



Santa Clara County  Office of Education

Maria Scalia

**How-to Guide for Office
Coordinators and Administrative
Assistants**

Champions for Leadership

June 7, 2016

CFL/SCCOE Goals



Connect with cohorts

Deepen understanding of management roles

Improve organizational effectiveness and efficiency



Emerging





Expanding



Bridging

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



K_NOWLEDGE

E_MPOWERS

Y_OU

I am still learning

michelangelo

Thank you

Kathy Sealana and Debbie Boer

Dr. Laurene Beto

Superintendent Gundry

Dr. Mary Ann Dewan

Dr. Christina Arpante

Leland Takemoto

Phillip Gordillo

Karen Larson

Martin Cisneros

Cate Tolnai

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Fellow CFL Cohorts