

Administrative Professionals Network



May 10, 2024

8:30 a.m. - 12:30 p.m.

Featured presenter: Barry Kallmeyer, Chief Information Officer, HathawayBrown School

As Hathaway Brown School's Chief Information Officer since 2015, Barry Kallmeyer has been instrumental in bridging technology with education. Beginning in 1997 as a Middle School technology teacher, his journey at HB epitomizes the integration of tools like Google and Microsoft Office into the school's operations. Barry has championed impactful IT initiatives such as the schoolwide 1:1 iPad and laptop program. Collaborating closely with all members of the HB community, he ensures everyone is tech-savvy and well-equipped in today's digital era.

Join us for our second comprehensive training session tailored for school administrative assistants. Dive deep into Google Workspace, exploring its core functionalities, collaboration tools, and the role of essential add-ons. Harness the power of Artificial Intelligence with live demonstrations of ChatGPT, Bard, and Adobe Firefly, optimizing professional productivity. Master the nuances of Microsoft Office, from mail merges to budget management using Excel. Conclude with an open Q&A session, ensuring all your technological queries are addressed. Enhance your tech-savviness and elevate your day-to-day operations by signing up for this invaluable training!



Please register in advance

Cost: \$25.00

Space is limited and on a first-come basis.

To register online, visit
www.escneo.org
Professional Learning/ calendar
of events

For questions or
registration assistance,
contact Shonte' Smith
shonte.smith@escneo.org

Register Now

Location:
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