



Administrative Office Professional Day Professional Development Training Wednesday, April 27, 2011

Topic:	No Excuses: Taking Charge of Your Career
Where:	Clarion Hotel & Convention Center, 737 S. Meridian, Oklahoma City, OK
When:	Wednesday, April 27, 2011
Time:	Registration will be from 7:30-8:00am – Training: 8:00am-4:00pm
Trainer:	Nancy J. Lewis, Progressive Techniques, Inc



In a constantly changing work environment, it is far from “business as usual”, requiring everyone to take responsibility of their own careers. This one-day of training will focus on getting the results you desire. Taking ownership of your career through the process of learning the art of connecting, lifelong learning, and finding ways to enhance your skill sets through cross training or professional development courses.

In this workshop you will:

- develop strategies to move beyond networking to connecting,
- identify key people in your life who are part of your networking community,
- explore communication realities and how to speak with purpose, passion and power,
- create specific goals with action steps to move your career forward, and
- identify barriers to success and develop solutions to overcome them.

This training is an open event and would be useful for anyone serving in an administrative office support function.

Cost for this one day of training: \$100.00 per person

Name: _____ Agency: _____

Address: _____ Phone: _____

Method of Payment:

Cash Check Credit Card Govt Voucher

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 153 Oklahoma City, OK 73102
Or fax to:	405-231-4165

Checks should be made payable to the Oklahoma Federal Executive Board

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 21, 2011. However, after that date, registrations must be honored. If you are unable to attend, substitute attendees are authorized and encouraged!