

**NAEOP “Enhancing the Skills of the Educational Office Professional”  
2016-17 Webinar Series**

**Microsoft Excel Tips and Tricks - September 22, 2016**

This training 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, and data validation.

**Microsoft Word Tips and Tricks - October 20, 2016**

This webinar is to cover many of the many useful and powerful features you will need in an educational office environment. Whether a beginner or a seasoned pro, you will come away with practical strategies for leveraging the power of this application. Topics will include: auto correct, document formatting, style sheets, line and paragraph spacing, working with tables, and creating fill-in forms.

**All Things Google - November 17, 2016**

This webinar will provide an overview of the Google suite of apps: Gmail, Google Calendar, Docs, Sheets, Slides, Drive and Forms. Learn the basics for getting started and also many built in and third party “add-on’s” that can expand your effectiveness. Google is especially suited for collaboration an essential benefit in an educational environment. Importing and exporting to and from Microsoft Office to Google also will be covered.

**Effective Business Writing - February 16, 2017**

This training will explore the characteristics of effective office writing. You will learn how to enhance your skills by writing simpler and tighter, keeping words focused and to the point, and understanding who is reading what is written. With proper grammar, punctuation, word usage and etiquette, your writing will improve communication and promote the image of your department with all stakeholders.

**Building Positive Relationships at Work - March 16, 2017**

Building relationships is proactive and intentional. Highly successful educational office professionals leverage positive professional relationships to enhance their effectiveness in the service to all stakeholders. In this workshop you will hear practical approaches from a panel of NAEOP members who have walked the walk.

**Creating SMART Goals - May 18, 2017**

Successful people have goals; the most successful people review their goals weekly. In this webinar, you will learn how to develop personal and professional goals that are **Specific, Measurable, Attainable, Realistic, and Timely**. Strategies for getting started with SMART goals and keeping on track also will be covered.