



IAAP Oakland County Chapter Meeting

Tuesday, December 14, 2010



"The Importance of Your Resume and Trends in the Workforce" Presented by Snelling

The importance of your resume, resume survey results from HR will be discussed, an understanding of the trends in the workforce and a prediction on how it will impact Administrative Professionals.

- We will explain why it's important to keep your resume updated, whether you are employed or not.
- We will go into detail on what to have on your resume, different resume styles, customizing your resume, and will share survey results from HR professionals.
- We will share what we see transpiring in the local workforce, including what employers are asking us for as they replace or bring on new employees.
- We will explain how companies are utilizing supplemental staffing and the positive side of working contract/temporary.
- We will end with our prediction of the future of the Administrative Professional.

AGENDA

5:30 p.m. – Networking

6:00 p.m. – Dinner

7:00 p.m. – Program & Meeting

MEETING LOCATION

Marriott at Centerpoint
3600 Centerpoint Parkway
Pontiac, Michigan 48341

Holiday Dinner Buffet includes:

Sweet Red and Green Slaw with Dried Cherries and Vegetable Flakes
Assorted Rolls and Butter
Cranberry Wild Rice Stuffed Acorn Squash
Cornbread Stuffed Chicken Breast with Sage Cream
French Onion Whipped Potatoes
Gingerbread Cake
Coffee, Tea & Assorted Soft Drinks

Price: Meeting/Program only = Free!
Dessert/Coffee & Program/Meeting = \$11.00
Dinner, Program/Meeting = \$26.00

Registration: Please pre-register by December 7, 2010

Note: Pre-paid reservations are required – checks will be deposited after the meeting. No refunds after the deadline.



Please make your check payable to OAKLAND COUNTY CHAPTER IAAP and mail with the registration form to:

ATTN: Susan Ballard, McPhail Corporation
1420 S. Livernois, Rochester Hills, Michigan 48307
248.608.7393 (office)

You can also register via our website at www.iaap-oaklandcounty.org



REGISTRATION FORM

December 7, 2010 IAAP Meeting

Name	
Company	
Address	
City, State, Zip	
Amount enclosed	
Phone	
Email	

Please check all that apply:

- Member of Oakland County Chapter
- Member of _____ Chapter
- Non-Member
- Interested in becoming a member.