



IAAP MISSION

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

Looking to advance in your career or find a career you love?

IAAP offers professional and personal development through value-priced education; and a wide variety of volunteer opportunities to develop new skills and leadership ability in a supportive environment.

Looking to make a difference?

For almost 70 years, IAAP has been the premier resource for administrative staff, leading the way in advancing the profession— you're no longer "just a secretary," and through your involvement in IAAP, you can be part of setting the standard of excellence and gaining recognition for your career.

Looking for connections?

IAAP members have an instant bond that provides support from others who "get" what you do and that leads to lifelong friendships; whether through the IAAP Web Community or at chapter, division, and international events, you will gain the collective knowledge of more than 25,000 members.

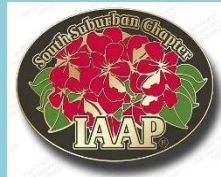
MEETING AND REGISTRATION INFORMATION

Old Chicago Restaurant
The Cedar Room
14998 Glazier Avenue
Apple Valley, MN 55124
952.891.4600

- 5:30 p.m. Networking
- 6:00 p.m. Dinner
- 6:30 p.m. Educational Program
- 7:30 p.m. Chapter Meeting
- 8:00 p.m. Adjourn/Networking

Note: Educational programs subject to change

Visit www.southsuburbaniaap.org for more details and to register; or email info@southsuburbaniaap.org



For more information, contact:

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www.southsuburbaniaap.org

Welcome to IAAP

South Suburban Chapter



For Career-Minded Administrative Professionals



Turning Jobs Into Careers®

WHAT'S IN IT FOR YOU?

IAAP is your solution for creating a network that supports you and helps you do more with less time.

ARE YOU AN ADMINISTRATIVE PROFESSIONAL?

- ADMINISTRATIVE ASSISTANT
- EXECUTIVE ASSISTANT
- EXECUTIVE SECRETARY
- OFFICE MANAGER
- MARKETING COORDINATOR
- RECEPTIONIST
- HR COORDINATOR
- CLERICAL STAFF...
- THE LIST OF TITLES IS ENDLESS!



EVENT CALENDAR

September 27

A Business Case for Trust

Deb Taft, Director of Implementation at Surescripts, LLC

October 25

Communicating with Purpose: Making an Impact in the Workplace

Erin O'Hara Meyer, PHR

November 22

BYOB – Build Your Own Brand

Judy Zimmer

December 1 – MLC Holiday Event

Entertainment by GL Berg

(Crown Plaza Minneapolis North)

December 6

South Suburban Holiday Party

January 24 – Chapter 15th Anniversary!

Letting Go - How to reduce stress and enjoy being present in the everyday moments

Dawn Staycoff

February 28

Discovering Your Top Ten Talents

John Warder

March 27 – Women's History Month

Who has made an impact on your life?

Group discussion

April 12 – Combined APW Event!

Preparing Now for Business of the Future

Bill Draves (at Crowne Plaza in Plymouth)

April 24

MS Training – Excel, Word, PowerPoint

Steve Watry / Leslie Hook

May 24

Annual Meeting

June 28

How Do I Become a More Innovative Thinker,

Marcia Beltz



LOCAL AND INTERNATIONAL NETWORKING OPPORTUNITIES

High-quality seminars at chapter, division, and international events; and peer support for advice, best practices, job search resources, and creative ideas for workplace issues.



WEB COMMUNITY

Connect with IAAP members in your area and around the world and share ideas through on-line discussions, blogs, document libraries, and much more.



KEEP INFORMED

Five publications, including the award-winning *OfficePro* magazine, help you stay informed and up to date on office trends, products, and information; they provide quality information that makes your job, and life, a little easier.



CERTIFICATION

IAAP offers professional certification to enhance your skills and marketability and is a standard of excellence for all admins.



Turning Jobs
Into Careers®

International Association of
Administrative Professionals®

Since 1952, IAAP has proudly sponsored Administrative Professionals Week® and Administrative Professionals Day®. Celebrate this year's theme of **Passion & Purpose** from April 24–30, 2011!