



# School Administration Personnel Training Webinar 2024 for Voluntary Secondary Schools



## Date & Time

Wednesday 12th June 2024  
10.00am – 1.00pm



10.00am – 10.05am **Opening Address**  
Patricia Higgins, Assistant General Secretary, JMB

1

## Payroll Overview

10.05am – 10.55am **Delivered by Sinead Curley & Martha Murphy, FSSU**  
This session will cover payroll in the school setting, with focus on basic controls, record keeping, PRSI classes, ERR & public holiday entitlements.

10.55am – 11.15am **Break**

2

## Microsoft Excel – Basic

11.15am – 12.05pm **Delivered by Lorraine Farrell, FSSU**  
This session will give an overview of Microsoft Excel and focus on basic practical skills and knowledge of how to use the essentials of Excel.

3

## Balancing Work and Wellbeing

12.05pm – 12.55pm **Delivered by Niamh Moynihan, Productivity Coach**  
This session will give you a range of practical tools in the areas of planning, communication and well-being to help you manage busy workdays without feeling overwhelmed.

12.55pm – 1.00pm **Closing Address**  
Louise McNamara, Director, FSSU