

Lutheran Child and Family Services of Illinois
in partnership with
The Office of State Representative LaShawn K. Ford
presents



**Community Doorway
to
Awareness**



Effective Office Management

Earn Community Service Credit and Learn The Art Of Managing An Office

Learn About:

- ◇ Customer Service
- ◇ Team Building
- ◇ Effective Communication
- ◇ Workplace Responsibility
- ◇ Community Event Planning
- ◇ Meeting Preparation
- ◇ Organizational Skills
- ◇ Time Management

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