



You Want Me To Do WHAT?

Ethics for the Administrative Professional - Presented by: Nan DeMars
(2 sessions to choose from) -- select one

Sept. 17, 11:30 am – 4:30 pm (lunch included) – WL1 room 0.266

Sept. 18, 8:00 am – 1:00 pm (lunch included) – WL1 Pondview 2

Nan DeMars is an internationally – recognized Office Ethics seminar leader, keynote speaker, author, columnist, media talk-show guest and trainer of over 100,000 office professionals.

She is the author of the book, **“You Want Me to Do What?”**, *When and How to Draw the Line At Work*.

She is the office ethics columnist for **Office Pro Magazine**, the Bureau of Business Practice and Dartnell’s Nine to Five publications, which is why she is often called ‘Nan Landers’.



Have you ever wondered what to do when faced with an ethical dilemma in the workplace? As Administrative Professionals, we sometimes find ourselves in the ethical crossfire of business activities. This program will provide you with a practical guide to identifying and handling some of the most common ethical dilemmas.

This “hands-on” session will highlight interaction and discussion on reality-based ethical dilemmas. It will bring to “life” a better understanding of your accountability and responsibility on the job today. *This session will be aligned with BP’s Code of Conduct.*

Select the session best for you...today ! Registration through VTA

Brought to you by the Houston Admin SDDN