

AI FOR ADMINISTRATIVE ASSISTANTS

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UNLOCK THE POWER OF AI A PRACTICAL WORKSHOP FOR ADMINISTRATIVE ASSISTANTS

SEPT 22, 2026
8:30AM - 11:30AM

Workshop Takeaways

- Use AI tools to draft professional communications, summarize meeting notes, and organize data in seconds
- Gain practical strategies to boost efficiency and confidence with the latest technology for your school



<http://casci.ac/13213>

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ELEVATE YOUR AI MASTERY ADVANCED STRATEGIES FOR ADMINISTRATIVE ASSISTANTS

OCT 20, 2026
8:30AM - 11:30AM

This advanced session is designed specifically for administrative professionals looking to build on their foundational skills, including past attendees of our April or September introductory workshops.

Workshop Takeaways

- Save Time with Advanced Prompts: Move beyond basic questions and learn how to give AI clear instructions to instantly draft complex emails, newsletters, and school schedules.
- Organize & Clean School Data Fast: Let AI do the heavy lifting — summarize survey feedback, organize attendance records, and spot trends in student data without manual hassle.
- Build Reusable AI Templates: Create custom, step-by-step AI workflows and templates that you and your front office team can reuse all school year long.



<http://casci.ac/13214>



PRESENTER



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