How-to Guide for Office Coordinators and Administrative Assistants
CFL/SCCOE Goals

Connect with cohorts
Deepen understanding of management roles
Improve organizational effectiveness and efficiency
Emerging
Expanding
Accomplishments

- Resumé writing
- Delegating tasks
- Interpersonal skills
Changes will always happen; accept it.

Embrace your errors and grow from them.

The best way to really learn is to teach.
I am still learning
michelangelo
Thank you

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