



Office Staff Webinar Series – Lunch and Learn

This webinar series is back and with great new topics for the Educational Office Professional who wants to put new tools in the toolbox. This program will run in conjunction with several school districts throughout the country.

Topics will include:

- October 12, 2017 - Negotiation skills
- November 16, 2017 - Goal setting and smart goals
- December 14, 2017 - Practical office math
- January 11, 2018 - MS Excel I (Data Validation)
- February 8, 2018 - MS Excel II (Look up and Pivot tables)
- March 15, 2018 - Effective Business writing
- April 12, 2018 - Great ways to use Google Forms

Please note these will be live but also available on demand.

Presenter: Jeff Olefson, Staff Associates
Guest presenters

Time: 1:00 p.m. – 2:00 p.m.

Audience: District and School Level Clerical Support Personnel

Fee: \$175 for the full program

CANCELLATIONS NOT ACCEPTED BEYOND 7 DAYS PRIOR TO WORKSHOP
ALL FEES ARE ELIGIBLE FOR STATE AID - SCHOOL DISTRICTS WILL BE BILLED THROUGH CO-SER 512

To register on-line go to: My Learning Plan at www.pnwboces.org/catalog

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