

Get the **EDGE**

Executive Assistant
Professional Development



WORKSHOP AGENDA

Tuesday, October 24, 2017

8:00 a.m. to 4:00 p.m.
Kellogg Hotel & Conference Center - East Lansing

8:00 - 8:30	Registration/Refreshments
8:30 - 8:45	Welcome and Icebreaker Activity
8:45 - 10:00	Keynote - Legal Issues & Crisis Management
10:00 - 10:15	<i>Break</i>
10:15 - 11:15	Breakout Sessions Public Relations & Personnel Communications & Social Media Calendar Management & Tools DropBox & the Cloud
11:15 - 12:15	<i>Lunch (provided)</i>
12:15 - 1:00	General Session - Customer Service & Confidentiality
1:00 - 1:15	<i>Break</i>
1:15 - 2:15	Breakout Sessions (repeated) Public Relations & Personnel Communications & Social Media Calendar Management & Tools DropBox & the Cloud
2:15 - 2:30	<i>Break</i>
2:30 - 3:45	General Session - Dealing With Conflict
3:45 - 4:00	Closing



Michigan Association of
School Administrators



Michigan Association of
Secondary School Principals