

*One-day event for administrative professionals*



# South Island School Office Administrators' **CONFERENCE**

**8.45am-4.00pm, Thursday 30th July 2020**

**Riccarton Park Function Centre, Christchurch**

## **Who will benefit:**

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

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

**Reserve your place now! Register online: [www.cessl.org.nz](http://www.cessl.org.nz)**

email: [wayne@cessl.org.nz](mailto:wayne@cessl.org.nz) phone free: 0800 205 267

**REGISTRATION**  
8.15am-9.00am

**INTRODUCTION**  
9.00am

**Welcome to Delegates and Housekeeping**

*Wayne Jamieson:*  
CES General Manager

**KEYNOTE SPEAKER**  
9.00am-9.50am

**"Wake up your WOW!"**

*Cath Vincent, Motivational Speaker*

**Learn how to operate at maximum energy, confidence and motivation, no matter what challenges you face ...**

Humans are creatures of habit. We do the same things and get the same results. Cath will reveal how you can do things differently so you work less but achieve more. Her unique 6-layer model for change will wake up your WOW!

She will help you to discover:

- what impacts your personal WOW;
- micro-changes that you can make straight away to get more of what you want;
- how to change your habits for greater success.



**PROFILE**

**Cath Vincent**  
Motivational Speaker

Cath was a business consultant for over 20 years. She worked on multi-million dollar infrastructure projects and launched businesses in the UK, Australia and New Zealand – and even started a software company which won a DTI award for innovation. But despite her corporate success, Cath remained unfulfilled until she decided to 'Wake up her WOW!' Cath emigrated to New Zealand and began a new career as a motivational speaker. She quickly gained international recognition and within three years she had won the National Speakers' Association Brightstar award. Cath also hosts a motivational television show, 'The Cath Vincent Show' which airs on Sky TV.

**Workshops**

**1 10.30am-11.45am**  
**Session One**

**SMS: KAMAR - new release**

*Shannon Desmond: e-Learning Specialist*

The new-look KAMAR is being rolled out to schools this year. Shannon will demonstrate the new version and cover all the changes that you need to know about.

**SMS: MUSAC edge - Administration tips and tricks**

*Phil Simms: MUSAC*

This workshop will focus on the core administration functions in Edge Student Manager, including:

- enrolments / leavers / caregivers / staff;
- calendar;
- classes and groups;
- list printing;
- notifications;
- finances and the Edge app.

**SMS: eTAP - tips and tricks**

*Phil Hardie: eTAP*

Useful tips and tricks to help you get the most from the eTAP School Management Software.

**SMS: LINC-ED Hero**

*Megan de Lambert: LINC-ED*

Discover new tips and tricks so you can get the most from the Hero School Management System. Examples may include:

- customising enrolment forms to your school's requirements;
- managing contacts;
- sorting and filtering Listbuilder;
- insights;
- creating labels.

**Communication awareness in the workplace**

*Desirée Williamson: Communication Works*

Effective communication underpins the smooth running of every successful workplace. But how do we get to shared understanding and mutual purpose? This session explores the vital role of self-awareness and empathy, but reminds us that we need to be strategic to avoid communication breakdown. Topics include:

- evaluate your communication style and its effect on others;
- improve your listening and questioning skills;
- use empathy and develop emotional intelligence;
- how to prevent a communication breakdown.

**Organise your Google Drive**

*David Kinane: e-Learning Innovator*

This workshop will look at organising folders, sharing files and keeping track of files colleagues have shared with you in Google Drive. Discover Google Docs' powerful features including Revision History, Comment and Chat, and the Suggesting tool for tracking and making changes to documents.

**Time will be allocated for questions.**

**Being part of the team by using 'thinking styles'**

*Sandra Anderson: Small Business Specialist*

This workshop will explore what you are like as a 'team player' by using 'Thinking Styles'. Learn how you can improve your skills in both personal and work situations to make teamwork work for you. Topics will include:

- what makes a great team member?
- what's our best attribute in a team situation?
- why we get on with some people but not others
- why there is no "I" in team

You will come away with things you can change to become a better team member.

**Five ways to well-being**

*Hannah Airey: Workplace Wellbeing*

Hannah will introduce the 'Five Ways to Wellbeing' and the 'Whole Brain Thinking' models. These identify the thought processes of people who are under stress or frustrated. You will come away from this workshop with a list of simple activities proven by scientific research to improve wellbeing. You can't change your circumstances, but by building new ways of thinking you can feel better.

**2 11.45am-1.00pm**  
**Session Two**

**Negotiate with persuasion and power**

*Desirée Williamson: Communication Works*

A successful negotiation starts with a willingness to reach agreement and an understanding of the wants and needs of the other party. Role conflict also plays a part in negotiation and you must be able to choose the resolution style that is most appropriate. This workshop will provide practical tools and strategies. Topics will include:

- why negotiation must involve a genuine desire to reach agreement;
- the importance of planning;
- how to differentiate between strategies;
- the power of persuasion;
- plan and put in place tactics and strategies with a focus on 'win-win'.

## The "Dark Art" of Banked Staffing

**Wayne Facer:** *Education Enterprises*

Wayne will unravel the "dark art" of Banked Staffing with advice on how to exploit loopholes to gain the greatest benefit for your school. He will give examples of how to interpret Banked Staffing reports and spreadsheets and how to manage Banked Staffing over a changeable year. Resources which make Banked Staffing easier to understand will be forwarded to workshop participants after the conference.

## Working effectively with refugee and migrant cultures

**Mastura Abd Rahman:** *Refugee and Migrant Education Support, Ministry of Education.*

Expand your cultural awareness of students and families from diverse cultural and linguistic backgrounds. Gain a better understanding of the barriers to communication and engagement, and learn how to overcome them. Mastura will direct you to the resources provided by the Ministry of Education to support these students.

## ENROL 101 for newbies

**Jacqui Smith:** *Data & Knowledge Team, Ministry of Education*

The ENROL system has many different user groups. The Data team represents the voices of school users based on their queries throughout the year and balances their need for change with other users' needs. Topics will include:

- new features in ENROL;
- upcoming changes to ENROL;
- user feedback.

## Gmail, Calendar, and Contacts

**David Kinane:** *e-Learning Innovator*

How is Gmail different from Outlook or Mail? Find out how to manage your Gmail account to filter mail, create folders, organise emails, create events, issue invitations, create distribution groups and organise your messages by using labels. You will also learn how to use Google calendar to create and manage multiple calendars, create events and repeat them. We will also look at how to make priority.

**Time will be allocated for questions.**

## Productivity tips with Microsoft Office

**David Jackson:** *Microsoft Specialist*

Learn lots of new tips and time-saving tricks which make using MS Office more productive. Everyone will receive hand-outs to share with your team. Content will include:

- managing and sorting your email;
- controlling your calendar;
- quickly format a Word document;
- data analysis made easy with Excel.

## Etiquette in the workplace

**Sandra Anderson:** *Small Business Specialist*

This workshop will explore the importance of manners and etiquette in the workplace and in our personal lives. Topics will include:

- reasons for having good manners;
- cultural differences;
- meeting, greeting and general communication;
- is your appearance right for your job?
- email and phone etiquette;
- things you can do differently

Everyone will come away with new ways to communicate and an increased awareness of their feelings and the appropriateness of their actions.

## Resilience: staying well in times of adversity

**Hannah Airey:** *Workplace Wellbeing*

Life presents us with challenges, but challenges also provide an opportunity to change ourselves. How we react to these challenges is dependent on our inner resources. This experiential workshop will provide evidence-based information and tools which you can put into practice at work and in your personal life.

## BUFFET LUNCH 1.00pm-2.00pm



## 3 2.00pm -3.15pm Session Three

### Cultural awareness: diversity in the workplace

**Desirée Williamson:** *Communication Works*

Cultural diversity presents huge potential, but also creates challenges. This workshop will introduce tools that will enhance your cross-cultural competence:

- learn how to recognise Kiwi culture and how misunderstandings occur;
- discover how we 'signal' culture through perception, hierarchy and language;
- ways to save face and promote cross-cultural understanding.

### SMS: Assembly - updates

**Alvin Brown:** *Assembly*

Alvin will show the latest portals for delivering information to parents, caregivers and staff. Also new reports that save time and increase productivity. Did you know you can customise the system yourself? **Time will be allocated for questions and sharing tips and tricks.**

### EdPay: making Payroll easier

**Lucy Pickering:** *Education Payroll*

This workshop is for people who are new to managing schools' Payroll. Staff from Education Payroll will cover the fundamentals of Payroll and your responsibilities as a Payroll administrator. This is also a good opportunity to share tips and advice with colleagues.

### Xero tips and tricks: Part 2\*

**Yasmin Sellars:** *Finance Manager, CES*

An in-depth look at Xero and how you can save time by using the system to its full potential.

**You are encouraged to email any questions or topics you want covering in the workshop to: [yasmin@cessl.org.nz](mailto:yasmin@cessl.org.nz) before 2nd August.**

*\*Continued from last year's Xero: tips and tricks.*

### Hail: making your school newsletter sing

**Stuart Dillon Roberts:** *Hail*

Hail makes it easy to tell your school's stories and get the word out everywhere and on everything. Hail is a total communications service loved by schools, businesses, charities and not-for-profits because it saves time and produces professional newsletters, emails, social media posts and website updates with a single click.

## Google Sheets - tips and tricks

**David Kinane:** *e-Learning Innovator*

If you have used Microsoft Excel then Google Sheets will not be too different. In this workshop you will learn how to use Google Sheets to enter data, use the auto-fill functions, create charts, pivot charts and use formulas to make working with large sets of numbers easy. Used in combination with Google Forms and the Autocrat Plug-in, Google Sheets can auto-generate invoices and perform many other handy automated functions.

*Time will be allocated for questions.*

## Modern ways of working with Office 365

**David Jackson:** *Ripped Orange*

Learn how you can use Office 365 to collaborate and digitise processes. Topics will cover:

- sharing and collaborating with documents;
- using Microsoft Teams;
- creating Forms with Microsoft Forms;
- creating newsletters with Microsoft Sway.

## Conflict and how to handle it

**Sandra Anderson:** *Small Business Specialist*

This workshop will give you a better understanding of yourself and those around you. Learn about the difference in styles when you encounter conflict, and how to ensure a win-win outcome for all. Sandra will cover:

- why we are all different;
- different languages of the brain;
- how to use this information in our workplace and personal life;
- communication styles;
- explore yours and others quadrants;
- what we can do differently to manage conflict.

You will come away with a new perspective and increased confidence when handling tricky situations.

## Laughter wellness

**Hannah Airey:** *Workplace Wellbeing*

Hannah will reveal the health benefits of laughter (physical and mental) – how stress affects the body and why laughter is the natural antidote. Participants will be given tools to use in the workplace and in their personal lives. It's all done in a fun, interactive way that will increase connections between colleagues.

## CONCLUSION

**3.15pm-4.00pm**

**Prizes drawn,  
complimentary drinks  
and nibbles**

# Presenters

**Shannon Desmond**

**KAMAR Student Management System**

**Phil Simms**

**MUSAC Student Management System**

Phil joined MUSAC in 2001 after being a school teacher for 17 years. He is now Account Management & National Sales Manager.

**Phil Hardie**

**eTAP Student Management System**

eTAP software is used in 870 primary and intermediate schools around New Zealand. The company developed the first web-based Student Management System and is now the biggest supplier in New Zealand.

**Megan de Lambert**

**LINC-Ed Hero Student Management System**

**Desirée Williamson**

**Director, Communication Works**

Desirée is an accredited Belbin Team Roles facilitator and she designs and runs workshops on effective communication. In addition to her public and private clients, Desirée works with professional development providers including Engineering New Zealand, the University of Canterbury, the Canterbury Employers' Chamber of Commerce and Organisation Development Institute.

**David Kinane**

**MOE Accredited PLD Facilitator**

David has created a business with Jacqui Sharp, (Sharp, Kinane Limited). Their team delivers Digital Fluency and Digital Technologies contracts nationwide for the Ministry of Education.

**Sandra Anderson**

**Small Business Specialists**

Sandra has trained the staff, owners and managers of organisations throughout New Zealand. She is an expert in customer service, sales and marketing, systems development, strategic and business planning.

**Hannah Airey**

**Director, Workplace Wellbeing**

Hannah works with organisations to transform and inspire a positive workplace culture. She has a Diploma in Anatomy and Physiology, and is Founder and Chair of Lotus Community Wellbeing Trust.

**Wayne Facer**

**Education Enterprises**

Wayne has assisted nearly 500 New Zealand schools to make over \$50m in the last four years.

**Mastura Abd Rahman**

**Senior Advisor for Refugee and Migrant Education Support, Ministry of Education.**

Mastura is part of the national ESOL, Migrant, Refugee and International Education team. She has worked in multicultural education for over 20 years both overseas and in New Zealand.

**Jacqui Smith**

**ENROL**

Jacqui has worked for the Ministry of Education for 15 years. For the past four years she has been part of the IT and business teams supporting the ENROL system. Last year she joined the Evidence Data and Knowledge team in a Business Improvement Lead role.

**David Jackson**

**Managing Director, Ripped Orange  
Computer Training and Solutions**

Dave is a director of award-winning training company Ripped Orange. He is a skilled trainer who specialises in helping users become more productive with Office 365 and Workflow Max.

**Alvin Brown**

**ASSEMBLY Student Management System**

Assembly established itself as the leading SMS in New Zealand schools 10 years ago.

**Lucy Pickering**

**EdPay Project Co-ordinator**

Education Payroll pays up to 92,000 teachers and support staff in 2,500 schools every fortnight. They pay approximately \$198 million per pay period and \$5.1 billion per annum.

**Yasmin Sellars**

**Client Finance Manager, CES**

Yasmin has been a senior accountant for the past 16 years with a blend of corporate and public practice experience.

**Stuart Dillon-Roberts**

**Digital Technology Specialist, Hail**

Stuart founded the Digital Journey assessment service and the Digital Growth educational programme. He also co-founded Hail online.



## 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>				
SMS: KAMAR – new release	Shannon Desmond	◆		
SMS: Assembly – updates	Alvin Brown			◆
SMS: MUSAC Edge – tips and tricks	Phil Simms	◆		
SMS: ETap – tips and tricks	Phil Hardie	◆		
SMS: LINC-ED Hero – tips and tricks	Megan de Lambert	◆		
Communication awareness in the workplace	Desirée Williamson	◆		
Negotiate with power and persuasion	Desirée Williamson		◆	
Cultural awareness: diversity in the workplace	Desirée Williamson			◆
The 'Dark Art' of Banked Staffing	Wayne Facer		◆	
Working effectively with refugees and migrant cultures	Mastura Abd Rahman		◆	
MoE ENROL: 101 for beginners	Jacqui Smith		◆	
EdPay – making Payroll easier	Lucy Pickering			◆
Xero: tips and tricks	Yasmin Sellars			◆
Hail: making your newsletter really sing	Stuart Dillon-Roberts			◆
Organise your Google Drive	David Kinane	◆		
Gmail, Calendar and Contacts	David Kinane		◆	
Google Sheets – tips and tricks	David Kinane			◆
Productivity tips with Microsoft Office	David Jackson		◆	
Modern ways of working with Office 365	David Jackson			◆
<b>Personal Skills Development</b>				
Being part of the team using thinking styles	Sandra Anderson	◆		
Etiquette and manners in the workplace	Sandra Anderson		◆	
Conflict and how to handle it	Sandra Anderson			◆
Five ways to wellbeing	Hannah Airey	◆		
Resilience - staying well in times of adversity	Hannah Airey		◆	
Laughter wellness	Hannah Airey			◆

## 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!

**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\* \_\_\_\_\_

\* Required fields

**STEP 1: PROGRAMME**

7.45am - 8.45am	Registration and Refreshments
8.45am - 9.00am	Introduction and Welcome
9.00am - 9.50am	<b>KEYNOTE SPEECH</b>
10.00am - 10.30am	Morning Tea
10.30am - 11.45am	<b>SESSION ONE</b> (choose one workshop)
11.45am - 1.00pm	<b>SESSION TWO</b> (choose one workshop)
1.00pm - 2.00pm	Buffet Lunch
2.00pm - 3.15pm	<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. **\$350.00 + 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 24th July 2020 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 )