

# Officer's Training



## Secretary Training



**Date:** Thursday, August 2, 2018

**Time:** 5:30 PM - 6:00 PM Registration  
6:00 PM - 9:00 PM Program

**Location:** CSEA Local 860 Office  
595 West Hartsdale Avenue  
White Plains, New York 10607

### To Register:

Please contact the CSEA Southern Region 3 Office at (845) 831-1000 or (800) 757-CSEA to register. A light dinner will be provided. It is important to pre-register as the workshop attendance is used to determine the amount of materials and reservations for meals. **Reasonable accommodations are available upon request.**

### Workshop Description:

This training is designed to provide Secretaries with an overview of their role and responsibilities as officer's and leaders.

### Who Should Attend:

This workshop is open to Secretary's. ***Completion of this training meets the mandatory constitutional training requirement for Secretaries.***

### Workshop Goals:

You will be provided with an overview of:

- CSEA's history and structure
- Constitutional responsibilities
- Robert's Rules of Order terms
- Communication strategies