

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

NAME _____	
JOB TITLE* _____	SCHOOL* _____
HOME } SCHOOL ADDRESS* _____	
OFFICE } _____	
WORK PHONE* _____	FAX* _____
HOME PHONE / MOBILE _____	E-MAIL* _____ <span style="float: right;">* Required fields</span>

**STEP 1: PROGRAMME**

7.45am - 8.45am	Registration and Refreshments
8.45am - 9.00am	Introduction and Welcome
<b>9.00am - 9.50am</b>	<b>KEYNOTE SPEECH</b>
10.00am - 10.30am	Morning Tea
<b>10.30am - 11.45am</b>	<b>SESSION ONE</b> (choose one workshop)
<b>11.45am - 1.00pm</b>	<b>SESSION TWO</b> (choose one workshop)
1.00pm - 2.00pm	Buffet Lunch
<b>2.00pm - 3.15pm</b>	<b>SESSION THREE</b> (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. **\$343.00 + 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 2nd August 2018 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 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: [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)

## 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	Ripped Orange	◆		
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	David Jackson			◆
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		◆	
Cyber-security: an Essential Guide to Keep Safe Online	Stuart Dillon-Roberts			◆
<b>Personal Skills Development</b>				
Developing the "Will to Achieve" (Setting and Achieving Goals)	Ian Harper	◆		
How to Be Happy at Work	Ian Harper		◆	
Stress Management	Ian Harper			◆
Open Forum: Bring a Topic	Rosita Guy			◆
Self-organisation and Time Management	Rosita Guy	◆		
Communication Skills for Harmony and Productivity	Rosita Guy		◆	
Truancy and Attendance in Schools	Dale Sherman-Godinet			◆

\*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!