

LAKOTA NATIONS EDUCATION SECRETARIAL TRAINING



- **Technical Skills**
- **Confidentiality**
- **Punctuality**
- **Adaptability**
- **Organizational skills**
- **Communication skills**
- **Interpersonal skills**

**RAMKOTA INN
PACTOLA ROOM
DECEMBER 16TH AND 17TH, 2021**

Registration for the conference can be completed online at:

www.lakotationsconference.com

in the notes mention secretarial training

250.00 before December 1st, 2021

275.00 after December 1st, 2021

For more information call Terrie Jo Gibbons at: 605-407-0667
or email at: terriejo@lakotationsconference.com