A top-notch secretary can make the job of being a principal so much easier. Reward your essential office staff by investing in their professional development. This conference will provide valuable, hands-on training in a wide variety of job functions, including time management and organization, technology, networking, and legal issues.

This year’s conference features celebrated joyful speaker Dave Caperton, who many audiences acclaim for his talks on using joy and humor as tools for creating a more productive workplace.

Register online at oaesa.org or call (614) 794-9190.
**Thursday, November 20th**

9:15-9:30 Welcome and Introductions  
9:30-11:00 Keynote Dave Caperton - “Speaking of Joy!”  
11:00-11:15 Break  
11:15-12:15 Session One: Registration and Enrollment Procedures  
12:15-1:15 Lunch  
1:15-2:30 Session Two: Creating the Ideal Office Environment  
2:30-2:45 Break  
2:45-3:45 Session Three: Ethics and the School Office  

*Evening: The Embassy Suites will provide free shuttles to Polaris and Easton Towne Center*

**Friday, November 21st**

8:15-9:00 Breakfast  
9:00-10:00 Session Four: School Safety: Response to a Crisis  
10:00-10:15 Break  
10:15-11:30 Session Five: E.M.I.S.Basics  
11:30-12:30 Lunch  
12:30-1:30 Session Six: Roundtable Topics  
1:30-1:45 Break  
1:45-2:30 Closing Address  
2:30 Evaluation/Wrap-up

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**REGISTRATION FORM**

*Fall Secretary Conference - Embassy Suites Columbus - November 20 & 21*

Name _______________________________ Title ____________________________________________________________

School ____________________________________________________________ School District _________________________________

School Address _________________________________________________________________________________________________

Street                                                                          City                                            Zip

E-Mail Address ___________________________________________ School Phone # (_______)_____________________

Cell Phone # (_______) __________________________

Registration cost: $260 Staff of OAESA Members • $360 Staff of Nonmembers  

Amount____________________

Payment or PO MUST be included with registration form — fax form to: (614) 794-9191  

PO # _________________________

Make checks payable to SAIL for Education and mail to: OAESA 2600 Corporate Exchange Dr. Suite 168 Columbus, OH 43231

Credit Card Payment  

o MC     o Visa     o Discover     o American Express

Card # ___________________________________________ Exp. date: ____________

Name on Card ___________________________________________