

REGISTRATION FORM

NAME HOME ADDRESS.....PHONE.....

FIRM ADDRESSPHONE.....

Enrolment Fee - \$28.50 (includes Seminar, coffee and luncheon). Please make cheque payable to The National Secretaries Association (International) Edmonton Chapter. (Receipts upon registration). MAIL NOT LATER THAN FEBRUARY 7, 1979.

Please mail registrations to: Ms. Joan Bjornson, Seminar Treasurer, NSA Edmonton Chapter, c/o Associated-Pullman Kellogg Ltd. 13140 - St. Albert Trail Edmonton, Alberta T5L 4R8

For further information:

Phone: 453-8564

Marlene Johnstone, Seminar Chairman

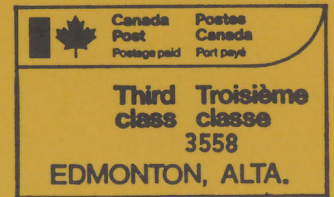
After 6:00 p.m. 436-0689

REGISTRATION DEADLINE FEBRUARY 10, 1979

NO REFUNDS AFTER THAT DATE

"PLEASE REGISTER EARLY TO ENSURE YOUR ATTENDANCE"

Edmonton Chapter
The National Secretaries Association (International)
c/o Associated-Pullman Kellogg Ltd.
13140 - St. Albert Trail
Edmonton, Alberta T5L 4R8



EDMONTON CHAPTER
THE NATIONAL SECRETARIES ASSOCIATION
(International)

PRESENT
"WOMEN IN BUSINESS"

Saturday, February 17, 1979

Edmonton Plaza Hotel

A Seminar for Secretaries and Women in Business

SEMINAR LEADER:

DEBRA SMITH, M.B.A.

Debra Smith is currently on the staff of Dru Scott Associates, Inc., a San Francisco-based management consulting group that specializes in a psychological approach to marketing and customer service and time management.

She received her M.B.A. degree in management and finance from Golden Gate University -- California's third largest private college. She was named outstanding management graduate of 1975. Her leadership experience includes being elected student-body president by an 80% male student population. She also serves on the San Francisco Area Council of Camp Fire Board of Directors.

Debra Smith has presented training programs to over 3500 people in both private and governmental organizations across the United States and Canada. In addition to her academic preparation, she brings to her training sessions practical experience based on her responsibilities in marketing and administering Dru Scott Associates programs, books and films.

WOMEN AND MANAGEMENT UPDATE ---

will provide the latest information, skill, and techniques important to working women who are engaged in, or about to assume management responsibilities. The program considers the subject from the points of view of both the individual woman manager and the organization.

SEMINAR TOPICS:

- Dealing with women in business
- Applying proven strategies for getting a fast start on a new job
- Picking the right boss -- that all important career decision
- Preparing yourself for business travel -- important considerations before, during, and after
- Handling the situation where no one seems to be doing anything about equal opportunity for women
- Facing the problems and potentials of tokenism
- Deciding when you've stayed in a job too long
- Making sure to get the most out of meetings
- Overcoming barriers in being the first woman in a job
- Facing up to the special time management problems women confront

PROGRAM:

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|---------|------------------------------------------------------|---------|---------------------------------------------------|
| 8:30 - | Registration & Displays | 12:00 - | Luncheon |
| 9:00 - | Welcome, Penny West
Chapter President | 1:00 - | Program continues |
| | | 2:30 - | Coffee |
| 9:05 - | Introductions, Marlene Johnstone
Seminar Chairman | 2:45 - | Program continues |
| 9:10 - | Debra Smith | 4:00 - | Closing Remarks - Penny West
Chapter President |
| 10:15 - | Coffee | | |
| 10:30 - | Program continues | | |