



Administrative Professional Certificate

Participant Name: _____

Title	Date	Time	Town/ Venue
Orientation	11-Jan	TBD	SOSU
Business Writing	6-Feb	10am-3pm	TBD
Time & Process Management	6-Mar	10am-3pm	TBD
Office Organization/ Office Etiquette	3-Apr	10am-3pm	TBD
PowerPoints that POP!	8-May	10am-12pm	Webinar
Professional Presentation Skills	5-Jun	10am-3pm	TBD
Effective Communication	3-Jul	10am-3pm	TBD
Generational Diversity	7-Aug	10am-12pm	TBD
Women in Leadership Conference	18-Sep	9am-4pm	Durant
Professional Business Attire	2-Oct	10am-12pm	McAlester
Stress Management/ Admin Fun-Day	6-Nov	10am-3pm	Durant
Choctaw University Graduation	11-Dec	3pm-6pm	Durant

Signature of Associate

Date

Signature of Certificate Advisor

Date