



## Workshops Schedule

Choose one workshop from each of the two morning sessions and one 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
<b>Office Skills Development</b>				
Google Docs, Slides and Add-ons*	Rob Clarke	◆	◆	
Google Sheets	Rob Clarke			◆
Google Forms	David Kinane	◆		
Gmail, Calendar and Contacts	David Kinane		◆	
Google Drive, Managing Files and Folders, Chrome	David Kinane			◆
Office 365 - New Features	David Jackson	◆		
Excel: Hands-on Session for Intermediate Users - <b>Part One**</b>	David Jackson	◆		
Excel: Hands-on Session for Intermediate Users - <b>Part Two**</b>	David Jackson		◆	
Word: Hands-on Session for Intermediate Users	Ripped Orange			◆
Education Payroll: Making Payroll Easier	Education Payroll		◆	
MoE Enrol: Education Sector Log-on and Data Collections	Odile Stotzer			◆
The 'Dark Art' of Banked Staffing	Wayne Facer	◆		
Simple Design and Communication for School Newsletters	Heather Milne		◆	
Facebook: Making It Fly at Your School	Stuart Dillon-Roberts		◆	
Cybersecurity: an Essential Guide to Keep Safe Online	Stuart Dillon-Roberts			◆
The School Attendance Service	Simon Britten			◆
<b>Personal Skills Development</b>				
Self-organisation and Time Management	Rosita Guy	◆		
Communication Skills for Harmony and Productivity	Rosita Guy		◆	
Open Forum: Bring a Topic	Rosita Guy			◆
Developing the "Will to Achieve" (Setting and Achieving Goals)	Ian Harper	◆		
How to Be Happy at Work	Ian Harper		◆	
Stress Management	Ian Harper			◆

\*Google Docs repeated workshop \*\*Excel workshop extends across two 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!