



Office Staff Webinar Series – Lunch and Learn

The webinar series is back and with many great new topics for the Educational Office Professional who wants to put new tools in the toolbox.

Topics will include:

- Difficult conversations
- Great ways to use Google forms
- Establishing professional relationships (Panel)
- Effective business writing
- Wellness and work-life balance
- Excel tips and tricks
- Think time and team - Working effectively with your administrator. (Panel)

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

Presenter: Jeff Olefson, Staff Associates
Guest presenters

Dates: October 5, November 16, 2017; January 11, February 8, March 8, April 12 and May 10, 2018

Time: 12:00 p.m. – 1:00 p.m.

Audience: District and School Level Clerical Support Personnel

Fee: \$175

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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