



4TH ANNUAL SECRETARIES
BRIEFING SLATED AT USI

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The fourth annual Secretaries Briefing -- a teleconference developed by the American Management Association with the resources of the Professional Secretaries International -- will be held from 3 to 5 p.m. Wednesday, April 24, in Forum II at the University of Southern Indiana.

This year's program will cover "Secretaries and Organizational Success in the '90s," "Increasing Your Value to the Organization," and "New Interpersonal Skills." The registration fee is \$35. Contact the USI Office of Continuing Education, 812/464-1989 or 800/467-8600, for information or to register.

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