

Florida Association for Community Action

Presents:

Professional Development for Administrative/Clerical Support Staff



Professional Development for Administrative/Clerical Support Staff is a highly interactive training designed to enhance participants communication skills, professional skills, and overall effectiveness on the job.

Key Topics Will Include:

- ❖ “Managing Up” - Boss/Secretary Relationship
- ❖ Keys to Working for Multiple Bosses
- ❖ Enhancing Your Technical and Professional Skills
- ❖ Interpersonal Relationships
- ❖ Organizing Your Time
- ❖ Effective Telephone Techniques

WHO SHOULD ATTEND?

Executive Assistants; Administrative Assistants; Secretaries; Program Assistants

Cost: \$100 (Members)
\$125 (Non-Members)

Register at: www.faca.org

RESCHEDULED FROM

Date: Tuesday, March 18, 2014

TO

Date: Wednesday, April 2, 2014

Time: 8:30 AM To 4:00 PM

Location: Rosen Plaza Hotel
9700 International Dr.
Orlando, Florida, 32819

Presenter: Ben Ramsey
GLM Management Consulting Group
Raleigh, NC



For More Information Contact our office at:
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