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SECRETARIES DAY PROGRAM SCHEDULED APRIL 21

MISSOULA--

A Secretaries Day Program and Luncheon will be presented by the University of Montana Center for Continuing Education Wednesday, April 21, from 10 a.m. to 3:30 p.m. in the Village Red Lion Motor Inn, 100 Madison Ave.

The program takes place during Secretaries Week, a national observance of the support and assistance given by secretaries.

Sue Spencer, director of the UM Center for Continuing Education, will serve as the moderator of the program. Topics will include job enrichment, communication and office relationships, telephone technology, practical self-defense techniques, and effective stress management.

Program topics and speakers:

10 - 11 a.m.--"Of Rocks and Hard Spots," Dr. Eldon Baker, UM Department of Interpersonal Communication

11 - Noon--"Our Tone in Transition," Judy Holbrook, Mountain Bell

Noon - 2 p.m.--Office Team Luncheon--"The Business Professional: Three Infinitives for Success," Merrill Hill, UM School of Business

2 - 2:30 p.m.--"Common Sense Self-Defense" (film)

2:30 - 3:30--"STRESS: How Do You Spell Relief?" Helen Watkins, UM Center for Student Development

Supervisors are encouraged to join their secretaries for the Office Team Luncheon.

(over)

Secretaries Day--add one

The program fee is \$30 for each participant, including the luncheon, and \$10 for each person who attends only the luncheon. Reservations may be made by calling the UM Center for Continuing Education, 243-2900. Attendance is limited.

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