

TODAY'S **SECRETARY**
TAKING PRIDE IN PROFESSIONALISM

Thursday, March 19, 1992
UNO's Peter Kiewit Conference Center
1313 Farnam
Omaha, Nebraska

 **A conference for secretaries,
administrative assistants, and support staff**


University of
Nebraska at
Omaha
College of Continuing Studies



TODAY'S SECRETARY: TAKING PRIDE IN PROFESSIONALISM

General Information

We urge you to register early! Conferences often fill rapidly, and we cannot guarantee last-minute registrations.

If a program is already filled when you enroll by mail, you will be called and given the opportunity to transfer to another CCS noncredit program or receive a full refund.

If you need to cancel your registration, you will receive a full refund by calling the College of Continuing Studies, (402) 595-2316, no later than three working days before the conference. You may transfer your registration and send a substitute if you cannot attend.

TO REGISTER, CALL
595-2309



Advisory Board

KAREN BROWN, Omaha Public Schools; MARY BRUNING, University of Nebraska at Omaha; CAROL BURNETT, University of Nebraska at Omaha; JOYCE GRAYBILL, Omaha Public Schools; GEORGE KLEINE, Peter Kiewit and Sons, Inc.; CHERLYN LONG, Woodmen of the World Life Insurance Society; MARY MACCHIETTO, University of Nebraska at Omaha; THERESA NEUHAUS, University of Nebraska at Omaha; KAREN RESSEGIEU, co-chair of Certified Professional Secretaries International, Omaha chapter; MARILYN SHANAHAN, Business Communication Specialist, Inc.; THERESA A. SHEPARD, Preferred Physicians Insurance Company; BETTY WHITE, University of Nebraska at Omaha

The University of Nebraska does not discriminate in its academic, employment, or admissions policies and abides by all federal, state, and regental regulations pertaining to same.

COLLEGE OF CONTINUING STUDIES

8:00 a.m. - 8:45 a.m.

REGISTRATION

8:45 a.m.

BUT I'M ONLY A SECRETARY

Often the greatest challenge may be realizing the crucial role you play within your organization. Join Anne Marie Aita in exploring the value of your job and yourself.

9:45 a.m.

SAYING IT BETTER:

EFFECTIVE WRITTEN COMMUNICATION IN THE 90s

Grammar doesn't have to be painful! Learn how to solve the grammar difficulties that confront every secretary. Roy Speed, of GRAMMAR for Smart People, will show you how.

11:30 a.m.

LUNCH

Join us for a delicious lunch! You'll enjoy meeting other conference participants like yourself and comparing your discoveries.

12:15 p.m.

PROFESSIONAL IMAGE STYLE SHOW

See how you can build a professional wardrobe and still stay within your budget. Jeff Linden from Richman Gordman will show you the latest fashion trends for business people.

1:30 p.m.

GENDER IN THE WORKPLACE

Explore how men and women communicate differently, and how to handle gender-related communication problems. Rich Katt and Sharon Katt will help you make choices which maintain positive regard for yourself and others.

2:30 p.m.

ORGANIZE YOUR LIFE

How do you manage all that needs to be done? Learn from Kathryn R. Bechen how to take control of your life, both at home and at work. Discover practical organizing ideas that you can begin using in "real life"—today!

3:30 p.m.

LIFE, BE IN IT

Life is like a smorgasboard; while it's there for your enjoyment, you may be overwhelmed by its choices. Learn from Anne Marie Aita how to appreciate and use the endless variety of opportunities that life holds.

January 18, 1992


To whom it may concern:

Kathryn Bechen, owner of Organized With Ease, presented a speech entitled "Organized Your Life" at the University of Nebraska at Omaha's "Today's Secretary Conference" on March 19, 1992. In her speech, Kathryn gave approximately 400 secretaries, clerical and assistants tips on how to keep their professional and personal lives ordered and less stressed.

Kathryn came well prepared to speak, kept within the time limit that we had established and presented a professional image. In all of my contacts with Kathryn, I found her to be well organized and, indeed, she "practices what she preaches."

We appreciated Kathryn's participation in our "Today's Secretary Conference" and wish her much success in her business ventures.

Sincerely,



Mary Macchietto