



Alabama Small Business Development Center Network

Strengthening Alabama's Economy, One Small Business at a Time.

www.asbdc.org

UNA 2nd Annual Administrative Assistants' Conference - Oct. 21 - Marriott Conference Center

Registration is underway for the 2nd Annual Administrative Assistants' Conference, scheduled for Friday, October 21, 8:00 a.m. - 4:15 p.m., at the Marriott Shoals Conference Center. Join us for a day to focus on your career and network with other administrative assistants. This year's conference is packed with ideas and solutions for the issues you face, including...

Keeping Ethics in the Workplace (Terry Mock)

Begin With the End in Mind (Shelly Hollis)

Technology Tools for the Administrative Assistant (Jana Beaver)

That Will Never Happen to Me - Workplace Threat (Chief Robert Pastula)

If you are an administrative assistant, executive assistant, office manager, secretary, office coordinator, or play an important administrative role in your organization, this conference is for you!

Cost: \$99 (includes a continental breakfast, lunch, and certificate of attendance)

For topic descriptions or to register, visit our website at http://www.una.edu/continuing-studies/admin_professional.htm.

"The SBDC at University of North Alabama is a part of the Alabama SBDC Network. Funded in part through a cooperative agreement with the U.S. Small Business Administration. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Phillip Marks, UNA-SBDC, 143 Keller Hall on the UNA Campus, UNA Box 5248, Florence, AL 35632, Phone: 256-765-4668."