



Recreating, Redefining and Revisiting Our Roles: An Interactive Hands-on Workshop for Office Professionals

No one knows better the strains, pressures, stress and changes in the culture and climate of our schools than our office professionals. Participants will discuss how to master and implement new strategies; learn new skills; build emotionally and physically healthier and calmer office climates, manage increased responsibilities and calm worried parents, students, teachers, co-workers and our supervisors.

A main focus will be on how we create our work day, each and every day, so that we experience greater job enjoyment.

Topics will include:

- “Go to” strategies for when you’re feeling stressed, tired, frustrated, angry, overworked & harassed
- Practice the benefits of “meditation in action”
- Active listening, effective self-advocating, and ensuring time to care for ourselves
- Collaboration by forming a network of professionals with common challenges and roles

Presenter: Jane Sandbank, Former Superintendent, Brewster CSD and Emotional Intelligence Instructor

Date: April 30, 2018

Time: 8:30 a.m. – 11:30 a.m.

Audience: Office Professionals

Fee: \$175

CANCELLATIONS MUST BE RECEIVED AT LEAST 7 DAYS PRIOR TO THE PROGRAM START DATE
ALL FEES ARE ELIGIBLE FOR STATE AID - SCHOOL DISTRICTS WILL BE BILLED THROUGH CO-SER 512

To register on-line go to: My Learning Plan at www.pnwboces.org/catalog

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