



ADMINISTRATIVE SUPPORT Professional Development Training

August 12 - 14, 2024
Comfort Inn & Suites Hotel & Conference Center | Mt. Pleasant, MI

HIGHLIGHTS INCLUDE:

MANAGING GENERATIONAL DIFFERENCES ■ ETHICS TRAINING FOR ADMINS AND SUPPORT STAFF
CHALLENGES AND BEST PRACTICES ■ MASTERING EMOTIONAL INTELLIGENCE
MANAGING TOXIC PERSONALITIES IN THE WORKPLACE

COST: \$395 PER PERSON

- Includes: Dynamic sessions and class materials
- Meals: Monday - lunch, break snacks, reception; Tuesday - full breakfast, break snacks, lunch; Wednesday - full breakfast
- Registration deadline is July 29, 2024.
- Cancellation requests received after Jul 29, or no shows, will be charged the full registration fee and are not entitled to any refund.

ONLINE TRAINING REGISTRATION & PAYMENT INFORMATION

ONLINE REGISTRATION

[Click here](#) to register

ONLINE PAYMENT

[Click here](#) to pay online for the training

LODGING: \$104 PER NIGHT PLUS APPLICABLE FEES

- Call 989-772-4000 for reservations and indicate you are attending the Bender Admin Training for the special rate.
- Online reservations are available. [Click here](#) for online reservations.