

MOUNTAIN VIEW & UNION COLONY CHAPTERS OF IAAP®

THIS YEAR, CELEBRATE ALL OFFICE PROFESSIONALS!



2011 APW EVENT

PASSION & PURPOSE

From Good to GREAT!

CONNECTING YOU TO THE TECHNOLOGY RESOURCES YOU NEED!



Gini Courter from TRIAD Consulting designed an amazing conference training experience for the 2011 APW Event attendees. **Sign up now and be eligible to win a 22" flatscreen TV or an external backup hard drive (must be present to win).**



Learn TRIAD's best tips for the core Office products and discover the **new power user features** in Office 2010. **Bring your laptop with Office 2007 or 2010 installed** to this session so you can immediately try out the features that you're seeing in the session. Learn the **top 10 tips for Excel, Outlook, PowerPoint, Word**, and the new features of **Office 2010**.

OneNote 2010

Learn the **most powerful and least used program** in the Office suite: **OneNote**. OneNote is an information organizer and meeting manager for individuals and a collaboration platform for teams. With OneNote, you'll be amazed by how easily you can:

- ◆ Quickly capture research on anything
- ◆ Organize text, images, audio, web links, and other content
- ◆ Annotate notes with text, ink, voice, or video
- ◆ Manage a meeting from start to finish
- ◆ Summarize an action list from meeting notes
- ◆ Track actions after a meeting
- ◆ Collaborate with your team on documents in real time

Friday,
April 29,
2011

Be a part of the
excitement!
Team up with
the Best!



If you're ready to jump into software head first, **bring your laptop** to this session (but it's not required). If you don't have **OneNote** on your laptop, download and install the free OneNote 2010 trial from the Microsoft site.

NOTE: We will not troubleshoot laptop issues during the workshop. If you get stuck, just quit working on your laptop and follow along with the demo.

—Gini Courter



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Administrative Professionals Week® and Administrative Professionals Day® (Wednesday, April 27) call attention to the important workplace role of administrative professionals. The 2011 Administrative Professionals Week theme is "***This Year, Celebrate All Office Professionals.***" This theme is in honor of all office professionals that have pulled together during the economic downturn. Observed since 1952, Administrative Professionals Week is originated and solely sponsored by the International Association of Administrative Professionals. IAAP recommends that employers observe Administrative Professionals Week by providing education and training to administrative staff through seminars, continuing education and self-study materials.

As an attendee, you've got a unique set of objectives for both you and your organization. Whether you're looking for smarter technologies, more professional contacts, or just plain good ideas for the office, this event is the place to make it happen.

OUTSTANDING REASONS TO ATTEND

- Network with other top-notch office professionals
- Kick start your creative problem-solving skills by sharing ideas and experiences with your peers
- Learn how to apply new technical, organizational, and project management skills
- Invest in your career by increasing your worth

INVEST IN YOUR FUTURE...INVEST IN YOU!

Membership in IAAP is achieving excellence in your work and building a meaningful and challenging career. IAAP is networking. Sharing ideas with each other and developing contacts. Change is inevitable. The world is changing. Technology is changing. Office environments are changing. Administrative positions are changing. The administrative profession is changing and will require more skills, knowledge and proficiencies in the years to come. IAAP is the association that has your professional future as its only goal.

IAAP's educational offerings provide an enormous return on investment through:

- Higher on-the-job productivity
- New and upgraded workplace skills
- Superior performance and increased effectiveness
- Greater alignment with organizational goals
- More work satisfaction
- Increased employee retention
- Skill-sharing with co-workers
- An expanded network of peers

Join the professionals today!

Learn more at www.iaap-hq.org



CONNECTING YOU TO THE TECHNOLOGY RESOURCES YOU NEED!

FOR MORE INFORMATION, CONTACT

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970.227.1967 (cell)

Mary Lenhart, President, Union Colony Chapter
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970.350.9731
970.371.2132 (cell)

Guest speaker and an IAAP favorite trainer, Gini Courter was tapped by **lynda.com** to create videos for the Office 2010 Beta Release. Go to **lynda.com** for a free 24 hour pass. Gini has been teaching computer classes and seminars for more than 30 years at not-for-profit organizations, public and private companies, state and federal agencies, and educational institutions. She consults and trains in the Microsoft Office and SharePoint space. As founder and managing partner of TRIAD Consulting, Gini is also the author of 29 books, including *Beginning SharePoint with Excel* (Apress) and many titles in Sybex's popular Mastering series.

Program

8:00 – 8:20 AM	Registration / Mini Expo
8:20 – 8:30 AM	Welcome
8:30 – 10:30 AM	From Good to GREAT! - Gini Courter
10:30 – 10:45 AM	Break / Mini Expo
10:45 AM – 12:30 PM	From Good to GREAT! - Gini Courter
12:30 – 1:30 PM	Lunch / Mini Expo
1:30 – 3:45 PM	From Good to GREAT! - Gini Courter
3:45 – 4:00 PM	Closing

MINI EXPO

Take advantage of the opportunity to interact with various vendors/exhibitors. IAAP appreciates the support of our Mini Expo vendors/exhibitors. They realize that administrative and business/office professionals are key purchasing decision makers for their organizations. You can return this support by purchasing their products and services whenever possible! Remember, these vendors/exhibitors are also our guests. Please take time to visit with them and ask questions about their products and services. Thank them for participating in our Administrative Professionals Week event.

EMBASSY SUITES – LOVELAND HOTEL, SPA & CONFERENCE CENTER

4705 Clydesdale Parkway
Loveland, CO 80538
Phone: 970.593.6200

Special Room Rate: \$99++ (reference IAAP)
(includes Manager's Reception and made-to-order breakfast)

SPECIAL NEEDS

It is the policy of IAAP to comply with the American Disabilities Act. If special arrangements are necessary for an individual with a disability to attend this conference, please contact one of the APW Event Hosts above.

CANCELLATION POLICY

A fee of \$40 will be deducted from all refunds made for cancellations received in writing or by e-mail by April 22, 2010. After April 22, 2010, no refunds will be made.

MAJOR SPONSORS / CONTRIBUTORS

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Lynn Runyan — Ellen Hetterle CAP — Mary Lenhart — Nancy Upchurch CPS/CAP

2011 APW EVENT

This year, celebrate all office professionals!

For Administrative Professionals Day 2011, we're veering away from the traditional celebration of the day which is centered on administrative professionals. The recession has hit everyone in the office. Downsizing has forced all of us to pull together and work harder, not just the administrative professionals in the workplace. IAAP recognizes the hard work and sacrifice from everyone.

The association was founded in 1942 as the National Secretaries Association (NSA) to provide a professional network and educational resources for secretarial staff. The association's name was changed in 1998 to the International Association of Administrative Professionals (IAAP) to encompass the large number of varied administrative job titles and recognize the advancing role of administrative support staff in business and government.

The administrative profession is changing and will require more skills, knowledge and proficiencies in the years to come. IAAP is the association that has your professional future as its only goal.

Upcoming Events

- June 3-4, 2011 Colorado-Wyoming-Montana Division Annual Meeting—Denver, Colorado
July 24-27, 2011 International Education Forum and Annual Meeting—Palais de Congress Convention, Montreal, Canada

Career-Minded Administrative Professionals and IAAP – Turning Jobs Into Careers



HOSTED BY
MOUNTAIN VIEW & UNION COLONY
CHAPTERS OF IAAP[®]
NORTHERN COLORADO

FRIDAY, APRIL 29, 2011

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Name: _____
Company: _____
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IAAP Member

Chapter: _____

CPS CAP CPS/CAP

Not a member, but interested in more information

Registration Fee*

- IAAP Member \$99
 Non-Member \$109

Total Enclosed: \$ _____

*Walk-ins will be accepted the day of the event. Fee: \$119

Make check payable to:

2011 APW Event
Mail check & registration form to:
Terri Rogakis CAP
Colorado State University
Housing & Dining Services
8032 Campus Delivery
Fort Collins, CO 80523-8032

Register by
Friday,
April 15, 2011

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6 Recertification points pending