

PROGRAM OF EVENTS

UQSOPA Program of Events

Thursday 10th March - Comedy and Capers: Not the Christmas Party

Tuesday 12th April - UQSOPA Basic Office Administration Skills

Tuesday 10th May - 2011 Office Professionals Day Breakfast

Wednesday 18th May - Minute Writing & the Role of the Committee Secretary

Tuesday 12th July - Records & Archives - What You Need to Know

Tuesday 19th July - Email and Letter Writing Etiquette

Thursday 28th July - UQSOPA AGM

Tuesday 16th August - UQSOPA Lunch

Wednesday 21st September - Minute Writing & the Role of the Committee Secretary

Thursday 20th October - Records & Archives—What You Need to Know

Monday 24th October - UQSOPA Conference

Other Courses & Events will be advised when they are confirmed.



UQSOPA