

PROFESSIONAL DEVELOPMENT SERIES

Practical **online** learning designed specifically for school professionals.



NON-INSTRUCTIONAL SCHOOL LEADERSHIP SERIES

*For School Leaders, Managers,
Supervisors & Directors*

Designed for leaders who oversee transportation, facilities, food services, technology, business offices, custodial services, administrative offices, and other non-instructional departments.

YOU'LL LEARN TO

- ✓ Lead and motivate high-performing teams
- ✓ Collaborate with peers facing similar challenges
- ✓ Build practical leadership skills you can immediately apply

 **THURSDAYS**
October 15, 2026
February 11, 2027
April 15, 2027

 10:00 AM – Noon

 **\$200** for the complete series

 Session recordings included.



PROFESSIONAL SKILLS UPDATE SERIES

*For Educational
Office Professionals*

Three timely workshops focused on practical tools and today's workplace.

 **Visual AI for the Front Office**
Create newsletters, flyers, presentations and graphics using today's AI tools.

 **Adobe Acrobat Productivity**
Create fillable forms, edit PDFs and streamline paperless workflows.

 **Navigating Leadership Transitions**
Practical strategies for thriving during superintendent or administrator changes.

 **TUESDAYS**
October 20, 2026
January 12, 2027
April 13, 2027

 11:00 AM – 1:00 PM

 **\$175** for the complete series

 Session recordings included.



EXCEL BASICS SERIES

*Build confidence with Excel—
from the ground up*

Perfect for beginners or anyone wanting to refresh their Excel skills.

SIX INTERACTIVE SESSIONS

Excel Fundamentals

Functions & Formatting

Working with Tables

Text & Date Functions

Intro to XLOOKUP

Filters, Charts & More

 **WEDNESDAYS**
October 21, 2026
October 28, 2026
November 4, 2026
November 18, 2026
December 2, 2026
December 9, 2026

 **1:00 – 2:00 PM**

 **\$175** for the complete series

 Session recordings included.

WHY ATTEND?



LIVE ONLINE
INSTRUCTION



PRACTICAL SKILLS
YOU CAN USE
IMMEDIATELY



NETWORK WITH
COLLEAGUES



SESSION
RECORDINGS
AVAILABLE



REGISTER TODAY!

Visit www.ct-asbo.org/events/event_list.asp
for full details and to register.



Questions?

Email sharon@ct-asbo.org
or call (860) 519-0023

