerned. This session will offer practical strategies to assist administrators confronted by difficult children and adults.

## eTAP: Tips and Tricks

**e-TAP:** *Student Management System*

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

## 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 learn when and how to use the valuable time-saving functions available in Office 365 and Google Apps. Workshop content includes:

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

## 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, and improve your relations with people from different perspectives.

## Gmail, Calendar and Contacts Apps

**David Kinane:** *e-Learning Consultant*

Your school will have already, or will soon be switching to G-Suite for Education. How does Gmail differ 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.

## NOVOPAY for Advanced Users

**Ministry of Education**

This workshop is for experienced payroll users who want to upskill. Time will be allocated for a group discussion where participants will be encouraged to share their experiences and learn about best practise from their peers.

## ENROL

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

This is an opportunity to meet a Business Analyst from the Data Collection Unit of the Ministry:

- 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.

## School Funding and Staffing for Beginners

**Nick Risdon:** *Ministry of Education*

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

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

*Time will be allocated for questions.*

## 3 2.00pm-3.15pm Session Three

### 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;
- which skills do appraisers need?

### Saving Time with Office Templates (Excel, Word, PowerPoint)

**David Jackson:** *Microsoft Specialist*

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

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

## The Impact of Family Violence on Children

**Fiona Bell:** *Social Worker in Schools (CYF)*

Fiona will cover the impact of violence on children and how this affects children's ability to function within the school environment.

## 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'.

## Financial Management in Schools

**David Hyland:** *Senior Advisor, Ministry of Education*

David's passion is providing decision based reporting. He does not see financial processes, procedures and reporting as a necessary evil but as valuable information which guides schools along an orienteering map. Content includes:

- where does the school want to go? [Budget];
- where is the school now? [Financial reports and commentary];
- what can we do to get to a desired outcome?

## The Magic of Colour - Discover the Best Colours For You and Your Unique Personality

**Andie Dunne:** *Wardrobe Consultant*

Discover your natural colouring and how to enhance your personality 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, Choleric, Sanguine, Phlegmatic*. Understanding the strengths of your dominant temperament will help you to mature your personality and enjoy greater empathy with other people. Content includes:

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

# 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.

## Phil Simms

### Account Manager, MUSAC Student Management System

Phil works closely with schools to assist in driving student achievement, and keeping schools up-to-date with MUSAC's direction.

## Fiona Bell

### Social Worker in School, CYF

For the past seven years Fiona has worked with children and families in non-statutory roles. She is currently the SWiS at a decile 2 school in South Auckland. Their staff have found her practical training invaluable in the management of child behaviour, dealing with challenging parents and caregivers, and using the laws protecting vulnerable children.

## David Jackson

### Director, Ripped Orange

Ripped Orange is a computer training and solutions company which has been supporting business users for over ten years. David has 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.

## 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 this experience gained 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.

## 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 where he is noted for his humorous observations on motivation and staff and management issues.

## 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 also regularly contributes articles for Interface Magazine.

## Andie Dunne

### Wardrobe Consultant, Colour with Style

Getting dressed is something we have to do every day. Andie helps her clients to use this as an opportunity to express their personality by choosing colours and styles that flatter and enhance their natural beauty.

Andie is the founding owner of 'Colour with Style' and has been servicing clients in Wellington for the past 8 years. She offers colour, style and wardrobe sessions, personal shopping and group workshops.

## Karen Baucke

### Business Coach, Careers in Motion

Karen started '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 also coaches private and corporate clients and is contracted by Right Management to conduct careers transition programmes.

## 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

### Independent Education Consultant.

From 2003-2015, Grant was Principal of Ōpāwa School which is a full primary school of approximately 400 students. He has seventeen 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 our education system. They are responsible for paying around 90,000 teachers and support staff in around 2,500 schools every fortnight.

## Marie-Odile Stotzer

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

## David Hyland

### Senior Advisor, Schools Finance Ministry of Education

David did his professional training with Deloitte and PriceWaterhouseCoopers. He then went on to work for various government departments, crown enterprises, private companies and not-for-profit entities, progressing from the back office to senior executive level in the boardroom. David joined the Ministry of Education in 2014 because he wanted to offer his experience to schools. He imagines himself as the Nanny McPhee of accountants – he'll arrive when you need him but do not want him ... he'll leave when you want him but no longer need him.



Lower North Island

# REGISTRATION FORM

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

Yes, I want to attend  
Lower North Island  
Conference for every  
ADMINISTRATOR



3rd 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

## 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 28th 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*

☐

I am a vegetarian (tick if vegetarian)

☐

I have special dietary requirements (please supply details below)

**REGISTER ONLINE: [WWW.CESSL.ORG.NZ](http://WWW.CESSL.ORG.NZ) CALL FREE: 0800 205 267 FREE FAX: 0800 205 762**

**EMAIL:** scan this registration form and send to [wayne@cessl.org.nz](mailto: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](mailto:wayne@cessl.org.nz)

# School Administrator's Conference

8.45am-4.30pm, Thursday 3 August, Wellington

## 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: New Releases	Alvin Brown	◆		
MUSAC: The Cutting Edge	Phil Simms	◆		
Vulnerable Children and the Law	Fiona Bell	◆		
Tips for Dealing With Angry Parents	Fiona Bell		◆	
Appraisals For Support Staff	Grant Stedman			◆
Saving Time With Office Templates (Excel, Word, PowerPoint)	David Jackson			◆
eTAP: Tips and Tricks	eTAP		◆	
Creating School Newsletters Using Sway and Microsoft Word	David Jackson	◆		
Creating Forms and Surveys Using Office 365 and Google Apps	David Jackson		◆	
The Impact of Family Violence on Children	Fiona Bell			◆
KAMAR: Tips and Tricks	Shannon Desmond	◆		
Appropriate Assertiveness	Ian Harper	◆		
Developing Positive Communication Skills	Ian Harper		◆	
Building And Surviving On Shifting Sands	Ian Harper			◆
Gmail, Calendar and Contacts Apps for Admin	David Kinane		◆	
Google Docs and Slides for Admin	David Kinane	◆		
NOVOPAY for Advanced Users	Education Payroll		◆	
ENROL	Marie-Odile Stotzer		◆	
Financial Management in Schools	David Hyland			◆
Seven Steps to a Confident New You (Part One & Part Two)*	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			◆
School Funding and Staffing For Beginners	Nick Risdon		◆	

\*This workshop is presented in two parts and extends across the morning sessions from 10.30am to 1.00pm

## 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 150 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. The most influential speakers fly in from around New Zealand to present their expertise!