

LAKOTA NATIONS EDUCATION

Secretarial/Office/Executive Assistant Training



- **Technical Skills**
- **Confidentiality**
- **Punctuality**
- **Adaptability**
- **Organizational skills**
- **Communication skills/Telephone Techniques**
- **Interpersonal skills**
- **Microsoft Office**
- **Meeting/Minute Taking Skills**

**RAMKOTA INN
HOSPITALITY ROOM
DECEMBER 18TH, 2024**

Registration for the secretarial training automatically registers you for the entire conference.

Registration for the conference can be completed online

at: www.lakotationsconference.com

In the notes mention secretarial training.

325.00 before December 1st, 2024

350.00 after December 1st, 2024