



Winning Formula

University of Huddersfield
**Secretarial/
Clerical
Conference
2004**

Programme

Developing a

| | |
|-------------------|--|
| 8.45am | Registration with refreshments |
| 9.05am | Opening address with John Griffith, Managing Director of the Examiner. |
| 9.55am - 10.55am | Session A |
| 11.00am | Tea, Coffee & Biscuits |
| 11.20pm - 12.20pm | Session B |
| 12.30pm - 1.30pm | Lunch |
| 1.40pm - 2.40pm | Speaker - Gillian Bradford <i>MA,FCIM,FRSA</i> . South Yorkshire Race To Train Project Director. |
| 2.50pm - 3.50pm | Sessions C |
| 4.00pm | Plenary/Tea, Coffee/Prize Draw |
| 4.30pm | Finish |