PROFESSIONAL DEVELOPMENT

The mission of the Association is to provide professional growth through leadership, education, achievement, recognition and networking opportunities for educational office professionals. In the past, our main vehicle to provide professional development was through our Annual Conference. Our Areas and states are also encouraged to offer workshops and conferences. With evolving technology, we now have additional ways to provide professional development for our members including our Tuesday’s Tips, webinar series and most recently free webinars. Most of these are created by our members, for our members.

Tuesday’s Tips
Every Tuesday you receive an email from the NAEOP office with a link to the new Tuesday’s Tip. These quick tips are created by members on a variety of topics. It’s a great way to start your Tuesday with a new tip that may assist you in your work or personal life. You may access all of the Tuesday’s Tips via the NAEOP website: https://sites.google.com/naeopboard.org/tuesdaystip/home. You may also find them on the NAEOP website by going to: https://naeop.org/, then click on “Programs”, then “Professional Development”, then “Tuesday’s Tips.” If you have a tip you would like to share, let me know. We will get you all set up.
(vicepresident@naeopboard.org)

NAEOP Webinar Series
NAEOP offers an annual webinar series consisting of six (6) one-hour classes. The cost for the 2018-2019 series is $125 for members and $185 for non-members. Participants receive handouts where applicable, links to webinars two days after the live presentation and six (6) hours of PSP educational credit. Webinars are offered live at one time slot – 1:00 pm Eastern Standard Time. These webinars are offered in September, October, November, January, February and March. You have the option of viewing them live or at your convenience two days after the live presentation. You will retain access to them so that you can go back at any time to view them again. The 2018-2019 series is still available for purchase.

Topics include:
- Dealing with Difficult People
- Digital Security
- Embrace Your Quiet Strength: Leading as an Introvert
- Diversity and Multicultural Inclusion
- Another Meeting? Don’t Waste My Time
- Intro to Chrome Browser

For session descriptions and registration information go to https://naeop.org/, click on “Events” and “2018-2019 Webinar Series.” If you have suggestions for topics for future webinars, please send them to me. (vicepresident@naeopboard.org)

Free Webinars
We had the opportunity to offer two free webinars this year - Powering Your Data Using Pivot Tables and Optimizing Outlook. These are posted on the NAEOP website: https://sites.google.com/naeopboard.org/freewebinars or go to https://naeop.org and select the “Programs” tab, then “Professional Development.”
NAEOP Annual Conference, Summit and Breakouts (continued from page 1)

Attend the NAEOP Annual Conference this summer in Boise, ID, July 15-20, and you will be able to earn (depending on the schedule you choose) 15+ PSP In-service hours by attending breakouts, all general sessions, Advisory Council, Area meeting, and Council lunch; and 15 PSP In-service or education hours by attending the two days of Summit classes.

We know not everyone is able to attend the annual conference and we want to provide professional development in a variety of ways for everyone. Again, we’re open to your suggestions for topics, as well as presenters.

Plan ahead:
NAEOP’s scholarships and awards are due at the NAEOP office by Friday, March 15, 2019.

Mission:
The mission of the Association is to provide professional growth through leadership, education, achievement, recognition, and networking opportunities for educational office professionals.

One of the great benefits of NAEOP is to be able to network specifically with colleagues in your area.

Whether you are in a public school district, district office, higher education office, state department or service unit office, or community or technical college, NAEOP networks!

Mid Atlantic Area Director Paula Rosenberger, CEOE
Northeast Area Director Bonnie Miller CEOE
Northwest Area Director Eldene Wall, CEOE
North Central Area Director Dena Henricks, CEOE
Southeast Area Director Vickie Eaves, CEOE
Southwest Area Director Teresa Himmelberger, CEOE
South Central Area Director Sue Hand, CEOE

Click on the link to connect with your Area Director today!

Be sure to visit our website: https://naeop.org

Join us on Social Media:
Get connected with members!