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Balanced living is theme for Secretaries Day workshop

University of Montana--Missoula. Office of University Relations

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BALANCED LIVING IS THEME FOR SECRETARIES DAY WORKSHOP

MISSOULA —

The University of Montana invites all secretaries, administrative assistants and support staff to a one-day workshop celebrating Secretaries Day on Wednesday, April 23, at Ruby's Reserve Street Inn.

The workshop, designed to help employees increase performance and quality of life, will run from 9 a.m. to 5 p.m. The $55 fee will include lunch.

Trainer Brenda Wilkins will take participants through a four-part strategy for creating balance and exceptional performance. She will also give the keynote speech, "Building Organizational Balance."

Wilkins has bachelor's and master's degrees in organizational communication and is president of Big Sky Learning Institute.

To register or get more information, call Marsha Rogers at (406) 243-2164. Enrollment is limited so early registration is encouraged. The deadline is April 16.

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