



First Annual Region XI **Administrative Assistant/ Secretary Conference**

April 19, 2010
9:00 a.m. - 4:00 p.m.
ESC Region XI



Conducted during National Administrative Assistant's Week, this new conference is designed to provide personal and professional management skills, strategies, and knowledge for administrative assistants and other secretaries. The concepts and strategies presented will help increase their ability to achieve and succeed in the ever-changing and demanding role of administrative support in an educational setting.

The conference includes breakout sessions, vendors, and a keynote speaker. A working lunch will be provided.

Breakout Session Topics

- Child Nutrition: It's a Piece of Cake, in Moderation!
- Discover Microsoft Office 2007
- FISH Philosophy — Catch the Energy & Release the Potential
- Put a Smile in Your Voice
- "Git 'er Done" (Task Management)
- Putting the "Aye" in T.E.A.M.
- Change — It's Here!
- Becoming a Notary Public
- Organomics: The Economy of Staying Organized

Registration

The fee for this conference is \$99 per person from Administrative Services contract districts, \$149 per person from other Region XI districts, and \$199 per person from all other districts. To register, visit the ESC Region XI Web site at www.esc11.net and click on "Workshops/Logins."

*For more information, contact
Dale Latham at (817) 740-3692
or dlatham@esc11.net.*