



Administrative Services Workshop

Who Should Attend: Front line personnel, receptionists, cashiers and administrative assistants.

Date and Time: May 14-15, 2019 • Theater 1 at the Ramkota Hotel • Pierre, S.D. The workshop will begin at 1 p.m. on May 14, with registration at 12:30 p.m., and conclude by noon on May 15.

Registration: Register online at www.sdrea.coop under News and Events/Agendas/Administrative Services Workshop. We will email participants at a later date a survey of training topics for Word, Excel and Power Point. The training will be based on the top three to five topics with the most interest. **In order to participate in the survey process, please register by April 5.**

Room Reservations: Contact the Ramkota Hotel at 605-224-6877 or the Clubhouse Hotel & Suites at 605-494-2582 and ask for the SDREA Administrative Services room block. Room rate at the Ramkota is \$86 plus tax with a cut-off date of April 15. Room rate at the Clubhouse is \$115 plus tax for a Queen or \$120 plus tax for a King with a cut-off date of April 14.

Tuesday, May 14

- 1 p.m. **Microsoft Word Course** – Nancy Schlichenmayer, instructor at The Right Turn
- 2 p.m. **Microsoft Excel Course** – Stephanie Patterson, instructor at The Right Turn
- 3 p.m. **Break**
- 3:15 p.m. **Microsoft Power Point Course** – Mary Gates, instructor at The Right Turn
- 4:15 p.m. **Email/Phone Etiquette and Grammar Course** – Nancy Schlichenmayer and Stephanie Patterson, The Right Turn
- 5:15 p.m. **Adjourn**

Please bring a laptop, if possible.

Wednesday, May 15

- 8:30 a.m. **Lineman "Slang" Presentation** – Mike Trapp, Lineman Foreman, West Central Electric
- 9:15 a.m. **Break**
- 9:30 a.m. **Attitude: The Choice is Ours** – It is a universal desire to enjoy ourselves and find pleasure in the varied aspects of our lives. And that means all those hours spent at our jobs. Our social/emotional well-being can be enhanced immeasurably by focusing on one simple factor we all have control over: our attitudes. Participants at this training will discover just how much attitude matters, obstacles that keep us from our best attitudes, their personal rating on a confidential 'Attitude Check-Up' and, most important, how to cultivate a positive work attitude for ourselves and ultimately, others. Nearly every human emotion is tapped into with this session. – Rhonda Kemmis, Elite Leadership Training
- Noon **Adjourn**



This course is part of the SDREA Education Package A.
If you did not purchase Package A,
then the fee is \$650 plus tax per participant.