



Administrative Professionals Day

“A Fresh New Start” Training



Dynamic Guest Speakers:

Jan Lewis

Personnel Management

Nichole Anderson

Human Resource Specialist

Questions or to request a Sign Language Interpreter, please contact Kim.Melton@ars.usda.gov.



**Calling ALL
Administrative
Professionals**

Date: Wednesday, April 25, 2012

Time: 9:00 am—10:30 am

George Washington Carver Center
Back of Cafeteria Meeting Room

**Join us for hot beverages
and sweet pastries!**

Come meet with other Administrative Professionals and chat with ARS personnel so that we can lead you toward the various ways of reaching your goals.

Topics include:

- Employee Morale
- Applying for jobs within ARS, including Details
- Preparation of 52's

Click [here](#) to RSVP by April 18th