

# GCPA SUPPORT STAFF WORKSHOP!

This workshop is especially designed for those who work behind the scenes in our offices and keep us on our toes! Secretaries, administrative assistants, and other support staff positions are invited to attend.

**TUESDAY, MAY 20, 2008**

8:30am to 4:15pm  
Kennesaw State University

COST: \$50

INCLUDES: GCPA membership, GCPA lapel pin, continental breakfast and lunch.

## WORKSHOP SESSIONS:

- Overview of Student Affairs/Student Development Philosophy
- Today's Student
- Managing Multiple Priorities
- Establishing Healthy Boundaries with Students
- Effective Communication Strategies

The day will also include time for participants to interact and share ideas and issues.

## DEADLINE TO REGISTER:

May 12, 2008

Please register on-line at

[www.mygcpa.org](http://www.mygcpa.org).

If you wish, you may register and bring a check with you.

Pre-registration is required.

Make checks payable to GCPA.

GCPA Federal ID number:

58-1543470

