

# Mid-Michigan Association of Assessing Officers

**Class:** "Assessment Administration Reboot; Time Management; Organization; Teamwork & Communication"

**Course Overview:** The objective of this class is to remind assessors that there are two parts to their job. The "ASSESSING" part where they use their education and training to create an assessment roll and the "ADMINISTRATION" part where they create goals, meet deadlines & run an office. Every assessing office is unique based on the individual assessor responsible for the office. The instructors will provide ideas for assessors to implement to REBOOT the productivity of their office.

**Instructors:** Shila Kiander & Kathy Roslund

**Location:** Emerson Township Hall  
2976 N. Baldwin Rd.  
Ithaca, MI 48847

**Date:** June 30, 2021

**Time:** 11:00am MMAAO meeting  
12:00pm-4:00pm class

### Menu

Home-Made Chicken Salad Sandwich  
Potato Soup  
Ceasar Salad  
Punch, Soda, & Tea

STC Approved for 4-hours continuing education

### Reservations

(Please fill out portion below and mail with your payment)

.....  
Name (S): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Unit of Government: \_\_\_\_\_

Please Mail Registration with payment to:

Wade Slivik  
City of Bay City  
301 Washington Ave  
Bay City, MI 48708

Amount Enclosed: \_\_\_\_\_  
\$15 for MMAAO Member  
\$20 for Non-Member