



PAEOP Virtual Fall Workshop

PAEOP is offering a “Virtual” Fall Workshop this year, designed especially for YOU, the Educational Office Professional! As we learn to connect across the state, the use of Zoom meetings has enhanced our ability to participate with minimal impact on our daily routine.



Presenter

Jeff Olefson, Staff Development Associates

Jeff has facilitated workshops for employees in Fortune 500 companies, Federal and state agencies, non-profits, school districts and universities in 25 states. He has conducted office operational studies with the aim of improving efficiency and service delivery including effective use of technology. Mr. Olefson is a former Dean of the Katherine Gibbs School and holds a BS and MS in Accounting from the City University of New York.

EXCEL Tips & Tricks - This Microsoft Excel workshop is designed specifically for educational office professionals and covers many of the most useful and powerful features you will need in an educational environment. Whether you are a beginner or an experienced pro, you will come away with great techniques and strategies that will save time and generate both highly functional and attractive documents. Time saving tips and little known tricks will also be covered.

- * Topics will include: Spreadsheet esthetics, basic operations, conditional formatting, logical operators, time functions, working with multiple worksheets, lookup, and simple pivot tables.

Session
1

Collaborating in an Era of Unexpected Change - This session will explore many of the collaboration challenges Educational Office Professionals will face in the wake of the current pandemic event. The uncertainty of changing circumstances during the 20-21 school year are upon us. In this reflective session, we will:

- * Identify and examine effective use of technology to communicate and collaborate with administrators, colleagues, and other stakeholders.
- * Look at steps we can take to prepare for successful outcomes, in-person or remotely, and on short notice by being “cloud ready.” Explore the customer service challenges of interacting with students, staff and parents who may be fearful or anxious.
- * Discuss how to shepherd everyone along and be supportive without being involved in the drama.
- * Lastly, we will look at how to keep our own sense of calm and balance, reduce frustration and maintain flexibility during a period of change and uncertainty.

Session
2

Workshop Details

Date/Time: October 23, 2020 - 8:30 AM to 11:30 AM **Registration Deadline:** October 21
or
October 30, 2020 - 12:30 PM to 3:30 PM **Registration Deadline:** October 28
Both Sessions are included each day. Space is limited to 100 participants each day.
Cost: \$20.00

REGISTER ON-LINE and then MAIL YOUR PAYMENT—Three easy steps:

1) **Access the PAEOP website:** www.paeop.com

2) **Register for the Fall Workshop on-line.**

MEMBERS – Sign in with your sign-in name and password.

NON-MEMBERS – Click on the Register tab (top right) to set up your user account on the website.

Click on the PAEOP calendar and advance the month to October. Click on the Fall Workshop event listed on 10/23 or 10/30, fill out the information in the window/form that opens.

3) **Mail your Check payable to PAEOP & Form below to:**

**Theresa Brickley, PAEOP Treasurer
441 Sand Ridge Rd.
Howard, PA 16841**

Cancellation Policy: The webinar will be recorded and may be watched at a later time for those that registered and were unable to attend.

Name: _____

PAEOP Member _____ Yes _____ No

Organization: _____

\$20.00 Registration Fee Enclosed _____ Pre-registered Online _____