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University of Montana

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MEDIA RELEASE

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4/29/83

Great Falls, Missoula

CAREER DEVELOPMENT WORKSHOP SCHEDULED IN GREAT FALLS AND MISSOULA

MISSOULA--

A workshop for secretaries and administrative assistants in every type of organization is scheduled in Great Falls May 18 and Missoula May 25.

"Transforming Your Job Into a Growth Experience," taught by Mary Ellen Campbell, assistant professor in the UM School of Business, will be held at the Sheraton Inn, 400 10th Ave. South in Great Falls and in the University Center on the UM campus in Missoula. Meeting time is 8:30-4 p.m. at both locations.

Cost for the workshop is \$95. Pre-registration is required by May 6.

The workshop will focus on the development of personal abilities and the improvement of professional effectiveness. Topics for discussion include developing verbal communication skills, assuming responsibility, and improving business writing skills.

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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