

FOR IMMEDIATE RELEASE
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Autry to Host Administrative Professionals Conference in April

ENID, OKLA. — Autry Technology Center is hosting an Administrative Professionals Conference on Wednesday, April 24, 2019. This event celebrating National Administrative Professionals Day will feature training geared toward professional development for the workplace.

“Administrative professionals play such an integral role in any professional workplace and we are excited for the opportunity to celebrate them with this new conference,” said Ashlee Gore, Autry Business and Industry Services Coordinator. “We hope employers will see the value for their administrative employees and give them the gift of professional development. This day is intended to show administrative professionals that we know how important they are in the workplace and thank them for their hard work.”

The conference will be held from 7:30 a.m. to noon with a keynote presentation, “The Science of Perfect Timing” and three breakout sessions. Breakout session topics include Must Have Apps to Save Time, Workspace Ergonomics, Professional Dress on a Budget, Do you Know Yourself Well?, Turn Your Passion In To Extra Income, Business Writing and Grammar, HR and the Importance of Confidentiality, Excel Tips and Tricks and Social Media for Business.

Seating is limited and registration is required. To register, go to autrytech.edu. For more information, contact Ashlee Gore at agore@autrytech.edu or 580-242-2750.

Autry Technology Center has been a part of the Enid community since 1967 and is one of 29 CareerTech schools across Oklahoma. The center has more than 25 career programs and offers a wide variety of evening and weekend short-term courses and certifications for many diverse career fields. Autry serves nearly 16,000 individuals each year, including many area employees who receive training through the Business and Industry Services Department that works with over 500 local businesses each year.

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