

# Administrative Academy

*a learning community*

***Providing administrative professionals the opportunity to network, share information and resources, learn from one another and receive focused training***



**Learning**



**Recognition**



**Information Sharing**



**Networking**



**At a glance:**

- **8 sessions**
- **72 Participants**

Programs
CSU and Fresno State Overview
Campus Event Planning
Embracing Technology to improve productivity and efficiency
Social networking
Understanding and Taking Control of Change
Managing Conflict
Enhancing Customer Service
Time and Stress Management