



# You're Invited

Summit ESC's

# SECRETARIAL

SPRING CONFERENCE

## APRIL 21

8:30 - 11:30 A.M.

**SUMMIT ESC'S EVENT CENTER**

420 Washington Ave., Cuyahoga Falls, OH 44221

You're invited to Summit ESC's Secretarial Spring Conference! The event will begin with a "Tech Talk" presentation on Microsoft Outlook by Bryan Drost, Summit ESC's Director of Curriculum and Instruction. Tom Speaks, The Impact Group's principal, will then lead an interactive presentation on **First Impression Bootcamp: Learn to set a positive tune and how to deal with difficult people.**

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If you would like to register, please visit: [www.SummitESC.org](http://www.SummitESC.org)

If your district will be sending a team of support staff members, please email Patti Maloney at [PattiM@SummitESC.org](mailto:PattiM@SummitESC.org)