Marin County Office of Education
in collaboration with SkillPath

present

The Indispensable Assistant

An empowering one-day seminar for Secretaries, Administrative Assistants and Support Staff

It takes just one day to gain career-boosting skills. The most respected administrative assistants and support people possess a combination of positive attributes that make them valuable — even indispensable — to their organizations.

◊ They’re organized, motivated and excellent multi-taskers
◊ They’re able to work independently and are adept at handling the pressure of multiple tasks, deadlines and bosses

To register: https://signup.marinschools.org

August 4, 2015
9:00 a.m. ~ 4:00 p.m.
1111 Las Gallinas Avenue
San Rafael, CA 94903

COST: $99.00

If you have any questions, contact
Education Services Department at 415-499-5878.