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### Secretaries Day program and luncheon scheduled during Professional Secretaries Week

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# University of Montana

Office of University Relations • Missoula, Montana 59812 • (406) 243-2522

## MEDIA RELEASE

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local

SECRETARIES DAY PROGRAM AND LUNCHEON SCHEDULED  
DURING PROFESSIONAL SECRETARIES WEEK

MISSOULA--

A Secretaries Day program and luncheon, sponsored by the University of Montana Center for Continuing Education, are scheduled for Wednesday, April 27, as part of professional Secretaries Week.

The program and luncheon are scheduled from 10 a.m. to 3:30 p.m. at the Village Motor Inn and cost \$30 for each secretary. Office supervisors are encouraged to join their secretaries from noon to 2 p.m. for the office team luncheon. Cost for each supervisor is \$10.

Guest speakers on the program include Mae Nan Ellingson, J.D., from the City Attorney's Office; Philip Bornstein, UM professor of psychology; and William Patton, UM professor of business education.

Program topics include how to deal with confidential information; selecting the right tool for delivering certain types of communication; coordinating a wardrobe and investing in a professional image; and discovering personal abilities and talents that help build the self-confidence needed to do a better job.

For more information and registration, contact the Center for Continuing Education, 125 Main Hall, University of Montana, Missoula, MT 59812; 243-2900.

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