

One-day event for administrative professionals



South Island School Office Administrators' Conference

8.45am-4.00pm, Thursday 31st August 2023
Riccarton Park Function Centre, Christchurch

- Interesting topics
- Expert Speakers
- Self improvement
 - Networking
 - Trade displays

Reserve your place now! Register online: www.cessl.org.nz

email: wayne@cessl.org.nz phone free: 0800 205 267

Registration

8.00am-8.45am

Welcome to Delegates and Housekeeping

8.45am-9.00am

Wayne Jamieson, General Manager, CES

Keynote Speech

9.00am-9.50am

“How to Stop Technology Ruining Your Life” with Lauren Parsons

- Ditch stress and boost your mood
- Avoid information overload
- Enhance your sleep, energy and vitality

Technology affects how we think, move, work, and play. With the growing addiction to social media and smart devices, many people are unaware of the negative consequences that can have on their mental and physical wellbeing. Lauren will show you how to avoid the trap of being constantly connected yet socially disconnected, overloaded with information, and easily distracted. She will share effective strategies you can develop to help you stay focused on the things that truly matter. Join us for this inspiring talk and take the first step towards a happier, healthier you.



Profile

Lauren Parsons

Award-winning Wellbeing Specialist

Lauren is a TEDx speaker, author of two books, 'Real Food, Less Fuss' and 'Thriving Leaders, Thriving Teams', host of the Thrive TV show, and founder of the 'Snack on Exercise' movement. With over 20 years' experience as a speaker and consultant, she is highly sought-after by schools and organisations who want to create a culture of high-energy, peak-performance team culture.

Lauren is a master of inspiring and life-changing presentations. Her dynamic and engaging style, combined with skilful storytelling, makes her talks memorable and enjoyable. After listening to Lauren, you'll feel uplifted and empowered!

Morning Tea

10.00am-10.30am

Session One

10.30am-11.45am

Schools and operational funding

Kimberley Black: *Manager Resourcing Operations, Ministry of Education*

In this workshop, you'll develop a comprehensive understanding of how operational funding works for schools and kura. You'll gain insights into the various components of operational funding and learn how to easily interpret the operational funding notice. Kimberley will also provide updates on the implementation of the Teacher Aide Pay Equity settlement funding and its impact on schools.

Time will be allocated for questions.

Building bi-cultural awareness

Kereama Carmody: *Facilitator, Organisation Development Institute*

Do we live in a multi-cultural or bi-cultural society? This workshop aims to deepen your understanding of the principles of the Treaty of Waitangi and their relevance to both Māori and non-Māori in the education environment. Kereama will provide a brief summary of New Zealand's history before and after the signing of the treaty, and explain how learning about the Te Whare Tapa Whā model can help improve mental health and promote culturally appropriate behaviour in your school.

Te reo Māori: how to use it in everyday interactions

Sarah Tahere: *Te Reo Mentor, Toitōi Collective Theatre Company*

The Māori language contains a wealth of traditional knowledge and offers unique and innovative ways to communicate when learned and understood.

In this workshop, Sarah will explore:

- Basic use of the Māori language in daily life
- Formal and informal greetings and appropriate responses
- Incorporating te reo Māori in email signatures and responses.

SMS: KAMAR – tips & tricks

Jacqui Land: *Trainer, KAMAR*

Learn how KAMAR can streamline your workflow in various areas, including reception, emergency management, surveys, health & safety, and EOTC. Jacqui will share her top tips and tricks to help you get the most out of KAMAR. By attending, you will learn valuable techniques to improve your productivity and to enhance your skills.

ENROL refresher: frequently asked questions and an overview of recent changes

Michelle Smith: *Team Leader, Data & Knowledge Team, Ministry of Education*

This session is a unique chance to meet an ENROL team member in person and learn about the latest developments, ask questions and hear feedback from colleagues.

Slay the workload dragon and make Google Drive, Docs, and Slides work harder for you

David Kinane: *e-Learning Innovator*

2023 is the year of AI (Artificial Intelligence) and it's set to play an increasingly important role in our lives. Google is at the forefront of this technological revolution and increasingly, the collaboration and automation tools are the key updates that appear regularly in Google's suite of tools. In this session, David will explore the productivity tools that have always been in Docs and Slides as well as highlight some of the excellent productivity add-ons that you can use to customise Drive, Docs and Slides to your way of working. In addition, he will examine the latest features in Google Docs and Slides for 2023 and show how you can use readily available AI tools to turbo-boost your productivity.

Time will be allocated for questions.

Effective workload management

Kylie Young: *LDT Consulting Senior Facilitator*

Juggling a busy workload is always tricky, however there are strategies and tactics to make sure you use your time more effectively. This session will cover time management concepts including time-stealers, dealing with procrastination, and using positive time management tactics.

Understanding and working with different personalities

Chris Wallace: *LDT Consulting Senior Facilitator*

"We cannot safely assume that other peoples' minds work on the same principles as our own."

- Isabel Briggs Myers

In this session, you'll learn about different personality types and how to tailor your communication style to work effectively with others. This session will include:

- Understanding the strengths and development areas of your own personality
- Practical tactics to effectively communicate.

Session Two

11.45am-1.00pm

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.

BONUS: *Additional resources which you can use as a reference will be forwarded to each workshop participant after the conference.*

School finances - GST, budgets, assets, general school accounting

Yasmin Sellars: *Senior Accountant, CES*

Learn more about GST, budgets, assets, and common accounting problems and issues that schools face. This is a great opportunity to get a better understanding of school finance and how to manage it effectively.

A journey towards collaborating in the third space

Christine Harding:

Specialist Diversity and Cross-Cultural Facilitator, Organisation Development Institute

The world we live in is changing and becoming more complicated. Nowadays, we often work with people who come from different cultures. To help us work better together, Christine's session will focus on the need to be more aware and understanding of different cultures. You will learn skills to help you communicate better and support each other in the workplace.

SMS: Hero - tips & tricks

Kate Bond: *Hero Consultant*

Join Kate and discover how to become your own administrative hero! In this session, she'll show you how to save valuable administrative time by exploring Hero's smart new features, essential tips and tricks, and key ways to drive efficiencies in the school office.

Pourato: resourcing information for schools and kura

Bridget Curtis: *Pourato programme, Ministry of Education*

Pourato is the Ministry of Education's new resourcing system to enable schools and kura to view funding, and staffing entitlements and instalments online. Hear about the journey Pourato is on to make resourcing information simple and easy for Boards, principals, and administrators to access and use.

You are invited to provide feedback about how Pourato is working for your school or kura.

Mastering Google Sheets to wrangle data to your will

David Kinane: *e-Learning Innovator*

Spreadsheet programs may appear intimidating, but by mastering just a few basic formulas, you can easily manipulate data and create graphs/charts and embed them in reports. In this workshop, you'll learn time-saving and productivity-enhancing tips and tricks for using Google Sheets.

You'll also receive guidance on accessing the latest updates and improvements as part of Google's cycle of continuous improvement. Finally, discover how to use AI (Artificial Intelligence) to automate formula writing, letting the machine do the heavy lifting and increase your productivity.

Time will be allocated to ask questions.

Managing and resolving conflict

Chris Wallace: *LDT Consulting Senior Facilitator*

"Whenever you are in conflict with someone, there is one factor that can make the difference between damaging your relationship and deepening it. That factor is attitude."

- William James, philosopher and psychologist

The workshop will provide you with the knowledge and skills to manage workplace conflict pro-actively and effectively. The focus will be how to de-escalate conflict. Topics include:

- Understanding conflict in the workplace – the reasons, and the stages of conflict
- De-escalating conflict: actions to resolve conflict for yourself and others, practical techniques, tips and tactics, including the ABC model.

Eat, sleep, move, repeat

Jo Fife: *Workplace Wellbeing*

After dealing with the ongoing impact of the pandemic, many people are feeling fatigued. Jo's session will provide strategies for boosting your energy and strengthening your immune system. She will explain how the immune system works and offer practical tips for improving your body's defences so you can better protect yourself against illnesses and improve your overall health.

Buffet Lunch

1.00pm-2.00pm

Lunch is included with the seminar fee, and we're happy to accommodate your dietary needs, including vegetarian, vegan, and allergy options. *Please let us know in advance so we can make the necessary arrangements.*



Session Three

2.00pm-3.15pm

Xero: Tips & Tricks, ApprovalMax, etc

Yasmin Sellars: *Finance Manager, CES*

Yasmin will provide an in-depth overview of Xero's capabilities including ApprovalMax. She will demonstrate how to use the software's various functions to their full potential and share tips and tricks for tackling common accounting issues. Yasmin will focus on ApprovalMax, school finances, budget management, and assets.

Any questions or topics you would like to be covered in the workshop, please email: yasmin@cessl.org.nz before 17th August.

Why Tikanga Māori is important

Sarah Tahere: *Te Reo Mentor, Toitoti Collective Theatre Company*

This workshop will help you understand traditional Māori customs and values, and how the Maori way of doing things can be applied to work and everyday life. Sarah will examine:

- What is tikanga and why is it important?
- What is the tikanga of your school?
- How to use tikanga to improve your personal and workplace relationships

EdPay - making payroll easier

Megan Pettis: *Head of Capability and Service Design, Education Payroll Ltd*

Megan and her team will share the latest EdPay updates, including how EdPay is responding to changes in education sector payroll requirements.

Use Sporty effectively and streamline your school's sports administration

Jo Perry: *Director, Sporty.co.nz*

If your school's netball team plays at your local netball centre, or if you register players for rugby and other sports, then you're probably already using Sporty.co.nz. Jo will show you how to reduce admin time, automate reporting, manage team entries, and streamline sports communication. She'll also introduce some features you may not know about, such as Sporty's PhotoCard digital IDs and the SuperCRM Alumni Management system which can make your job even easier.

Time will be allocated for questions.

Modern ways of working with Office 365

David Jackson: *Microsoft Specialist, Ripped Orange*

Discover how Office 365 can help you collaborate with colleagues and streamline your workflows by automating your processes. Topic will include:

- Sharing and collaborating on documents
- Using Microsoft Teams
- Creating forms and surveys with Microsoft Forms
- Creating engaging newsletters and presentations with Microsoft Sway.

Workshops continued:

Team management skills for admin support staff

Kylie Young: *LDT Consulting Senior Facilitator*

Getting a team working together effectively requires everyone to play their part, and often this requires some proactive and positive tactics. Kylie's workshop will help you to gain co-operation from your colleagues, and identify practical ways to help you to be a part of a smooth running and engaged team.

Assertive communication skills

Chris Wallace: *LDT Consulting Senior Facilitator*

Improve workplace communication by learning assertive and positive communication techniques, as well as tailoring your approach for more effective communication with others. This workshop covers:

- Communicating assertively and identifying tactics for personal use
- Understanding communication styles, including your own based on personality.

Easy ways to improve your school's digital presence

Sarah Burnett: *Digital Journey*

Sarah will share free digital tools you can use to improve your school's online presence. You'll learn how to create high-quality digital content and capture great images without the need for professional photography. In addition, you'll get hands-on experience using Canva, a graphic design tool, to design visually appealing posts that will keep your audience engaged. Sarah will also offer guidance on ways of connecting with your school community through social media.

Future-proofing you

Jo Fife: *Director, Workplace Wellbeing*

COVID-19 and lock-downs provided a unique opportunity to trial different habits impacting our sleep, nutrition, movement, and mental health. This workshop aims to help you to reflect on your experiences and the need to future-proof your health. Jo will share practical tips on how to establish sustainable habits, and why you should prioritise your own wellbeing and "put your own oxygen mask on first" before helping others.

Conclusion

3.15pm-4.00pm

Prizes drawn, complimentary drinks and nibbles

Wayne Facer

Financial Advisor, Education Enterprises

Wayne is the go-to expert for navigating the often complex world of banked staffing. He has enabled schools across New Zealand to generate over \$50 million in the last six years.

Kimberley Black

Manager Resourcing Operations, MoE

Kimberley oversees projects and implements structural and system changes at the Ministry. She has 20+ years of experience in financial leadership.

Yasmin Sellars

Client Finance Manager, CES

Yasmin is a senior accountant with a unique blend of experience in both corporate and public practice, which makes her an expert in all financial issues.

Kereama Carmody

(Ngāi Tahu /Ngāti Māmoē)

Facilitator, Organisation Development Institute

Kereama specialises in bi-cultural knowledge and assists organisations by providing workshops, supervision, and advisory services to promote best practices in the workplace.

Christine Harding

Organisation Development Institute

Christine has 20+ years of experience leading, developing, and motivating teams. With a background in nursing, cross-cultural living, and as an ordained Presbyterian minister, she brings rich life experience to her work.

Sarah Tahere *(Ko Ngāti Raukawa, Ngāti Toa Rangatira me Te Atiawa ōku iwi)*

Toitoti Collective Theatre Company

Sarah is passionate about fostering a healthy understanding of Māori culture for both Māori and non-Māori. She has many years of experience in education, and is currently pursuing a Masters degree in technological futures.

Kate Bond

Consultant, Hero

Kate's job is to provide school administrators and finance managers with guidance and support on unleashing the full potential of the Hero platform. Having worked in admin herself, she understands the challenges that school administrators face.

Jacqui Land

KAMAR Trainer

Jacqui previously worked as the Director of ICT at Papanui High School and Assistant Head of Science at Edenham High School, giving her valuable insights into how technology works in schools.

Bridget Curtis

Pourato programme, Ministry of Education

Michelle Smith

Team Leader, ENROL

Michelle is part of the Data team at the Ministry of Education. Her goal is to enhance and streamline ENROL, providing schools with the best possible end-user experience.

Megan Pettis

Head of Capability and Service Design, EdPay

Megan's job is to establish strong relationships and gather feedback from schools with the aim of ensuring EdPay continues to meet users' needs.

Jo Perry

Client Services Director, Sporty.co.nz

Jo has spent more than 15 years working closely with school administrators to improve and develop the Sporty.co.nz platform to meet changing needs.

David Kinane

Sharp, Kinane Ltd

David is an accredited MoE PLD facilitator with a diverse range of skills in digital technologies. In 2017, he co-founded Sharp, Kinane Limited with Jacqui Sharp. Together, their team provides digital technology contracts to schools nationwide.

David Jackson

Managing Director, Ripped Orange

Ripped Orange is a computer training and solutions company that partners with Apple, Microsoft and Xero to help users adopt cloud and mobile technology.

Kylie Young

LDT Consulting Facilitator

With over a decade of experience in both public and private sectors, Kylie's warm and down-to-earth communication style, coupled with her passion for helping others, fosters engagement and positivity among teams of all sizes.

Chris Wallace

LDT Consulting Senior Facilitator

Chris has 20+ years leading teams in various fields, including retail, sports, education, and customer service. He is currently a parent trustee for Burnside High School.

Sarah Burnett

Digital Marketing and Project Coordinator, Digital Journey

Sarah specialises in digital design and creative marketing strategy. She has helped schools across the country with website design, social media campaigns, and publications.

Jo Fife

Director, Workplace Wellbeing

Jo works with organisations to develop strategies that promote the wellbeing of their employees. She provides training and coaching on achieving a healthy work-life balance.

Choose your workshops

Choose **one workshop** from each of the morning sessions and **one workshop** from the afternoon session.
(Refer to Step 1, back cover.) **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	Presenters	Session One	Session Two	Session Three
Office Skills Development - Finance				
The 'Dark Art' of banked staffing	Wayne Facer		●	
MOE resourcing of schools	Kimberley Black	●		
School Finances - GST, budgets, assets, general accounting	Yasmin Sellars		●	
Xero - tips and tricks, Approval Max, etc	Yasmin Sellars			●
Culture				
Building bi-cultural awareness	Kereama Carmody	●		
A journey towards collaborating in the third space	Christine Harding		●	
Te reo Māori: how to use it in everyday interactions	Sarah Tahere	●		
Why Tikanga is important	Sarah Tahere			●
SMS				
SMS: Hero - tips & tricks	Kate Bond		●	
SMS: KAMAR - tips & tricks	Jacqui Land	●		
MoE/Payroll				
Pourato - resourcing information for schools and kura	Bridget Curtis		●	
ENROL refresher: FAQ and an overview of recent changes	Michelle Smith	●		
EdPay - making payroll easier	Megan Pettis			●
Use Sporty effectively to streamline school sports admin	Jo Perry			●
Software				
Make Google Drive, Docs, and Slides work harder for you	David Kinane	●		
Master Google Sheets to wrangle your data at will	David Kinane		●	
Modern ways of using Microsoft 365	David Jackson			●
Day-to-day				
Effective workload management	Kylie Young	●		
Managing and resolving conflict	Chris Wallace		●	
Team management skills	Kylie Young			●
Understanding and working with different personalities	Chris Wallace	●		
Assertive communication skills	Chris Wallace			●
Easy ways to improve your school's digital presence	Sarah Burnett			●
Personal Skills Development				
Eat, sleep, move, repeat	Jo Fife		●	
Future-proofing you	Jo Fife			●

Sessions subject to change. Contact wayne@cessl.org.nz for more information.

South Island Administration for Schools Conference
Thursday, 31st August, Riccarton Park Function Centre

Register at www.cessl.org.nz

South Island REGISTRATION FORM

Register at www.cessl.org.nz

Yes, I want to attend
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* _____

HOME } SCHOOL ADDRESS* _____

OFFICE } _____

WORK PHONE* _____ FAX* _____

HOME PHONE / MOBILE _____ E-MAIL* _____ * Required fields

STEP 1: PROGRAMME	
8.00am - 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. **\$415.00 + 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 to the event will incur no charge. Cancellations received after 24th August 2023 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 online: www.cessl.org.nz call free: 0800 205 267
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: wayne@cessl.org.nz