



Gauteng Nuusbrieff | Newsletter

23/2019

05/08/2019

OPLEIDING / TRAINING

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

Die SAOU (Gauteng) bied vanjaar drie Bemagtigings-geleenthede 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 12 September 2019 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.

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 12 September 2019 will take place in Potchefstroom so that staff from North West Province can also attend with staff from **Fochville / Carletonville** area.

Die besonderhede van die drie geleenthede is soos volg (kliek op die datum van die geleentheid waarvoor u wil registreer):	The details of the three (3) opportunities are as follow (click on the date of the event you want to register for):
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Datum / Date:	Waar / Where:
1. 11 September 2019	LS Wonderboom, Pretoria
2. 12 September 2019	LS Mooirivier, Potchefstroom
3. 13 September 2019	HS Linden, Johannesburg

Koste/Cost: R41 lede/members, R151 nie-lede/non members

Bankinligting / Banking details:

ABSA 2310 000 070, Tak/Branch 632005

Verwysing / Reference:

1. **11/9** + Naam van u skool / Name of your school
2. **12/9** + Naam van u skool / Name of your school
3. **13/9** + Naam van u skool / Name of your school

Epos betalingsbewys na: / Email proof of payment to: deniseb@saou.co.za

PROGRAM / PROGRAMME

08:45 – 09:15 (30 min)	Aankoms & registrasie // <i>Arrival & registration – Tea, coffee & refreshments</i>	
09:15 – 09:25 (10 min)	Opening & verwelkoming // <i>Opening & welcome</i>	
09:25 – 10:00 (35 min)	Die rol van administratiewe personeel in beeldbou van die skool en professionele werksetiek in die skool se administratiewe kantoor // <i>The role of administrative staff in image-building of the school and professional work ethics the school's administrative office</i>	Mev/Mrs Maresa Viljoen - POD
10:00 – 10:35 (35 min)	Emosionele konneksie // <i>Emotional connection</i>	Mev/Mrs Cathy de la Harpe SAOU Gauteng
10:35 – 10:45 (10 min)	Bene rek // <i>Breather</i>	
10:45 – 11:30 (45 min)	Sagte vaardighede in die werkplek: 'n luukse of noodsaaklikheid // <i>Soft workplace skills: a luxury or necessity</i>	Mev/Mrs Marietjie le Roux - POD
11:30 – 11:40 (10 min)	Bene rek // <i>Breather</i>	
11:40 – 12:40 (60 min)	Wees dapper, wees vol vertroue, wees stylvol, wees jy // <i>Be bold, be confident, be stylish, be you</i>	Mev/Mrs Sunet Vermaak – Gasspreker / <i>Guest Speaker</i>
12:40 – 12:50 (10 min)	Bedankings // <i>Thanks</i>	
12:50 – 13:25 (25 min)	Middagete / <i>Lunch</i>	