

South Island  
**REGISTRATION FORM**  
Register at [www.cessl.org.nz](http://www.cessl.org.nz)

Yes, I want to attend  
South Island  
Conference for every  
ADMINISTRATOR



South Island  
**School Administrator's Conference**  
8.45am-4.00pm, Thursday 1st August 2019, Riccarton Park

One-day event for administrative professionals



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. <b>\$340.00 + GST per person.</b> Places are strictly limited and final confirmation is subject to availability, so please register early. <b>Do not send money now:</b> 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 26th July 2019 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 <small>Please note: the organisers reserve the right to amend or change workshops as necessary.</small>	
SESSION 1.	
SESSION 2.	
SESSION 3.	

STEP 4: DIETARY REQUIREMENTS <small>If applicable</small>	
<input type="checkbox"/> I am a vegetarian (tick if vegetarian)	<input type="checkbox"/> I have special dietary requirements (please supply details below)



**REGISTER: WWW.CESSL.ORG.NZ CALL FREE: 0800 205 267**  
**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 Forms: let the software do the work	David Kinane	◆		
Google Add-ons and Extensions	David Kinane		◆	
Google Sheets: tips and tricks	David Kinane			◆
Overview and Discussion on using Office 365 Apps	David Jackson	◆		
Excel: hands-on workshop for Intermediate Users	David Jackson		◆	
Going paperless with Microsoft Forms	David Jackson			◆
The art of minute-taking: tips, techniques and tools	Robyn Bennett	◆		
The role of the Board Secretary	Robyn Bennett		◆	
Operational Funding Notices: how to read them	Ministry of Education	◆		
Continual Improvements in Schools' Payroll	Corey O'Neill		◆	
MoE ENROL: legal requirements around enrolments	Alan Ryan			◆
Xero and your school: tips and tricks	Yasmin Sellars			◆
The working future: disruption lies ahead	Stuart Dillon-Roberts			◆
Canva and Trello: using free digital tools	Stuart Dillon-Roberts		◆	
Toolkit - the essential add-on for school Payroll	Kristine Donahoe	◆		
<b>Personal Skills Development</b>				
Dealing with difficult people and tricky situations	Rosita Guy	◆		
Working effectively with your Principal	Rosita Guy		◆	
Bullying and harassment awareness	Rosita Guy			◆
Children and the law	Fiona Bell	◆		
Tips and tricks for working with parents and children	Fiona Bell		◆	
The Impact of family violence on vulnerable children	Fiona Bell			◆

## 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!

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



# South Island School Office Administrators' CONFERENCE

8.45am-4.00pm, Thursday 1st August 2019,  
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



## Presenters

**Fiona Bell** *B. Hort.Sci, BASS (sw), B Theo*  
**Senior Practitioner**  
**Oranga Tamariki, Grey Lynn**  
 Fiona has been a practicing social worker for 10 years and all her work has been with children and families. She has worked as a community social worker, Social Worker-in-Schools, and statutory social worker for Oranga Tamariki in a diverse range of communities from small rural communities to inner city Auckland. Fiona is passionate about improving the outcomes for vulnerable children.

**Corey O'Neill**  
**Education Payroll Ltd (EPL)**  
 EPL is a core part of the education sector and is responsible for paying 90,000 teachers and support staff in 2,500 schools every fortnight. EPL pay approximately \$170 million per pay period and \$4.4 billion per annum.

**Stuart Dillon-Roberts**  
**Digital Journey**  
 Stuart is a digital technology specialist who provides training and coaching services to schools across New Zealand. His company, Digital Journey also helps schools to develop digital plans. Stuart also co-founded Hail ([www.hail.to](http://www.hail.to)), the online service used by hundreds of schools to prepare and share digital publications and websites.

**Alan Ryan**  
**Ministry of Education**

**Yasmin Sellars**  
**Client Finance Manager, CES**  
 Yasmin has been a senior accountant for the past 15 years working in both corporate and public practice. She has served as a committee member and treasurer at her local community preschool.

**David Kinane**  
**MOE Accredited PLD Facilitator**  
 David is an accredited MoE PLD facilitator and has created a business with Jacqui Sharp, (Sharp, Kinane Limited) to deliver the PLD contracts. With their team of facilitators they are managing and delivering numerous Digital Fluency and Digital Technologies PLD contracts throughout the country. David has been a specialist ICT-elearning consultant, advisor/facilitator/teacher since the 1990's.

**David Jackson**  
**Managing Director, Ripped Orange**  
**Computer Training and Solutions**  
 Ripped Orange was recognised by Microsoft in 2017 as Learning Partner of the Year for their innovative Cloud Trainer service. David has extensive experience with CRM and related technology, and how these apply to business scenarios.

**Robyn Bennett**  
**Team Link Training Ltd**  
 Robyn has led more than 500 minute-taking courses for over 1,000+ participants. She has developed procedures around the best way for administrators to work with their boards and chairpersons, and to provide accurate minutes. Robyn is a member of the Association of Administrative Professionals New Zealand Inc, and is a past National President.

**Sarah Young/Bridget Curtis**  
**Education Payroll Ltd (EPL)**  
 EPL is a core part of the education sector and is responsible for paying 90,000 teachers and support staff in 2,500 schools every fortnight.

**Kristine Donahoe**  
**Customer Experience Manager, Toolkit**  
 Before joining Toolkit, Kristine worked as an Executive Officer at Kamo High and Riverview School in Northland. Kris was also involved in the School Executive Officer's organisation, and is well-known and respected for her expertise on school administration.

**Rosita Guy** *Dip. I.R., Cert LR., Cert. S. Mgt., Accredited Consultant of Extended DISC (Level 2)*  
**Principal, Rosita Guy Associates**  
 Rosita is a coaching and training specialist with an extensive background in human resource management, industrial relations, and staff development/training/ coaching experience in both the private and public sectors. She has been a guest tutor for the Transformational Leadership Programme, the NZ Institute of Management (Canterbury), Lincoln, Canterbury & Otago Universities, and is a senior lecturer at Christchurch Polytechnic.

**The working future – “disruption lies ahead”**  
**Stuart Dillon-Roberts, Digital Journey**  
 Stuart's presentation will be an entertaining look at how emerging technology could disrupt how you work at your school. He will demonstrate new technology and cover a wide range of topics, from the future of speech and voice dictation to artificial intelligence and the automation of tasks. Stuart will also offer a glimpse into the future technologies which will change all of our lives.

**Bullying and harassment awareness: what it means and how to deal with it**  
**Rosita Guy, Guy & Associates**  
 Workplace harassment and bullying affects staff morale and creates an unhealthy culture. It affects people physically and mentally, resulting in increased stress levels and lower productivity. Rosita will discuss:

- how to define and recognise workplace bullying and harassment;
- behaviours that do not constitute workplace bullying and harassment;
- the duties of employers, supervisors, and workers;
- how to respond to workplace bullying and harassment.

**The impact of family violence on vulnerable children**  
**Fiona Bell, Senior Practitioner, Oranga Tamariki**  
 This workshop will cover the impact of violence on children and how this affects their ability to function within the school environment.

**CONCLUSION**  
**3.15pm-4.00pm**  
**Prizes drawn, drinks and nibbles**

### 3 2.00pm-3.15pm Session Three

**Google Sheets: tips and tricks**  
**David Kinane, e-Learning Specialist**  
 If you know how to use Excel then you'll feel at home in Google Sheets. In this workshop you will learn how to enter data; create charts and pivot tables; Autofill; and add formulas to make working with large sets of numbers easy. Sheets can also be used in combination with Google Forms and the autoCrat plug-in to generate invoices and many other automated functions which will speed up your workflow and improve productivity.  
*Time will be allocated to ask questions.*

**Going paperless with Microsoft Forms**  
**David Jackson: Microsoft Specialist**  
 Microsoft Forms allow you to gather information electronically, from anyone. During this session we will build a form that includes options, and use it to collect and report on information.

**MoE ENROL: legal requirements and procedures around enrolments**  
**Alan Ryan, Ministry of Education**  
 Enrolling domestic Time-Bound Students is relatively straight forward. Confusion can arise where a student's visa status is ambiguous or does not allow them to be enrolled as a Domestic Student – and the option to enrol them as an International Fee Paying Student is inappropriate. There are times when the enrolment category '28 Day Waiver' and subsequent extensions may be appropriate. Alan will work through this enrolment category and Immigration New Zealand's Visa View service which allows school administrators to check prospective students' visa status without having to ask their parents/guardians for documentation that may (or may not) be forthcoming.

**Tips and tricks for administrators working with parents and children**  
**Fiona Bell, Senior Practitioner, Oranga Tamariki**  
 Fiona will share her knowledge and some practical tips and tricks to assist you when dealing with challenging children and adults.

**BUFFET LUNCH**  
**1.00pm-2.00pm**

**Xero and your school: tips & tricks**  
**Yasmin Sellars, Finance Manager CES**  
 An in-depth look at Xero and how you can save time using the system to its maximum potential.  
**Please email any questions or topics you want covered in the workshop to: [yasmin@cessl.org.nz](mailto:yasmin@cessl.org.nz) before 24th July.**

**Canva and Trello: free digital tools to help your work processes**  
**Stuart Dillon-Roberts, Digital Journey**  
 Stuart will demonstrate Canva and Trello and the effective ways you can use these tools in your school. **Canva** is a free graphic design tool which allows you to create posters for events, or upload posts to your school's social media. **Trello** is a free task organisation tool that lets you schedule tasks and share notifications with your colleagues.

**Working effectively with your Principal**  
**Rosita Guy, Guy & Associates**  
 The key to any school's success is a productive, respectful relationship between employees and the principal. Every principal has his/her own managing style, and the best way to maintain a high-quality relationship is to establish ground rules. In this workshop Rosita will discuss:

- developing a better relationship with your Principal;
- dealing with a difficult principal;
- accomplishing you and your principal's goals;
- identify your principal's management style;
- how to disagree with your principal without negatively affecting the relationship.

**Excel: hands-on workshop for intermediate users**  
**David Jackson, Microsoft Specialist**  
 This hands-on workshop includes how to construct and use functions to analyse and report on data. David will also cover basic SUM and conditional formulas like IF, AND OR. He will also provide an overview of Lookup functions, including VLOOKUP, and presenting data as a Pivot Table or Charts.  
**Limited to 16 people: early booking essential.**

**Buffet Lunch**  
**1.00pm-2.00pm**

**Xero and your school: tips & tricks**  
**Yasmin Sellars, Finance Manager CES**  
 An in-depth look at Xero and how you can save time using the system to its maximum potential.  
**Please email any questions or topics you want covered in the workshop to: [yasmin@cessl.org.nz](mailto:yasmin@cessl.org.nz) before 24th July.**

### 2 11.45am-1.00pm Session Two

**Google add-ons and extensions**  
**David Kinane, e-Learning Specialist**  
 There are many useful Google Add-ons for Slides, Docs and Sheets and Extensions for Chrome. Discover Add-ons and Extensions that help to make the Google suite of tools a more powerful and useful administration tool. Find out about grammar checks, inserting diagrams, adding signatures, coloured tables; merging documents, making QR codes, splitting screens, condensed tabs, adding avatars, inserting royalty-free images, and inserting icons and macrons.  
*Time will be allocated for questions.*

**Excel: hands-on workshop for intermediate users**  
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**The role of the board secretary**  
**Robyn Bennett, Team Link Training Ltd**  
 The role of the board secretary is critical in assisting the board and chairperson to achieve their goals and statutory requirements. This workshop will help you to:

- review NZSTA documentation;
- compile effective meeting agenda;
- keep relevant post meeting documentation;
- understand how you can be the chairperson's wing-person before, during and after the meeting;
- take a proactive role.

**Continual improvements to schools' Payroll**  
**Corey O'Neill, Education Payroll**  
 This workshop will look back at 2018 to review how EPL used the "Better Every Day" philosophy to ensure continual improvements to their services. Corey will then look forward to 2019 and how EdPay is progressing and what can you expect in the future.

**Toolkit – the essential add-on for school payroll**  
**Kristine Donahoe, Toolkit**  
 This workshop is for users and non-users. Kristine will provide a short demo for schools that do not yet have Toolkit; she will then highlight advanced features to help current subscribers to get the most out of the program, including:

- user-friendly reports that make access to accurate information quick and easy;
- reports targeted at the payroll team identify variances in pay – leading to fewer surprises for staff;
- reports designed to help principals and DP's better manage staffing levels throughout the year.

**Dealing with difficult people and tricky situations**  
**Rosita Guy, Guy & Associates**  
 More and more employees are now expected to deal with difficult situations where clients, parents and co-workers are coping with high pressure and stress. As a front-line representative of your school, you need appropriate techniques to achieve successful outcomes for all concerned. Rosita will discuss preparing for difficult situations in relation to:

- your personal perspective;
- the client's perspective;
- the school's perspective;
- dealing with the core problem causing the difficult situation;
- the REBELS Model;
- communication techniques;
- challenging conversations – strategies for turning conflict into creativity;
- the importance of listening and questioning.

**Children and the law**  
**Fiona Bell, Senior Practitioner, Oranga Tamariki**  
 Fiona will look at the major pieces of legislation which affect the day-to-day lives of children: the Children, Young Persons and their Families Act; the Care of Children Act; the Domestic Violence Act; and a brief overview of the Vulnerable Children's Act. Understanding the legislative framework will provide you with the base for more informed interaction when dealing with distressed children who may be part of on-going investigations, or are in the midst of custody disputes.

## Workshops

### 1 10.30am-11.45am Session One

**Google Forms – let the software do the work**  
**David Kinane, e-Learning Specialist**  
 Google Forms is a great way to communicate with staff, parents and your community. Find out how you can create forms to survey parents for their responses on specific issues, staff for their meal preferences at 'Three-way Conferences', and many other administrative functions. Used in combination with Google Sheets, Forms can be used to collate, sort and organise data allowing you to rapidly access information that has been collected from parents, teachers and students.  
*Time will be allocated for questions.*

**Overview and discussion on using Office 365 apps**  
**David Jackson, Microsoft Specialist**  
 The range of features offered with Office 365 is regularly updated. In this workshop David will highlight some of the new functions and how they can be applied in your school. Topics will include:

- OneDrive;
- OneNote (digital notebook);
- Microsoft Teams;
- Microsoft To-do;
- using SharePoint to create an intranet.

**Tips, techniques and tools to take the fear out of minute-taking**  
**Robyn Bennett, Team Link Training Ltd**  
 Minute-taking is a much sought after skill, but many administrators are self-taught. If you wonder whether you are on-track this is the workshop for you! Learn how to:

- identify the requirements of effective meetings;
- use different types of minute-taking styles and which style should be used for particular meetings;
- write effective minutes that are clear, concise and condensed (includes a practical exercise).

**Operational funding notices – how to read them, how funding is calculated**  
**Sarah Young/Bridget Curtis, Ministry of Education**  
 Learn how to understand your school's resourcing entitlements.

**REGISTRATION**  
**8.15am-9.00am**

**INTRODUCTION**  
**9.00am**  
**Welcome to Delegates and Housekeeping**  
**Wayne Jamieson: Marketing Manager, ES**

**KEYNOTE SPEAKER**  
**9.00am-9.50am**

**“Kicking for the surface” ... practical strategies to protect and promote your wellbeing**  
**Dr Denise Quinlan**

Wellbeing is our best protection against the stresses and challenges of everyday life. Denise will share tips and strategies that you can use to keep your head above water. Find out what wellbeing is made of, and ways to support it:

- why focusing on what's right and knowing your strengths promotes achievement;
- how to combat the 'fragile thoroughbred' syndrome that makes many teenagers (and adults) scared to try, or give up after failure;
- why we benefit from more self-compassion.

And last but not least, Denise will remind us that relationships are the most important wellbeing support and that a caring, friendly workplace benefits us all.

**Profile**

**Dr Denise Quinlan**  
**New Zealand Institute of Wellbeing and Resilience**  
 Dr Denise Quinlan is a Research Fellow at the University of Otago and lectures internationally on Positive Psychology. She contributes to the development of well-being in education and the workplace through her research, programme development and face-to-face consulting and training.

**MORNING TEA**  
**10.00am to 10.30am**

