

### GREATER LAKES CHAPTER 2010-11 PROGRAMS

Date	9-Oct-2010	8-Nov-2010	13-Dec-2010	10-Jan-2011	16-Feb-2011	14-Mar-2011	11-Apr-2011	9-May-2011	13-Jun-2011	May 17,2011	21-Jun-2001
Time	6:00-8:9 p.m.	5:30-8:00 p.m.	6:00-8:00 p.m.	TBD	6:00-8:00 p.m.	6:00-8:00 p.m.	6:00-8:00 p.m.		9:00 -Noon	6:00-8:00 p.m.	6:00-8:00 p.m.
Presentation	Workplace Ethics	Pathways to Professionalism	Using Art to Create Promotional Documents	Holiday Event	Managing a Multigenerational Workforce	Domestic Violence in the Workplace	Social Media	APW Planning	APW - Spring Ahead into Your Career	Meeting Planning 101	How to write the perfect resume and cover letter
Presenter	Brian C. Smith, CLC Instructor	Lauren Lopresti College of Lake County and Robin Wink of Office Team	Lauren LoPresti	All Members	OfficeTeam	A Safe Place Lake County, IL	Marie Herman	Chaper Meeting	TBD	Kreml, CMP Manager of Conference Services & Facility MarketingUnversity Center of Lake	OfficeTeam
Location	Lake County Grayslake, IL Room #333, Third Floor	University Center of Lake County Grayslake, IL	College of Lake County Grayslake, IL Room: TBD	TBD	University Center of Lake County Grayslake, IL Room #333, Third Floor	University Center of Lake County Grayslake, IL Room #333, Third Floor	Center of Lake County Grayslake, IL Room #333, Third Floor	University Center of Lake County Grayslake, IL Room #333, Third Floor	Center of Lake County Grayslake, IL Room #333, Third Floor	University Center of Lake County Grayslake, IL Room #333, Third Floor	Center of Lake County Grayslake, IL Room #333, Third Floor

### CHICAGO LAKE SHORE CHAPTER 2010-11 PROGRAMS

Date	28-Oct-2010	18-Nov-2010	16-Dec-2010	27-Jan-2011	24-Feb-2011	24-Mar-2011	April, 201	26-May-2011	23-Jun-2011		
Time	5:30-7:00 pm.m	5:30-8:00 p.m.	5:30-8:00 p.m.	5:30-8:00 p.m.	5:30-8:00 p.m.	5:30-8:00 p.m.	TBD	5:30-8:00 p.m.	5:30-8:00 p.m.		
Presentation	Grow Your Self Esteem	Three Simple Rules to Write and Edit Like a Pro	Holiday Event	YOUR Toolkit for Success	Office Politics: When Did you Get Elected to Deal with it?	Called on the Carpet, A Tapestry of Awakenings <b>(Tenative)</b>	APW	Chaper Officers Insallation	Seven Secrets to Selling Yourself Successfully <b>(Tenative)</b>		
Presenter	Melissa Wittenborn, Professional Speak, Author	Beth Carter		Dewoun Hayes, CAP, Life Coach, Owner Elite Office Concepts	Trisha Svehla, President "Managing the Mosaic?"	Cassandra Lee, CEO and President SSANEE Inc.	TBD		Tammy Cook, Professional Coach, Reanaisance Minds		



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<b>Presentation</b>	A Leader Is Anyone Willing To Help	Customer Service For Admins	Christmas Social	Webinar: Office Odyssey 2025: The Future Of The Administrative Professionals"	Webinar: Doing It All In So Little Time	What Admins Need To Know About Financial Tasks In Today's Office	The Latest Office Career and Hiring Trends	Computer Technology Refresher For Busy Admins	"Diversity In The Quad Cities		
<b>Presenter</b>	Ginny Wilson Peters of Integrity Integrated	Deanna Jenson of Customer Service Fundamentals©		Dewoun Hayes, CAP, Life Coach, Owner Elite Office Concepts	Dewoun Hayes, CAP, Life Coach, Owner Elite Office Concepts	MRA	St. Ambrose University's Career Center Staff	Bob Grenier, PhD, MBA	A Visit By The Quad Cities' Hispanic Chamber"		
<b>Location</b>	Deere-Wiman House	Butterworth Main	TBD	Webinar	Webinar	Butterworth Main	Butterworth Main	Butterworth Main	Butterworth Main		

**TRI-COUNTY CHAPTER 2010-11 PROGRAMS**

Date	1-Oct-2010	2-Nov-2010	December 2010	4-Jan-2011	1-Feb-2011	1-Mar-2011	5-Apr-2011	3-May-2011	7-Jun-2011		
<b>Time</b>											
<b>Presentation</b>	"PROJECT-Primary Responsibilities Offer Jurisprudence Excellence Confidence Trustworthiness"	How to be Seen as a Key Player	No Meeting	Visionary Leadership and Influencing	Succession Planning for Future Growth of the Tri-County IAAP Chapter	Busienss Ethics	Administrative Professional Event	New Technologies	Annual Chapter Meeting: New Board Installation Awards		
<b>Presenter</b>	Jill Wright, Illiois Central College	Rita Haedicke, OSF Saint Francis Medical Center		Steve Grant, S.J. Grant & Associates, Inc.	Edye Stolz, OSF Saint Francis Medical Center	Lisa Plantamura, AAIM Employers' Association	TBD	Alisha Raab, Pearl Technology			



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<b>Presentation</b>	How to Connect Your Personal Life Goals with the Reality of Your Job	Landing Your Next Job in a Tough Economy	No Meeting	Using Tips & Tricks to Become Insanely Proficient in Excel	"Pivot Tables 101 to Expert	Take the Lead and Others Will Follow	"Did You Bring Your Ethics to Work Today?"	"Persuasive Communication: How to Assert Yourself in Meetings and Influence Your Audience	The Personal Power of Personal Style in a Business Environment	IAAP from A to Z	
<b>Presenter</b>	Patrick Canavan	Christine Szykowny, Staffing Manager, Office Team		Jennifer Webb, FCAS, Actuarial Analyst, Zurich NA	Marie Herman, CIWD, ATM-S , 2010-2011 ID Vice President	Dewoun Hayes, CAP, Founder of Elite Office Cocnepts, Inc.	Deb Haliczner , Director Of Employee Relations at NIU HR	DawnMarie Vestevich , Director of Corporate Training, Dale Carnegie@-Chicago	Kathy Bosmith, Personal Vogue	Golden Corridor Members	
<b>Location</b>	Courtyard by Marriott, 1311 American, Schaumburg, IL	Courtyard by Marriott, 1311 American, Schaumburg, IL		Courtyard by Marriott, 1311 American, Schaumburg, IL	Courtyard by Marriott, 1311 American, Schaumburg, IL	Courtyard by Marriott, 1311 American, Schaumburg, IL	Courtyard by Marriott, 1311 American, Schaumburg, IL	Courtyard by Marriott, 1311 American, Schaumburg, IL	Courtyard by Marriott, 1311 American, Schaumburg, IL	Courtyard by Marriott, 1311 American, Schaumburg, IL	

**CHAMPAIGN-URBANA CHAPTER 2010-11 PROGRAMS**

Date	26-Oct-2010	23-Nov-2010	21-Dec-10	25-Jan-2011	22-Feb-2011	22-Mar-2011	26-Apr-2011	24-May-11	28-Jun-11		
<b>Time</b>	5:30 p.m.	5:30 p.m.	5:30 p.m.	5:30 p.m.	5:30 p.m.	5:30 p.m.	5:30 p.m.	5:30 p.m.	5:30 p.m.		
<b>Presentation</b>	ID Update and CPS/ CAP Recipient Recognition	Health, Nutrition and Exercise	Holiday Social Dinner	Managing Your Time Productively	Leadership in the Workplace	TBD	Administrative Professional Event	TBD	Annual Chapter Business Meeting. Installation of Officers, award and recognition		

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<b>Presenter</b>	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD		
<b>Location</b>	Human Kinetics Publishers, 1607 N. Maket Street, Champaign, IL	Human Kinetics Publishers, 1607 N. Maket Street, Champaign, IL	Human Kinetics Publishers, 1607 N. Maket Street, Champaign, IL	Human Kinetics Publishers, 1607 N. Maket Street, Champaign, IL	Human Kinetics Publishers, 1607 N. Maket Street, Champaign, IL	Human Kinetics Publishers, 1607 N. Maket Street, Champaign, IL	Human Kinetics Publishers, 1607 N. Maket Street, Champaign, IL	Human Kinetics Publishers, 1607 N. Maket Street, Champaign, IL	Human Kinetics Publishers, 1607 N. Maket Street, Champaign, IL		

**GREATER WILL COUNTY CHAPTER 2010-11 PROGRAMS**

Date	13-Oct-2010	13-Nov-2010	8-Dec-10	12-Jan-2011	9-Feb-2011	9-Mar-2011	9-Apr-2011	11-May-11	8-Jun-11		
<b>Time</b>	6:00 p.m.	6:00 p.m.	6:00 p.m.	6:00 p.m.	6:00 p.m.	6:00 p.m.	6:00 p.m.	6:00 p.m.	6:00 p.m.		
<b>Presentation</b>	Chamber of Commerce-Forming a Winning Relationship Between the Chamber and The Greater Will County Chapter	Managing Your Debt, in Good Times and in Bad,	Holiday Party	Security Awareness on the Internet, Prepare to be Shocked	Job Search Strategies, the Psychology of Job Search	Making the Best Use of Your Time/Searching for Information on the Web	Administrative Professionals Week/Day Seminar: "Pardon Me, Your Career is Showing"	"Who ME be a Rold Model--Mentor?"	Workplace Safety		
<b>Presenter</b>	Bridget Domberg	Roseanne Lynch, Esquire		Greg Knight	Dr. Sander Marcus, Ph.D., CPRW	Linda Conrath, MLS		Ruth Felske, CPS	Pete Comanda, JJC Police Chhief		
<b>Location</b>	Joliet Junior College North Campus, 1125 Romeo Rd. (W. 135th St.) Romeoville, IL	Joliet Public Library 3395 Black Road, Joliet IL		Joliet Public Library 3395 Black Road, Joliet IL	College North Campus, 1125 Romeo Rd. (W. 135th St.) Romeoville, IL	College North Campus, 1125 Romeo Rd. (W. 135th St.) Romeoville, IL	Juliet Junior College Main Camput, 1215 Houbolt Road, Joliet, IL	College North Campus, 1125 Romeo Rd. (W. 135th St.) Romeoville, IL	College North Campus, 1125 Romeo Rd. (W. 135th St.) Romeoville, IL		