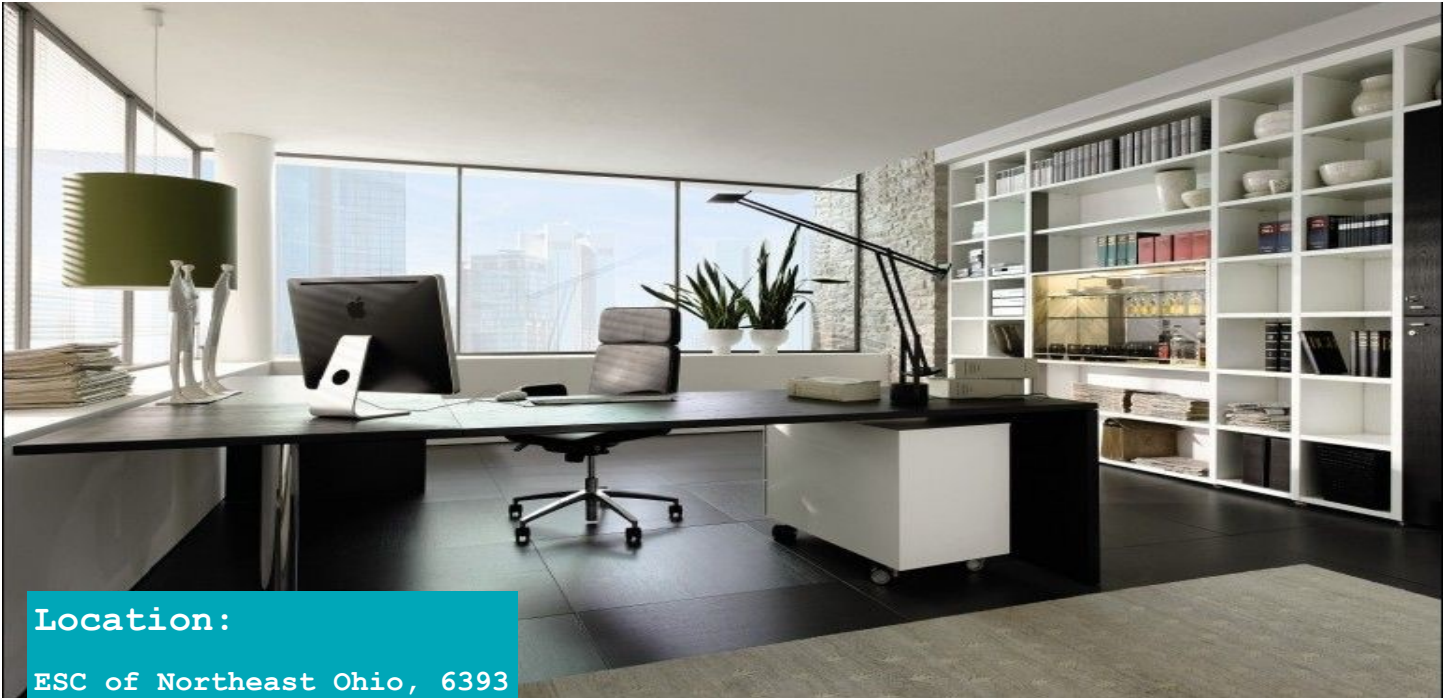


PLC for Administrative Assistants



Location:

ESC of Northeast Ohio, 6393
Oak Tree Blvd.,
Independence, Ohio 44131

Times:

9:00 - 11:30 Program
11:30 - 1:00 Lunch

Registration:

[www.escneo.org/Professional
Development/Calendar of
Events](http://www.escneo.org/ProfessionalDevelopment/CalendarofEvents)

Questions?

contact Tracy Spies at
tracy.spies@escneo.org
or 216-901-4229 or
Steve Farnsworth at
steve.farnsworth@escneo.org
or 216-524-3000

2018-2019

Meeting Schedule and Topics

November 16, 2018: Technology Use in the
Modern Office

January 17, 2019: Outstanding Customer Service

March 13, 2019: How to Avoid Stress and
Burnout in Your Job

May 9, 2019: How Best to
Communicate in Your
Workplace and with the
Public

