



# GOOGLE TRAINING FOR **ADMINISTRATIVE ASSISTANTS**

This workshop is designed to help Administrative Assistants utilize the Google Suite efficiently. Participants will work through several Google Apps highlighting features that will save time, promote organization and simplify workflow.

- Participants must bring a laptop or Chromebook
- Lunch will be provided.
- The workshops are FREE for North Point client districts. The cost for staff from non-client districts is \$25 payable to North Point ESC.

**Instructor: Chelsea Moyer**



Google for Education  
Certified Trainer

**JUNE 19, 2018**  
9:00 AM - 3:00 PM  
at EHOVE Career Center

**Registration Link: [goo.gl/NJ9sYU](http://goo.gl/NJ9sYU)**

*Workshop limited to 30 participants.*