



Office Professional Training

Mississippi Rural Water Association
5400 N Midway Rd, Raymond, MS 39154-8202
Phone: 1.800.343.2520 Fax: 601.857.2434

October 25, 2017

BancorpSouth Arena, 375 E Main Street, Tupelo, MS 38804

Agenda

- 7:30 Registration & Welcome
 - 8:00 Water Rates, Kirby Mayfield, MsRWA
 - 9:00 What to Tax/What Not to Tax, Andrea Daves, MS Department of Revenue
 - 10:00 Exhibit Hall Training
 - 11:00 Customer Service, Shelley Walker, Thomas Leadership Consultants, LLC
 - 12:00 LUNCH - Provided
 - 1:00 Ethics in the Work Place, Shelley Walker, Thomas Leadership Consultants, LLC
 - 2:00 Time Management & Organization with Bullet Journaling: Daniel Vassel
 - 4:00 Adjourn
- OPTR Credits: Office Mgt-(7); Finance- (4); W/WW (3); Legal- (2); Personnel- (5); Personal- (5)

Please pre-register a week prior to class date. There is a \$100.00 registration fee for this class.

October 25, 2017 - Tupelo

Name: _____ System/Company: _____

Address: _____

City/State/Zip: _____

Phone/Fax/Email: _____

Send form with payment to MsRWA, 5400 N Midway Rd, Raymond, MS 39154 / Fax: 601.857.2434

For more information call MsRWA at 1.800.343.2520.

