



School Administration Personnel Training 2019

Supporting School Management



Overview

Following the training days run by the JMB and the FSSU last year for School Administration Personnel, further training days will be offered again in 2019. Each event will include a choice of workshops and an opportunity to engage in open discussion on topics of mutual interest to the participants.

Locations and dates

Each event will run from **10.00am to 12.45pm** and will be followed by lunch.

Location	Venue	Date
Cork	Charleville Park Hotel	Thursday 6th June 2019
Dublin	Clayton Hotel, Liffey Valley	Tuesday 11th June 2019

Agenda

- > 09.30am Registration
- > 10.00am Welcome Address
- > 10.15am Workshops – please see options below
- > 11.15am Tea/Coffee
- > 11.45am Workshops – please see options below
- > 12.45pm Lunch

Who should attend?

These events are being held for school secretaries, accounts personnel, bursars, school receptionists and any other persons working in the area of school administration.

Workshops

The following workshops will be presented at 10.15am and will be repeated at 11.45am.

1 **Communications**

An interactive session exploring communication protocols and teamwork.

2 **Revenue Compliance**

This workshop will cover the latest Payroll, RCT and VAT issues.

3 **Sage 50**

This workshop will focus on Month End Reporting and Bank Feeds

[CLICK HERE TO REGISTER](#)

(Register before Thursday 30th June)

(This event is free of charge) You will be required to select your workshop choice when registering