



International Association of
Administrative Professionals®
Georgia Power Chapter

YOU ARE INVITED TO ATTEND OUR
2012 Professional and Personal Development Seminar

The Power to See Ourselves as Others See Us

Presented by
Rebecca Pace
National Seminars Group

**CAP and CAP-OM HOLDERS WILL RECEIVE
RECERTIFICATION POINTS**

\$100.00 GPC IAAP Members **\$120.00 All Others**
Registration fee includes all materials, lunch, and breaks.



**DOOR
prizes**

Thursday, March 22, 2012

8:00 a.m. – 4:30 p.m.

Georgia Power Company

Arkwright Auditorium

241 Ralph McGill Blvd.

Atlanta, Georgia



**50/50
Drawing**

The Power to See Ourselves as Others See Us

Use the Johari Window, 360 degree feedback and other assessment tools to gage how you come across to others. Others' perceptions of you may be quite different than how you see yourself. And remember, perception is reality! Find out where you project strength, competence, credibility, and professional savvy...and where you fall short of your own and your employer's expectations. Take a close look at yourself in a safe environment and have fun in the process. Uncover areas where you have hidden potential and cultivate them to enrich your current position and step up to more responsibility.

Our Speaker...

Rebbecca **P**ace has extensive —and progressive — experience in all aspects of organizational development as both a manager and a trainer.

The founder of Pace Communications, Rebecca has established business-oriented curriculum for seminars, and she has delivered seminars, workshops and keynote addresses to a variety of audiences on topics related to leadership, team development, coaching, time management, sexual harassment, diversity and collection techniques. She also has developed training manuals and coursework that improved the job performance of hundreds of employees.

As manager of a team of 42 employees she achieved the highest performance rating for 19 consecutive months while also performing administrative and HR responsibilities. Her experience also includes the establishment of training departments in collection/call center environments, and the creation and design of an ergonomic training facility in an overseas call center where she also implemented curriculum and established a mentor program.

Rebecca's goal is to help people excel in work, life and play through creative education. Her proven abilities in leadership and curriculum development have had an impact on employee productivity, empowerment and morale, and have led to business excellence.



EVERYONE IS INVITED TO ATTEND!!!

CAP and CAP-OM HOLDERS WILL RECEIVE
RECERTIFICATION POINTS

\$100.00 GPC IAAP members **\$120.00** all others
Georgia Power Chapter IAAP Fed ID #51-0415744

To Pay by Credit Card, click on the appropriate link below.

GPC IAAP Members

https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=6GZJVSHCBPDG2

ALL Others

https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=2XSEEASKAD4LL

If paying by check, complete the information below, print and mail with your check to:

Georgia Power Company
c/o Angela Hosch
241 Ralph McGill Blvd., Bin 10220
Atlanta, GA 30308

Please make checks payable to: Georgia Power Chapter IAAP

Registrant's Name _____
IAAP Member? Y/N Chapter _____
Company _____
Address _____
City _____ State _____ Zip _____
Phone (____) _____

Registration Deadline: March 7, 2012

Questions?? Call Angela at (404) 506-4034 or ayhosch@southernco.com

NOTE: Registration begins at 7:15 a.m. Conference begins promptly at 8:00 a.m.
CANCELLATIONS/REFUNDS: No refund if cancelled after March 7, 2012.