



Blitz 35/2017 – 16/08/2017

**Bemagtigingsgeleenthede : Administratiewe Personeel
Empowerment Opportunities : Administrative Staff**



**ALLE HOOFDE & ADMINISTRATIEWE ASSISTENTE
(DEPARTEMENTELE EN BL-AANSTELLINGS -
LEDE EN NIE-LEDE)**

Die SAOU (Gauteng) bied vanjaar drie Bemagtigingsgeleenthede vir administratiewe personeel (departementeel, sowel as beheerliggaam) aan. Die SAOU beskou u as die spil waarom baie skole draai en juis daarom is u onmisbaar en behoort u ook bemagtig te word.

Ons gaan fokus op aspekte van u werkslewe en gaan seker maak dat beide departementele en BL-aanstellings baat vind daarby.

Ons versoek skoolhoofde vriendelik om u administratiewe personeel vir hierdie geleentheid vry te stel van hulle normale daaglikse verpligtinge en hulle toe te laat om die geleentheid in groot getalle by te woon. U sal die vrugte daarvan by u skool pluk!

Die geleentheid op 6 September 2017 vind in Potchefstroom plaas sodat lede wat in Noordwes Provinsie is ook die geleentheid kan bywoon. Lede in die Fochville/Carletonville omgewing kan ook die geleentheid in Potchefstroom bywoon.

Die besonderhede van die drie geleenthede is soos volg:

ALL PRINCIPALS & ADMINISTRATIVE ASSISTANTS (DEPARTMENTAL AND GOVERNING BODY APPOINTEES - MEMBERS AND NON-MEMBERS)

The SAOU (Gauteng) will present three (3) Empowerment Opportunities for administrative staff (departmental, as well as Governing Body). The SAOU consider you as pivotal to the functioning of schools which necessitate your empowerment.

The programme will focus on matters concerning your job functions and will ensure that both departmental and governing body appointees will benefit.

The SAOU wishes to extend a friendly request to principals to release the administrative staff from their daily duties for this opportunity so that they may attend in large numbers. You will reap the benefit from this!

This occasion on 6 September 2017 will take place in Potchefstroom so that staff from North West Province can also attend with staff from Fochville/Carletonville area.

The details of the three (3) opportunities are as follow:

<p>Datum/Date: Tyd/Time: Plek/Venue:</p>	<p><u>Dinsdag/Tuesday</u> <u>5 September 2017</u> <u>09:00 – 13:30</u> <u>Laerskool Stephanus,</u> <u>Sinoville, Pretoria</u></p>	<p><u>Woensdag/</u> <u>Wednesday</u> <u>6 September 2017</u> <u>09:00 – 13:30</u> <u>Potchefstroom Hoër</u> <u>Volkskool</u></p>	<p><u>Donderdag/Thursday</u> <u>7 September 2017</u> <u>09:00 – 13:30</u> <u>Elandsparkskool,</u> <u>Bedfordview, Jhb</u></p>
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'n Program is aangeheg.

Bywoningskoste (middagete ingesluit):

SAOU-lede : R131
Nie lede : R181

Administratiewe personeel wat graag een van die geleenthede wil bywoon, moet asseblief **elektronies registreer**, gebruik skakel op datum. **Registrasie sluit 24 Augustus 2017.**

The programme is attached.

Cost of attending (Includes lunch):

SAOU Members: R131
Non-members: R181

Administrative staff, who would like to attend one of these opportunities, must **register on the website**, use link on date. **Registration closes on 24 August 2017.**



Program/Programme
SAOU (GAUTENG)
Suid-Afrikaanse Onderwysersunie



BEMAGTIGINGSGELEENTHEID : AMINISTRATIEWE PERSONEEL
EMPOWERMENT OPPORTUNITY : ADMINISTRATIVE STAFF

Programvoorsitter / Programme Chairperson

Etresia Raubenheimer, Provinsiale Sekretaris van SAOU (Gauteng)/
Carla Lottering, Provinsiale Sekretaris van SAOU (Noordwes)

09:00 – 09:30 30 min	Aankoms & registrasie - Tee, koffie & verversings Arrival & registration – Tea, coffee & refreshments	
09:30 – 09:45 15 min	Opening & verwelkoming - Opening & welcome	
09:45 – 10:30 45 min	Konflik in die werksplek	Mev/Mrs Marietjie le Roux POD
10:30 – 10:45 15 min	<i>Bene rek / Breather</i> (Moenie die vertrek verlaat – water/sap) (Do not leave the venue – water/juice)	
10:45 – 11:45 60 min	Lag 'n slag “Finding balance”	Mnr/Mr Gielie Hoffmann
11:45 – 11:50 5 min	Pouse vir volgende spreker om gereed te maak (bly asb in u sitplekke) Interval for next speaker to prepare (please remain seated)	
11:50 – 12:30 40 min	Slaggate in die admin kantoor	Adv Kinny Labuschagne
12:30 – 12:50 20 min	Vrae sessie / Question and answer session	
12:50 – 13:00 10 min	Bedankings & tafelgebed - Thanks & saying grace	
13:00 – 13:30 30 min	Middagete & vrugtesap Lunch & fruit juice	



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