



Office Staff Webinar Series – Lunch and Learn

The webinar series is back and features many great new topics for the educational office professional who wants to put new tools in the toolbox. Topics include Google Docs, Google Forms, collaborating effectively with your administrator, strategies for exceptional customer service, coping with upset and angry people, leading without explicit authority, and emotional intelligence.

Presenters: Jeff Olefson Staff Development Associates
Guest Presenters

Dates: October 18, November 8, 2018; January 17, February 7, March 7, April 11, and May 9, 2019

Time: 1:00 p.m. – 2:00 p.m.

Audience: District and School Level Clerical Support Personnel

Fee: \$175

CANCELLATIONS MUST BE RECEIVED AT LEAST 7 DAYS PRIOR TO THE PROGRAM START DATE
ALL FEES ARE ELIGIBLE FOR STATE AID - SCHOOL DISTRICTS WILL BE BILLED THROUGH CO-SER 614

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

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