



The Second Annual Educational Office Professionals Institute

This one-day conference will provide an opportunity to reflect on practices and enhance skills critical to your success as an educational office professional in the 21st Century.

Topics will include:

- Dealing with challenging stakeholders, time management and the evolving leadership role of the educational office professional
- Tips and tricks for MS word, Excel, PowerPoint, Google mail, docs and calendar
- A review of some of the best free cloud based applications.

Presenters: Jeff Olefson, Staff Associates

Ann Marie Paolercio, Director Communications and Grants Research, Dutchess BOCES

Date: November 7, 2017 (Election Day)

Time: 8:30 a.m. – 3:30 p.m.

Audience: District and School Level Clerical Support Personnel

Price: \$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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