

Thinking Skills

Jill Jackson Education Consultant

The workshop gives a practical demonstration of how the brain works, and how the current practice of teaching thinking skills to pupils, might be useful to adults in their roles within the workplace. It is a hands-on session, usually considered entertaining and informative and will be of interest to all delegates.

Dealing with Difficult People

Sue Craggs and Derek Blackman
Education Consultants

Working with and alongside others, inevitably brings each of us into contact with challenging situations and difficult behaviour. The stressful nature of the school workplace heightens the possibility of tension with both parents and colleagues.

This workshop will develop awareness of the nature of difficult behaviour and our response to it. It will begin to consider how assertive behaviour can be used in a way that is supportive to ourselves and those with whom we work. It will be relevant to all conference participants.

Creating a Positive Image of Your School

Lesley Buet, Jane Hill, Clare Stokes
Admin Steering Group

In these days of parental choice, many parents now visit a number of schools before making that final decision – a decision that can have an impact on school's budget.

This workshop is about taking on the role of a visitor to school. What do visitors see in your school? How can you change their perception? What can you do to promote a positive and welcoming environment for them? Let's take that walk together and see what we find out!

So what's this about Induction?

Irena Hall Admin Steering Group

Do you know what 'GAAFOFY' stands for?... come along and find out and equip yourself with the most up-to-date methods of induction.

Staff are the most important asset an organisation has.... so it is important that they are treated as such! An induction program is a must! Firstly, it sets a clear message about the organisation and secondly, it ensures the employee feels fully informed, supported and valued.

Proper induction training is increasingly a legal requirement. We, as both employers and employees, have a formal duty to ensure we are all fully updated with relevant and timely information and training relating to health and safety and now essentially, safeguarding issues and if not could find ourselves in hot water with Ofsted and other inspectors.

So!..... do you remember your induction? How was it?..... You might not have even been inducted! Why not? You might be responsible for inducting!...are you doing it right?....effectively?

Holistic Health Team Bridgette Hamilton

These workshops are designed to help you find your own ways to deal with stress in all areas of life and manage your reaction to stressful situations, both at home and in the workplace. By covering the three main areas for positive change: Environment, Perspective and Body you will be given a holistic framework to work with. Exercises in these three areas which include breathing, Neuro Linguistic Programming (NLP) and finish off with a visioning exercise will help you to have a deeper understanding of how to take control of any stressful situation and react to it appropriately.

About the Workshops

Note: As the workshop choices vary across the venues, please ensure you have opted for your preferred programme of events.

The cost per person will be £40.00

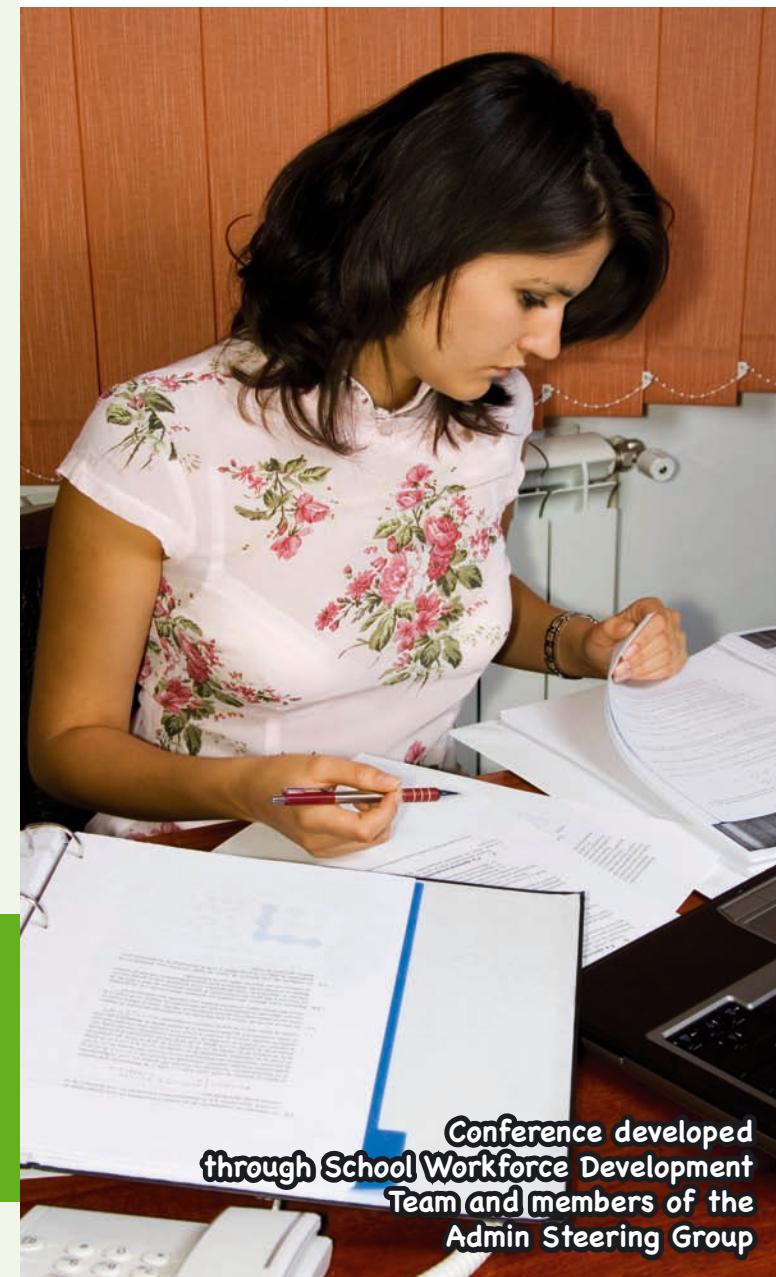
Contacting us

email theona.yates@nottsc.gov.uk
phone 0115 977 3292
fax 0115 977 3996
post Workforce Remodelling Team,
Room C1.23, CLASP Block, County Hall,
West Bridgford, Nottingham NG2 7QP
internet www.nottinghamshire.gov.uk
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School administrator conferences 2010

29 April, Derbyshire Hotel
10 June, Bestwood Lodge Hotel
8 July, Clumber Park Hotel



Conference developed
through School Workforce Development
Team and members of the
Admin Steering Group

Booking form

School administrator conference 2010.
Please book early to avoid disappointment.

Name:

School:

Email address:

School cost code (last three digits)

Preferred date and venue:

Dietary / Access Requirements

Please return to:

Workforce Remodelling Team
Room: C1.23, Clasp Block
County Hall
West Bridgford
Nottingham
NG2 7QP

Fax: 0115 9773996

Introduction

Nottinghamshire County Council is pleased to invite you to the Nottinghamshire School Admin Conferences 2010.

The conferences are designed to reflect and develop the people skills that are so important for all those who work in schools

Delegates at the conference will:

- Have an opportunity to attend all three workshops
- Share experiences of their role with other school administrative staff.
- Hear a Motivational Key Note Speech by Richard Gerver or Graeme Hornsby

Cost of conference: £40.00 per delegate, this is a subsidised cost.

Richard Gerver



Our keynote speaker, Richard Gerver, started his working life as an actor and began his teaching career in 1992. He rose through the ranks being identified by the school's inspectorate in 1997 as one of the most outstanding teachers in the country. In 2005 he won the "School Head Teacher of the Year Award" for his work in leading a school on the brink of closure to becoming one of the most innovative in the world. Richard now works around the world, sharing his expertise and experience on cultural and organizational transformation, human development, leadership, creativity and innovation. He still plays a part in education and has just co-founded The International Curriculum Foundation which will help schools and authorities around the world to develop education systems that reflect the challenges facing our children in their future.

Graeme Hornsby



Graeme has worked at Lutterworth College since 1989. Before this he worked for Leicestershire LA. Lutterworth is a 14-18 comprehensive school with over 2000 students including over 700 in the sixth form.

The support staff function is seen as a significant strength of the College. Graeme spends much of his time developing performance management and self evaluation processes for support staff, working with a team of support staff middle leaders. This has included developing a customer service approach and focussing the activities of support staff teams on teaching and learning, every child matters outcomes and extended service provision. The Lutterworth family of schools is one of the National College demonstration projects looking at developing shared business management across a group of schools. Graeme is a regular speaker at training events for business managers and other school leaders and is Chair of the ASCL Business Managers Committee. He is also a Business Manager representative on the Implementation Review Unit (IRU).

Workshops

Thursday 29 April, Derbyshire Hotel
9.00am - 15.30pm

Keynote speaker - Richard Gerver

- Thinking Skills
- Dealing with difficult people
- Creating a positive Image of your school

Thursday 10 June, Bestwood Lodge Hotel
9.00am - 15.30pm

Keynote speaker - Richard Gerver

- Thinking Skills
- Dealing with difficult people
- So what's this about Induction?

Thursday 8 July, Clumber Park
9.00am - 15.30pm

Keynote speaker - Graeme Hornsby

- Creating a positive Image of your school
- Stress Busting
- Thinking Skills