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**FSSU** Financial Support Services Unit  
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# School Administration Personnel Training 2017 Supporting School Management

## Overview

Following the training days run by the JMB/FSSU last year for School Administration Personnel, further training days will be offered in 2017. 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 a hot lunch.

Location	Venue	Date
Cork	Charleville Park Hotel	Thursday 8th June 2017
Dublin	Clarion Hotel, Liffey Valley	Tuesday 13th June 2017

## Agenda

- 09.30am Registration
- 10.00am Welcome Address
- 10.15am Workshops
- 11.15am Tea/Coffee
- 11.45am Workshops
- 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.

## Workshop Options

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

1

### Data Protection in your daily routine

The workshop will take a practical approach as to how to start creating awareness of data protection in your daily routine by getting a clear picture of the types of personal data that the school holds and the locations where it is stored in order to ensure compliance with the 8 data protection principles.

2

### Sage 50

This workshop will focus on frequently asked queries on the operation of FSSU Sage 50.

**CLICK HERE TO REGISTER**  
 (REGISTER BEFORE THURSDAY 1ST JUNE)

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