Professional & Administrative Assistant’s Weeks at the UCTD

Overview of Stephen Covey’s 7 Habits of Highly Effective People

Part 1: Monday, January 7, 2013 1 - 3 pm UU121
Part 2: Tuesday, January 8, 2013 1 - 3 pm UU121

Tips & Tricks in Word 2010 Monday, January 14 9 - 10 am
Managing Your Email Monday, January 14 10 - 10:30 am
Getting Organized Monday, January 14 11 - noon
Integrating Excel & Word 2010 Tuesday, January 15 9 - 10 am
Google Drive Tuesday, January 15 10 - 11 am
Excel in Depth Wednesday, January 16 9 - 10 am
How to Make Use of Blackboard Organizations Wednesday, January 16 10 - 11 am
Using PowerPoint to Create Flyers Thursday, January 17 9 - 10 am
Replace that Habit! Thursday, January 17 10 - 11 am
Best Practices for Spreadsheets Friday, January 18 9 - 10 am
Difficult Conversations Friday, January 18 10 - 11 am

To register, go to http://training.binghamton.edu or call 777-6362

All workshops are held in LNG 112 unless otherwise noted.