

Region One ESC  
Center for Leadership Excellence

# Administrative Assistant Conference

Tuesday, November 1, 2022

8:00am - 4:30pm

Region One ESC  
1900 W. Schunior, Edinburg, TX



The **Center for Leadership Excellence** is pleased to host the annual Administrative Assistant Conference. Administrative assistants will engage in a day of learning and walk away with tools for optimal organization and strategies to tackle daily scenarios with efficiency, confidence, and a positive outlook.

**Workshop #246120**

**Fee: \$125**

**(Includes breakfast/Lunch on your own)**

Register at [esc1.net/staffdevelopment](http://esc1.net/staffdevelopment)  
Registration Deadline: 10/28/22

## Contacts

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## Key Topics

- Legal Issues
- Customer Service
- Communication Skills
- Relationship Building
- Time Management
- SEL for Stress Management

## Intended Audience

- District and Campus Administrative Assistants
- Secretaries
- Receptionists
- Data Entry and PEIMS Clerks

