



School Administration Personnel Training Webinar 2022 for Voluntary Secondary Schools



DATE

Wednesday 15th June 2022
10.00am – 1.00pm

10.00am **Opening Address**

Louise McNamara, Director, FSSU

10.10am – 10.40am **Preparing for the Finance Subcommittee Meeting**

Delivered by Eileen Ahern, Accountant, FSSU

This session will provide guidance on how to prepare reports and documentation for the Finance Subcommittee Meeting.

10.40am – 11.20am **Sage 50**

Delivered by Breda Murphy, Accounts Support & Training Technician, FSSU

This session will cover the Sage 50cloud upgrade including an overview of Bank Feeds, recording ICT Grants & related expenditure and accounting for money received for the next financial year 22/23 in Sage 50.

11.20am – 11.40am **Break**

11.40am – 12.10pm **GDPR in the School Office**

Delivered by Cyril Drury, Data Protection Advisor, JMB

Cyril's presentation will address some of the data protection queries that arise most frequently within schools e.g. What are the main GDPR responsibilities that apply within a school office?

12.10am – 12.55pm **Re-Energise your Work Day**

Delivered by Niamh Brady, Productivity Coach

This interactive workshop gives you the information and tools to re-energise your workday. Niamh draws on her own experience to provide practical tips and tools for managing workload while promoting well-being at work.

12.55pm **Closing address**

Christine West, Assistant General Secretary, JMB

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