



2019-2020 Webinar Series

Picture the Possibilities when you L.E.A.R.N. with NAEOP

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

Don't Get Stuck on Slides – September 11, 2019

Feeling fearful of giving up Publisher because Google Drive doesn't have the option to do the things you want? Google Slides *is* your answer. Learn how to use Slides as something other than a presentation tool and let your creativity come to life. If it can be printed on a piece of paper, you can create it in Slides!

Effective Gatekeeping for the Office Professional – October 9, 2019

This presentation provides useful information for office professionals who serve as gatekeepers for their supervisors. Information on effective and efficient ways to protect the time and reputation of the supervisor will be shared. Attendees will come away with tools and resources for building appropriate relationships based on mutual respect and trust and will have the opportunity to share best practices for serving on the "front line."

Boost Your Productivity: The Pomodoro Technique – November 13, 2019

Perhaps it's not more time you need but instead a technique to help you better use the time you have! The Pomodoro Technique is deciding on the tasks you will do for the day, setting a timer for 25 minutes and then starting the first task. It includes having daily introspectives, creating daily commitments, handling interruptions, and estimating your effort.

Accessibility 101 – January 15, 2020

Upon completion of this session, participants will understand accessibility, digital accessibility, assistive technology and web accessibility. You will have the knowledge to describe what web accessibility looks like including the four principles of WCAG and where to find success criteria for the 12 guidelines. Pertinent legal cases regarding accessibility will be highlighted. The process will be explained for resolving accessibility complaints and who oversees enforcement of accessibility laws. Best practices will be discussed to avoid accessibility complaints.

Web Accessibility Practically Applied – February 12, 2020

The objectives for this session are to give participants an understanding of the general principles for implementing accessibility; learn how to use Word and PowerPoint to create accessible documents; and discover how to fix inaccessible PDFs using Adobe Acrobat Pro.

A Quick Guide to Successful Project Management – March 11, 2020

A project is a venture a person or team takes to create something new or to fix something that already exists. It has a definite starting point and ending point, and that incorporates several phases in order to create a unique, and appropriate output within a given amount of time. Learn the phases of good project management, as well as tools and strategies to assist you in successfully handling your next project in a timely manner.