

## **SECTION 5**

## **PUBLIC RELATIONS AND MEETINGS**

### **1. PUBLIC RELATIONS**

OFFICE ETIQUETTE

MEDIATION PROCESS

SPECIAL OBSERVANCES

NEWSLETTERS & PUBLIC SERVICE ANNOUNCEMENTS

### **2. CONDUCTING MEETINGS**

PREPARING AGENDAS

RECORDING MINUTES

### **3. LEGISLATIVE**

MEETINGS

SAMPLE CORRESPONDENCE

### **4. HOSTING MEETINGS & WORKSHOPS**