



# Get ready – A kete of study and assessment skills

## Tokoroa Pre-Start Workshops 2021

	Monday, 15 February	Tuesday, 16 February	Wednesday, 17 February	Thursday, 18 February
	<b>Value 1</b> <b>Whanaungatanga</b> We build and nurture relationships and connections	<b>Value 2</b> <b>Toitūtanga</b> We are courageous and humble in our pursuit of excellence	<b>Value 3</b> <b>Kotahitanga</b> We are united towards our shared purpose	<b>Value 4</b> <b>Manaakitanga</b> We uphold and strengthen the mana of others and our communities
9am – 9.30am	Karakia (welcome), staff introductions, housekeeping and overview of day			
9.30am – 10.30am	<b>Workshop 1</b> <b>Finance</b> <ul style="list-style-type: none"> <li>RealMe, StudyLink, Q&amp;A and scholarships</li> </ul>	<b>Workshop 3</b> <b>Library resources</b> <ul style="list-style-type: none"> <li>Research/APA/ referencing</li> </ul>	<b>Workshop 5</b> <b>IT</b> <p><b>Google</b></p> <ul style="list-style-type: none"> <li>Working with Google Classroom, Google Docs, Google Sheets, Google Slides, Google Drawings, Google Forms, Google Sites, and Google Keep</li> </ul> <p><b>Office 365</b></p> <ul style="list-style-type: none"> <li>Setting up devices, Word, Spreadsheets, PowerPoint, OneNote and Project Portfolio Management</li> </ul>	<b>Workshop 7</b> <b>Life Balance &amp; Careers</b> <ul style="list-style-type: none"> <li>Te Whare Tapa Wha – taking care of all aspects of your life to support wellbeing</li> </ul>
	Room TK138			
10.30am – 11am	Morning tea			
11am – 12pm	<b>Workshop 2</b> <b>Organising and planning your study</b> <p><b>Time management</b></p> <ul style="list-style-type: none"> <li>Coping with distractions, procrastination and obligations</li> <li>Turning up to classes/ importance of attendance and what to do when you can't</li> <li>Support networks</li> </ul> <p><b>Managing your time</b></p> <ul style="list-style-type: none"> <li>Tips and tricks to manage time</li> <li>Diaries, planners, devices HUB APP – single login point use of student login</li> </ul>	<b>Workshop 4</b> <b>Reading strategies</b> <ul style="list-style-type: none"> <li>Getting the right information</li> <li>Skimming and scanning</li> <li>Preparing to take notes</li> <li>Note-taking techniques</li> <li>Reviewing your notes</li> </ul>	<b>Workshop 6</b> <b>Moodle and Student Support Online</b> <ul style="list-style-type: none"> <li>Navigating Moodle</li> <li>SSO Learning Support App</li> <li>Keyboard/mouse tricks</li> <li>Formatting</li> <li>Literacy and numeracy</li> </ul>	<b>Workshop 8</b> <b>Summarising/ Paraphrasing</b> <ul style="list-style-type: none"> <li>What is summarising?</li> <li>What is paraphrasing?</li> <li>How to paraphrase</li> <li>Brief intro to Turnitin, Grammarly, Studiosity</li> </ul>
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