

ATTENTION! PROFESSIONAL LEARNING COMMUNITY (PLC) FOR  
ADMINISTRATIVE ASSISTANTS

**“The Struggle is Real:  
Keeping Track of It All with  
G Suite.”**

**Presenter: Stephanie DeMichele**



**Descriptor:**

You're expected to keep track of everyone and everything. You're expected to know everyone and everything. And you can expect to be blamed when it runs amok like Kindergarteners at recess. Stephanie DeMichele, our Digital Learning Coach, will help you close the 87 tabs you have open in your brain with some Google tips and tricks that will make you a better manager than you already are!

**Audience:**

Administrative Assistants in board offices, elementary, middle and high schools.

**Date:**

Friday November 15, 2019

All meetings from 8:30—Noon

Lunch included—1/2 day session is  
FREE!

**Location:**

ESC of Northeast Ohio  
Essex Place  
6393 Oak Tree Blvd.  
Independence, Ohio 44131  
Facilitator: Paul Pendleton

Future dates :

Thur. Jan. 16—Legal Update

Fri. March 13

Fri. May 8

**Registration:**

To register for the Nov. 15th event only go to [www.escneo.org](http://www.escneo.org) and look on the professional development calendar of events and click on PLC for Admin. Assist. Nov. 15th.

**Registration between 8:00-8:30 a.m.**

Contact [Leanne.Long@escneo.org](mailto:Leanne.Long@escneo.org)

Or 216-901-4203 for questions.

**Contact Hours: 2.5 per session**