

[e-Admin Training Services]

WHAT TECHNOLOGY IS REQUIRED?

To take part in a web conference from your desktop, you will need:

A computer connected to the internet. Please note that you can join us on the web conference even if you are on a "dial-up" connection.

The use of a phone next to the computer, ideally this will have hands free and mute options (but not essential). You will connect to the audio conference by dialling a toll free number. A toll free call is not available for mobile phone callers.

WHAT TO EXPECT

e-Admin Training will send you an email to advertise the next training dates and invite you to book your course through our website. If you or your school has not provided your Board contact details for this purpose, please send them to eadmin.training@minedu.govt.nz

Prior to training

Once you have booked a course you will receive a confirmation email and a request to complete a quick technology check on the computer you will use to access training. The technology check is completed simply by clicking a link in the email.

The day before the session, we will send you a reminder email including the link to the web conference training room and the audio conference number specific to that training session.

If you need to reschedule a session go to our website and log on as usual. Click on the red icon next to your course details. You can reschedule a training session at any time.

If you would like to access training from a computer you have not tested, please phone us 04 463 0928 to set up a test web conference link. This will ensure you have no problems on the day of your training.

On the day

We request you access your training session through our website at least 15 minutes prior to the start time.

After your training session

After you have attended your training session we would very much appreciate your time to give us feedback on your experience through an online survey. We will use this feedback to further develop and refine the training programme to meet your specific needs.



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WEB SEMINAR AND E-WORKSHOP TRAINING FOR BOARDS OF TRUSTEES FROM JULY 2009

Schools are gathering more and more data about their students than ever before, but having more data available does not mean good decisions that improve results for your students, unless you know how to use that data.

The purpose of the Board Training and Support web seminars (Webinars) and e-Workshops is to support you to feel confident in receiving appropriate data from your principal and staff and using it to make really sound decisions. You make lots of important decisions about school planning, including setting appropriate targets, budgeting and staff professional development priorities. It is of utmost importance that those decisions are informed by data on what is happening in the classrooms. The Board Training and Support Webinar sessions will be delivered using a web conference, supported by an audio conference. All that you need is a computer with internet access, a separate phone line and an hour of your time.

There will be three blocks of 1 hour Webinars and one block of e-Workshops offered over the school calendar year. The content of each of the three blocks will match the timing in the school planning and reporting cycle allowing us to provide advice exactly when you need it. Your feedback will help us to adapt future sessions and provide you with additional follow up support.

e-Admin Training has delivered live and interactive training via web conferencing technology for over four years; highly successful programmes delivered to 99.8% of schools in New Zealand – we would now like to offer a new specifically designed programme to Board of Trustee members



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Overview of a Webinar – what is it?

A Webinar is simply an online seminar. Imagine a lecture theatre style seminar, from the comfort of your home, work place or school! They are 1 hour sessions designed to support large audiences and are very effective for sharing of information or presenting an overview of a subject. It's a great opportunity to join in with up to 100 trustees from all over the country while you participate in the Webinar. To ensure you can hear the trainer clearly without any background noise we will mute your phone line, however through the web conference you can type in questions and receive answers. You will be encouraged to ask questions and participate in activities that will assist with your learning. We will have guest subject specialists available to answer your questions during each session. We are likely to have different guest speakers at each of the seminar series over the year.

Overview of an e-Workshop – what is it?

e-Workshop training sessions are designed to be highly interactive. They are small 1.5 hour sessions with a maximum of 4 trustees. The audio line is two-way, so you will be speaking and interacting directly with the trainers and the other 3 trustees. The e-Workshop courses will follow the Webinar and are aimed to support you in more in-depth learning about that content, so that you can apply examples to your school situation and further analyse some of the data you have in front of you. We recommend you attend the Webinar first. It is also a fantastic opportunity to network, learn from and build relationships with other trustees from around the country.

COURSE DESCRIPTIONS

Review of Progress Webinar: July/August

In the first Webinar we will consider the governance role of the board of trustees. We will have a look at important data, particularly the data you might receive about student achievement. What is it, where is it and how can you use it in your governance role to make decisions that improve student outcomes? Using some real school examples we will consider how some schools have used their data to make a difference for the students at their school.

We will also look at the school planning and reporting cycle and consider how it links in practical terms to student focused data. At this time, in the middle of the year, you will be monitoring the progress against the targets you have set for your school. What does that look like in action?

What Made a Difference Webinar: Sept/October

At this point in the year you will be starting to think about the planning process for the following year. What are the important questions that need to be asked about the student achievement results at your school in order to decide on next steps? How do those next steps relate to the planning, budgeting and performance management priorities and processes at your school? We will have a look at a school charter to see how it relates to the schools' targets as well as the principals' and teaching professionals' performance management agreements and the allocation of the budget. Leading into a board election year there will also be a discussion on the board's responsibility to manage succession planning. What systems should you put in place to assist any new trustees next year?

What Made a Difference e-Workshop: October/November

The e-Workshop provides an opportunity to demonstrate how to collect and analyse school data in order to improve understanding and inform decision making. What priorities will you set for next year as a result of this? What will you do differently?

Make a Difference Webinar: Feb/Mar

At the beginning of the year, schools will be reporting to their communities on the previous year, finalising their plans for the current year, and beginning to implement them. In an election year there will also be a discussion on the responsibility to manage hand over to any new trustees. You will also be starting to gather some formative data at your school to check how well you are on track with your targets. What progress are you making? What tools are available for schools to gather this data? What data does the Ministry hold that may be of value? How can you compare your student achievement data to national results? What information do you need as a board to make informed strategic decisions about your student achievement data? How might this be reported? Again examples will be used to demonstrate the topics covered.

Make a Difference e-Workshop: Feb/Mar

The e-Workshop provides an opportunity to give assistance in finalising the annual plan, the performance management plan and the budget for the current year, ensuring they align to the strategic plan. Discussion groups on how to implement these plans will offer you an opportunity to share knowledge.

Make a Difference Webinar:

A repeat of this Webinar in election years as an introduction to new trustees. This will include looking at the role of a trustee at the governance level.

Make a Difference e-Workshop:

A repeat of this e-Workshop in election years as an introduction to new trustees.

2009/2010

	2009					2010		
	July	August	September	October	November	February	March	May
Wk 1		Review of Progress Webinar	What Made a Difference Webinar		What Made a Difference e-Workshops		Make a Difference Webinar	Make a Difference Webinar
Wk 2			What Made a Difference Webinar	What Made a Difference e-Workshops	What Made a Difference e-Workshops		Make a Difference e-Workshops	Make a Difference e-Workshops
Wk 3			What Made a Difference e-Workshops	What Made a Difference e-Workshops	What Made a Difference e-Workshops		Make a Difference e-Workshops	Make a Difference e-Workshops
Wk 4	Review of Progress Webinar			What Made a Difference e-Workshops	What Made a Difference e-Workshops	Make a Difference Webinar		

