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1989-90 UNOPA Spring Workshop "Developing A Working Office Procedures Manual"

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University of Nebraska Office Personnel Association



1989-90 SPRING WORKSHOP

"Developing A Working Office Procedures Manual"

A Hands On Workshop

If you won a trip around the world and had to leave tomorrow -- would your office survive your absence? Here is a hands on workshop designed for office personnel. You are the hub of the working office. This workshop is designed so that you can help your offices be better prepared if you had to leave suddenly. Come prepared to think and work. We'll be in small groups to brainstorm a working office procedures manual. Topics covered will range from general policies and procedures to information management, resource materials, financial management to communication.

WORKSHOP DATES, LOCATIONS AND TIMES

Monday, May 21, 1990
City Campus Union
Location will be posted
8:10 - 8:30 a.m. - check in
8:30 - 11:50 a.m. - workshop

Tuesday, May 22, 1990
East Campus Union
Location will be posted
1:10 - 1:30 p.m. - check in
1:30 - 4:50 p.m. - workshop

Dr. Mildred Davenport, Workshop Presenter

UNOPA members and non-members are welcome. The workshop is \$5.00 for UNOPA members and \$10.00 for non-members.

Pre-registration is required. Please complete and return the pre-registration form (along with registration fee or method of payment) by Monday, May 7, 1990.

1989-90 UNOPA Spring Workshop Pre-Registration Form

Name _____

Dept _____

Campus Address _____

Campus Zip _____ Campus Phone _____

Check one:

_____ City Campus Session, May 21

_____ East Campus Session, May 22

Check One:

_____ UNOPA member (\$5.00)

_____ Non-UNOPA member (\$10.00)

_____ Bill to Company Center

_____ Company Center

Return completed form to:

Audrey Schardt

103 NRH

EC 0844

Pre-registration deadline:
May 7, 1990

Make checks payable to UNOPA