

TWO PERSPECTIVES IN ONE DYNAMIC, INTERACTIVE AND FAST-PACED WORKSHOP!

In partnership, for the first time, Administrative Excellence and McNamara Recruiting team-up to share two unique perspectives of the administrative profession:

Erin O'Hara Meyer, PHR, president of [Administrative Excellence, Inc.](#) and the author of *Administrative Excellence: Revolutionizing Our Value in the Workplace* performed "hands-on" administrative responsibilities and managed administrative teams for over 20 years. Human Resource responsibilities provided further expertise in staffing and recruiting, performance management, and employee relations.

Angela Althoff, president of [McNamara Recruiting Group](#), has more than 25 years of experience as a corporate recruiter, trainer, and independent staffing consultant specializing in the placement of executive assistants and administrative professionals. She now designs and delivers interactive programs for success in the workplace.

Together, Erin and Angela thoroughly understand the administrative world. They know what managers want and what it takes to succeed in today's workplace!

WHERE AND WHEN?

Minnesota Valley Country Club
6300 Auto Club Road
Bloomington, MN 55438

Continental Breakfast—7:30 am
Professional Development—8:00-10:00 am

Register today to enrich your career, expand your professional portfolio, and kick-start the new year.

Two-Hour Tune-Up!

Reenergize — Are you a positive force in the workplace? Motivate yourself; influence others: a little goes a long way in making the right impression.

Realign — Are your career goals on track? Know your potential, be optimistic and READY for opportunity.

Rebrand — Does your personal brand reflect the unique you? Know your attributes and how to enhance them for greater value and visibility.

Start the New Year with a New Outlook

**CHECKS PAYABLE TO:
MCNAMARA RECRUITING GROUP
8034 BELAIR LANE
EDEN PRAIRIE, MN 55347**

REGISTRATION

Name: _____

Organization: _____

Address: _____

Phone/Email _____

REV UP YOUR CAREER!

**ADMINISTRATIVE
PROFESSIONALS:
TWO-HOUR TUNE-UP
THURSDAY, 3/8/12**

**REENERGIZE
REALIGN
REBRAND**

**\$ 3 9 . 0 0 PER PERSON
REGISTER BY 3 / 2 / 1 2**



**QUESTIONS?
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ANGELA@MCNAMARARECRUITING
GROUP.COM**