



NORTH POINT ESC

GOOGLE FOR ADMINISTRATIVE ASSISTANTS WORKSHOP

June 11, 2019

9:00 AM – 3:00 PM

at EHOVE Career Center

(316 West Mason Road, Milan)

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 workshop is FREE for North Point client districts.

The cost for staff from non-client districts is \$25 payable to North Point ESC.

Instructor: Chelsea Moyer

Register at <http://bit.ly/adminastjune2019>
Workshop limited to 35 participants.



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