Become a Productivity Ninja

Description: A staff development day agenda designed to improve your productivity across a selection of digital tools available in the NSW DoE.
Outcome: At the end of this day you will have greater knowledge to utilise digital tools to support the delivery of offline and online learning.

Time	Learning	Teaching Standard / Accreditation
9am	**On Demand Course** Learn tips and tricks to make your portal your productivity hub • Learn the full range of Learning Tools available to every teacher from the portal • Discover key tools including SchoolBiz and other services	6.2.2 – NESA Accredited 1 Hour (You will be automatically enrolled in the course in MyPL and your NESA Accreditation will be automatic)
10am	**Application Activity** • Organise your portal and add or remove essentials from your dashboard • Open and organise your Google Drive for term 2	
11am	**Live Webinar – Google Q&A** • A chance to see Google Drive in action and ask any immediate questions that have arisen • Click to register - Monday / Tuesday	
12pm	**On Demand Course** Learn about teacher productivity with G Suite • Discover key productivity hacks in G Suite • Manage your Google Drive like a boss	6.2.2 – NESA Accredited 1 Hour (You will be automatically enrolled in the course in MyPL and your NESA Accreditation will be automatic)
1pm	**Lunch and discuss learning with colleagues**	
2pm	**On Demand Course** Master classroom productivity and collaboration with Docs, Slides and Forms • Learn the power of Collaboration in G Suite	6.2.2 – NESA Accredited 1 Hour (You will be automatically enrolled in the course in MyPL and your NESA Accreditation will be automatic)
3pm	**Application Activity** • Open and access Docs, Slides and Forms • Create a collaborative task for your students	

Ask more questions here:
G-Suite Yammer Group
Learning from home Yammer Group

Learn more at:
Google Resource Bank