



Practical • Relevant • Energizing

This one-day conference is designed for administrative assistants in school district offices, school buildings, and other educational settings.

The role of administrative assistant has evolved to encompass more dynamic skills and managerial leadership. This conference will expand your skillset and provide opportunities to learn, grow and share with other professionals. We welcome keynote presenter Sharon Lacey, who is a motivational humorist and will discuss how to turn your challenges into opportunities.

Breakout session topics will include:

- ◆ Creating a Welcoming Environment for Families
- ◆ Skyward Tips & Tricks
- ◆ Know Your Communication Style
- ◆ Business Writing
- ◆ Social Media for Schools
- ◆ Stress Management
- ◆ Managing Public Disclosure Requests

Time/Location:

April 24, 2019; 8:30 am - 3:30 pm
NWESD, 1601 R Ave, Anacortes WA

Registration Information:

Fee: \$100, includes lunch

<https://tinyurl.com/y97vgaqo>

Questions? Contact:

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**Northwest Educational
Service District 189**

Together We Can