



WAECCSSA

Western Australian Education
Corporate Services Staff Association Inc

**SCHOOL OFFICER DAY
FRIDAY 22 MARCH 2019**



SCHOOL OFFICER DAY

CROWN ASTRAL ROOMS

FRIDAY 22 MARCH 2019



8:00am	Registration	
8:15am	Welcome	Nicole Cooper WAECCSA President
8:20am	ICT – Intro into Office 365	Adam Cheetham Principal Project Officer
9:05am	Competency Framework	Nicole Gerovich Senior HR Consultant Workforce Management
9:50am	HR Tips & Tricks	Department of Education Payroll Services
10:35am	Morning Tea	
11:05am	How to understand people and get what you want!	Brian Briscoe
12:35pm	Lunch	
1:20pm	Finance	Alicia Peden Department of Education Customer Service
2:20pm	Your Relationship with Your Emotions	Leigh Farnell International author, speaker and entertainer
4:00pm	Finish	

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North of the River Schools: Emma 0808 875 105
South of the River Schools: Richard 0812 072 333

SESSION INFORMATION

01

ICT – Intro to Office 365

This presentation looks at an overview of the major services; turning on the services at your school; considerations when using services; followed by Q&A

02

Using your Competency Framework:

This workshop provides School Officers will an overview of the:

- *purpose and benefits of the Framework in the strategic directions of the Department*
- *structure and elements of the Framework*
- *practical applications of the Framework in key human resource management activities.*

03

HR Tips & Tricks:

This session will provide you with an overview of HRMIS v9.2, focusing on the updates that have been part of this upgrade. We will also include some tips and tricks to help you get the most out of HRMIS and also help you resolve some common issues.

04

How to understand people and get what you want!

Do you ever feel like no-one is listening to you? Learn how understanding yourself and others will change the way people hear you and improve your relationships.

Brian Briscoe, HR Expert will have you learning in a fun, energetic way.

05

Finance:

Education Business Services (EBS) provides many school facing services including those offered by Business & Customer Services (BCS) and Finance & Commercial Services (FCS). This presentation will commence with familiarising attendees with the support provided by BCS and FCS, including how schools can access this support.

06

Leigh Farnell -Your Relationship with Your Emotions:

An International author, speaker, business development consultant, and entertainer Leigh has been awarded the highest accreditation from the National Speakers Association of Australia – the Certified Speaking Professional. The CSP is awarded to speakers who have spoken professionally over 250 times with more than 100 different clients.



REGISTRATION DETAILS

MEMBERS ONLY [DISCOUNTED \$110 incl GST]

1. Go to www.waecssa.com.au (do not use PLIS)

2. Click on the MEMBERS tab and scroll to MEMBERS ONLY

3. Login with your MEMBER username and password

4. Click on MEMBERS AREA tab and go to School Officers Day

5. Make sure the Ticket Type shows School Officer Day - Member and click ADD TO CART

6. Click CART again to specify Quantity

7. Enter BUYER INFO and ATTENDEE INFO including Dietary requirements

8. Read and agree to the TERMS AND CONDITIONS and proceed to CHECKOUT

9. You can pay by Paypal or use another card

How to register for NON MEMBERS PRICE (\$165 incl. GST)

1. Go to www.waecssa.com.au (do not use PLIS)

2. Click on the EVENTS tab and scroll to School Officer Day

3. Scroll to Ticket Type School Officer Day and click ADD TO CART

4. Click CART again to specify Quantity

5. Enter BUYER INFO and ATTENDEE INFO including Dietary requirements

6. Read and agree to the TERMS AND CONDITIONS and proceed to CHECKOUT

7. You can pay by Paypal or use another card



For any assistance please call
Mandy Griffin – 6173 6100
or Sonia Nelson – 9923 5204