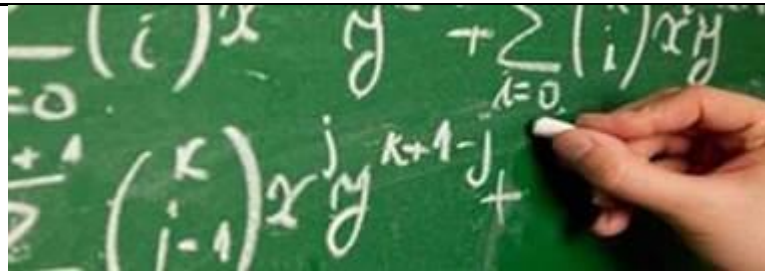




30 Mei 2017

No: 16 van 2017



Die eksamen is voorhande en die SAOU Noord-Kaap wil aan elke onderwyser baie sterkte toewens vir die intense tyd wat nou voorlê.

With the forth coming exams almost a reality, the SAOU Northern Cape would like to wish all the teachers best of luck for this intensive session.

BEMAGTIGINGSGELEENTHED E IN DIE TWEDE SEMESTER 2017

EMPOWERMENT SESSIONS FOR THE SECOND SEMESTER 2017

- 1. **Finansiële Opleiding vir Skoolbesture: 9 Augustus 2017 in Upington**

- 1. **Financial Training for SMT's: 9 August 2017 in Upington**



Dis die SAOU se waarneming is dat skoolbesture en beheerliggame toenemend in die warm water beland oor die finansies van die skool.

The SAOU noticed that an alarming number of SMT members and even SGB members land in trouble with regards to finances. We are therefore of the view that our members can never receive enough training and exposure regarding the handling of a school's financial matters.

Dis daarom vir ons 'n saak van prioriteit dat u soveel as moontlik opleiding hierin kry om die slaggate te kan vermy.

Who should attend:

Wie moet dit bywoon:
Skoolhoof, Adj-hoof, SBL- voorsitter, SBL

Principal, deputy principal, chairperson of the SGB, chairperson of the financial

se voorsitter van die finansiële komitee, die personeellid verantwoordelik vir Finansies.

Moet assebleif nie hierdie geleentheid misloop nie!

2. **Sekretaresdag: 6 September 2017 in Douglas**

Die SAOU Noord-Kaap wil ons skole help om hierdie dag vir u sekretresses en administratiewe beamptes baie spesiaal te maak. Terselfdertyd wil ons ook die geleentheid aangryp om hulle te bemagtig en toe te rus om hulle dagtaak nog meer suksesvol te kan doen.

'n Voorlopige program sluit die volgende in: Hantering van konflik in die kantoor, As die personeel kom skinder, Hoe om 'n power point op te stel, Wat verwag 'n top CEO van 'n sekretaresse, Telefoon etiket en SBL-aanstellings se diensvoorwaardes.



DIE DAG WORD AFGESLUIT MET 'N HEERLIKE MIDDAGETE EN 'N WYNPROE BY LANDZICHT SE KELDER.

3. **SAOU POD besoek die Noord-Kaap:**

11 September 2017	Hartswater
12 September 2017	Kathu
13 September 2017	Uppington
14 September 2017	Springbok

committee as well as the member of staff responsible for finances at the school.

Please do not miss out on this very important opportunity!

2. **Secretary's Day: 6 September 2017 in Douglas**

The SAOU Northern Cape would like to assist schools in making this day very special for their secretaries and other administrative staff. At the same time we would like to use the opportunity to empower them in becoming more effective in their daily work.

A concept programme for the day will include: How to handle conflict in the office, when the teachers come to gossip, How to create a power point presentation, What does a top CEO expects from his PA, Telephone etiquette as well as conditions of service for SGB appointed admin staff.



THE DAY WILL END WITH A DELICIOUS LUNCH AND WINE TASTING AT THE LANDZICHT CELLER

3. **SAOU PSS visits the province:**

11 September 2017	Hartswater
12 September 2017	Kathu
13 September 2017	Uppington
14 September 2017	Springbok



Mev. Maresa Viljoen hanteer die onderwerp:

I CAN vs IQ - MOET ek hier werk, of WIL ek hier werk?

Die volgende onderwerpe word hanteer:

1. Erkenning binne skoolstrukture en die invloed van wedersydse vertroue, lojaliteit, werksetiek, dissipline, waardes en 'n positiewe gedragenskultuur.
2. Die rol van ouers, die gemeenskap en die beheerliggaam.
3. Eienaarskap - Ek WIL hier werk versus ek MOET hier werk.
4. Suksesiebeplanning, uitgebreide leierskapstrukture en personeelontwikkeling.
5. Mentorskap- en internskapprogramme
6. Laerskoolopvoeders voel toenemend druk van veral ouers rakende kinders se hantering van 'n nuwe fase en gepaardgaande akademiese en emosionele druk wat ervaar word. Wat is die geïdentifiseerde probleme? Hoe kan die slaggate vermy word?
7. Wat is die rol van ouers, opvoeders, leerders maar veral ook die skoolbestuur? Bewyse dat dissipline, eenvormige klaskamerpraktyk en geslaagde kommunikasie die professionele optrede en werksetiek van opvoeders bevorder.

Die SAOU Noord-Kaap sal met die aanbreek van die derde kwartaal vir elke bemagtigingsgeleentheid 'n eie plakkaat met gepaardgaande skakels aanstuur vir registrasies.

**Vriendelike groete
HENK BRAND**



Mrs Maresa Viljoen will address the subject:

I CAN vs IQ - MUST I work here vs I WANT to work here?

The following topics are addressed:

1. Recognition within school structures and the influence of mutual trust, loyalty, work ethics, discipline, values and a positive behavioral culture.
2. The role of parents, the community and the governing body.
3. Ownership - I WILL work here vs I MUST work here.
4. Successful planning, extensive leadership structures and staff development.
5. Mentorship and internship programs.
6. Primary school educators experience increasing pressure, especially from parents regarding children's handling of a new phase and its associated academic and emotional pressure that is experienced. What are the identified problems? How can the pitfalls be avoided?
7. What is the role of parents, educators, learners, but especially school management? Evidence that discipline, uniform classroom practice and successful communication promote the professional conduct and work ethic of educators.

The SAOU Northern Cape will send out a flyer for each specific empowerment session as soon as schools re-opens for the third term with a link for registrations.

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Kind regards
HENK BRAND
Provincial Secretary



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