

# ELEVATE

for executive and administrative assistants

BUILDING. DISTRICT. ISD.

*Excel on the job!*

**November 16, 2020**

## **A G E N D A**

**9:00 a.m. to 10:30 a.m.**

***Legal Issues for Administrative Assistants:*** Brad Banasik, Legal Counsel, MASB

***School Law for the Front Line:*** Jennifer Starlin, Attorney, Thrun Law Firm

**10:30 a.m. to 10:40 a.m.**

Break

**10:40 a.m. to 11:10 a.m.**

***Water Cooler/Networking:*** Join all attendees in a networking session. Please feel free to share ideas and have candid conversations if you like.

**11:10 a.m. to Noon**

***Dealing with Challenging People, Times, and Issues on the Front Line:*** David Hulings, Motivational and Transition Coach, Hulings and Associates, LLC

This session will also include a handout, or small workbook, that will accompany the presentation so that you can get further work accomplished after the event.

**Noon**

Thank You and Wrap Up