

The Lead Teacher's Workshop No. 2

Start 3:30

Introduce Lorraine Taylor

Afternoon tea 15 minutes break then into it (even less if people are keen!)

3:45

General introduction of the aims of this workshop - any suggestions?

What are some suggestions for future workshops.

(5 minutes)

Objectives

- *Having an understanding that the Participants are expected to suggest topics for examination and discussion. We endeavour to make workshops as relevant as possible.*
- *Creating and using a database to help with administration.*
- *Use appropriate digital tools to create a business card.*
- *Administration issues with Office Staff - using the network to help, skills in Word and Spreadsheets.*
- *Investigate the Communication Suite on TKI.*

Discussion.

What are our burning issues?

What are the kind of things that we need help with?

What are some interesting things that we have found working with Adults?

Communication.

Go to TKI Communication suites and investigate the features available there.

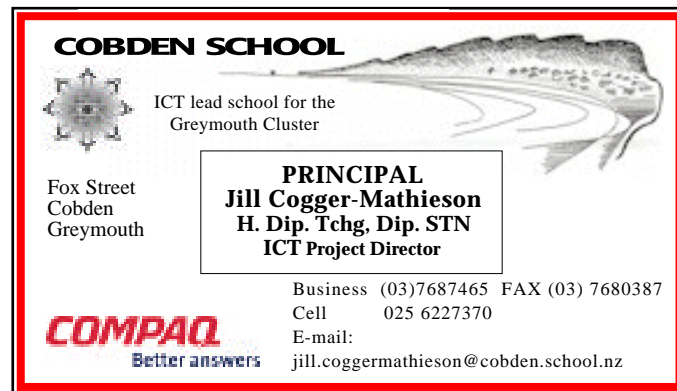
How can this help us?

What structures can the Lead Teachers in the Greymouth Cluster put in place to use this tool effectively?

Activities for the Lead Teachers.

Draw

Design a business card for you or your Principal.



Making some templates that would be useful for your school.

Decal Printing.

Printing onto iron on decal paper - For Sports T-shirts etc.

Design an icon or graphic that would be suitable to wear on a T-shirt.

We could design this for a sports team or class/camp group.



Skills Development.

Databases.

Appleworks Databases - how this can help in the Administration Role.
Create a database using Appleworks.
Make a simple address book and "Mail Merge".
Create a report form for your school.

E-mail.

E-mail - how this can help to tame the "Administrative Beast".
E-mail is good at tracking work done and attachments sent etc - leaves an electronic paper trail!
Suggestions for use.
E-mail Absentee list to the secretary for a follow up call.
notes to be included in the newsletter or staff sheet.
Share Unit plans.

- any other ideas?

Word/Appleworks

Making up a template that could be used for your school.
Newsletter, timetable, check list, or anything else that may be helpful.

*This is your time. Use it wisely.
Ask questions and enjoy yourselves.*

Cheers!!
from
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