

Agenda

8:15 - 9:00 a.m.
Registration and Continental Breakfast

9:00 a.m.
Welcome and Introductions

Attorneys
Gwen Zittoun and Jessica Ritter
Shipman and Goodwin, LLP
"Legal Matters That Every Administrative
Assistant Should Know"

Morning Break

Q + A with Attorneys

2017 CAS Administrative Assistant
of the Year Award Presentation

12:30 - 1:30 p.m.
Luncheon
Congratulatory Remarks

1:30 p.m.
Jeff Olefson
"Dealing With Difficult Individuals And
Surviving To Tell The Tale"

2:30 - 3:15 p.m.
Concluding Remarks, Seminar Evaluation,
Door Prize Drawings/Raffle



Cancellations & Refund Policies

The Connecticut Association of Schools will make every attempt to hold the seminar as scheduled, taking into account forecasted weather, as well as the travel of the speakers and participants. A decision will be made if weather is problematic by noon of the day before the seminar. Notice will be posted on the CAS website, www.casciac.org, or you may call the CAS office at (203) 250-1111.

- **Cancellations must be received by April 7, 2017, in order to receive a refund**
- **For any cancellations made after April 7, 2017, no refunds will be given and registrants will be responsible for the registration fee**



Directions

Aqua Turf Club
556 Mulberry Street, Plantsville, CT 06479
(860) 621-9335

I-84 from Waterbury - Exit 28, take right onto Rte 322. Go straight, take left at car wash onto Old Turnpike Rd. At first stop sign, take right onto Mulberry St. Club is 1/2 mile on the right.

I-84 from Hartford - Exit 29. Go straight onto Mulberry St. Club will be on your right approx. one mile down the road.

From I-91 or the Merrit Parkway - Take Route 691 West toward Waterbury, Exit 4, take a right. At the bottom of the hill (McDonald's on the corner), take a right onto South End Rd. Follow until you come to Mulberry St on the left, the Club is 1/4 mile down on the left.

The Connecticut
Association of Schools
Presents



*A Conference for
School Secretaries
&
Administrative Assistants*

*In Recognition of
National Administrative
Assistants' Week*

Friday, April 28, 2017

*Aqua Turf Club
Plantsville, CT*



Registration

Fee: \$95.00 per person
Includes conference materials,
continental breakfast, morning break,
luncheon, and afternoon break. For
teams of three (3) or more from the
same school district, the fee is \$90.00
per person.

Seating is limited, so register early!

Registration Deadline is April 7, 2017

Please register online at:
www.casciac.org/register

Check should be made payable to CAS
and mailed to:

Barbara O'Connor
CT Association of Schools
30 Realty Drive
Cheshire, CT 06410

For any questions you may contact
Barbara O'Connor
203.250.1111
boconnor@casciac.org

Speakers and Conference Topics

**Attorneys Gwen Zittoun and Jessica Ritter
Shipman and Goodwin, LLP
“Legal Matters That Every Administrative
Assistant Should Know”**



Gwen and Jessica will cover new laws and all the up-to-date legal issues that every administrative assistant should know, as well as answering your questions in an informal setting that is engaging, enlightening, and fun for all!

**Jeff Olefson, President
Staff Development Associates
“Dealing with Difficult Individuals
And Surviving to Tell the Tale”**

A difficult person is not someone who is having an off day. Chances are if you find someone difficult, so do others. Difficult individuals have developed strategies that work for them at your expense. By better understanding the games they play, you can avoid falling into the traps they set to gain advantage. While there are many difficult types, the focus will be on intimidators, time abusers, chronic complainers, super agreeables, and narcissists. While upset and angry people may not meet the strict definition of difficult people, strategies will be explored for effectively handling them as well.

CAS 2017 Administrative Assistant of the Year Award

Schools are invited to nominate an administrative assistant who has demonstrated excellent leadership, commitment to staff and students, service to their community, and a contribution to the overall school experience for the 2016 Administrative Assistant of the Year recognition program.

Candidates should demonstrate success in the following areas:

Quality of Work, Dependability and Collaboration

- Consistently produces the highest quality of work in an efficient manner meeting all deadlines
- Communicates effectively orally and in writing
- Shows initiative and willingness to learn new techniques relating to job description
- Assists others in professional development that focuses on workplace productivity
- Balances management tasks with an eye on teamwork
- Utilizes effective problem-solving and sound judgment techniques

Personalization and Relationships

- Assists in establishing and maintaining a positive school climate that reflects high student and staff morale
- Interacts professionally and tactfully with others
- Creates a positive atmosphere in all interactions with others
- Adapts well to the needs of the public when confronted with new and unusual situations
- Models values, beliefs, and attitudes that inspire others to higher levels of performance

To apply send nominations by March 31, 2017 to:

Dave Maloney, Assistant Executive Director,
CAS, 30 Realty Drive, Cheshire, CT 06410
dmaloney@casciac.org;
Fax 203-250-1345

**Deadline for Submission
March 31, 2017**