



International Association of
Administrative Professionals®
MN-ND-SD Division

MN-ND-SD Division, IAAP®

2011 Annual Meeting

May 20–22, 2011

Hosted by the Brainerd Chapter

**PASSION &
PURPOSE**
MN-ND-SD DIVISION

The Lodge at Brainerd Lakes

6967 Lake Forest Road

Baxter, MN 56425

877-687-5634

www.lodgehotelsbrainerd.com

Schedule of Events

Friday, May 20, 2011

11:00 a.m. – 1:00 p.m. Registration; Fundraising Tables Set-up & Sales; Lunch (on your own)

Noon – 1:00 p.m. IAAP Brainerd Chapter Informational Open House

1:00 p.m. – 4:30 p.m. ***Emotional Intelligence, Leadership & Human Development***

**Gary Dietrich, CPCC; Leadership Coach & Consultant, NorthWay Group
(www.northwaygroup.com)**

Gary's presentation will facilitate an in-depth experience of how to integrate individual strengths into daily life for all who have taken the **StrengthsFinder** assessment. Participants will learn how to identify key aspects of leadership and human development, as well as how to be valued in the workplace and excel to a higher level of professional excellence and purpose. His presentation will enhance your self-awareness and help you realize your full potential. You will learn about the value of emotional intelligence and the emotional competence framework, and you will complete an emotional intelligence self-assessment to claim your unique abilities as an administrative professional and leader. You will also learn how to identify and align the talents and strengths of employee prospects with job objectives and culture; build dynamic teams; and make your organization stronger while utilizing talents within your organization. Find your calling, values and strengths...then, take it to the next level and define your future!



Gary Dietrich is founder and president of NorthWay Group. He is passionate about building collaboration and leadership in individuals and organizations. He was a certified leadership coach and consultant prior to founding NorthWay Group in 2007. Gary's 30 years of corporate experience brought him to countries all over the world, giving him a global perspective. He has a bachelor's degree in business with an emphasis in marketing and management from the University of Minnesota. He is a graduate of The Coaches Training Institute and is an associate certified coach through the International Coach Federation, as well as a certified administrator of Intercultural Diversity Inventory.

Important Note: Please purchase the book "Strengths Finder 2.0" by Tom Rath. You will need to complete the online StrengthsFinder assessment provided with the book, prior to this session as the presentation is built upon your previous completion of this assessment.

(3 recertification points)

4:45 p.m. – 5:15 p.m. First-Time Attendee Orientation

4:30 p.m. – 5:30 p.m. Fundraising Open

5:30 p.m. – 8:00 p.m. Dinner (on your own)

8:00 p.m. – 11:00 p.m. Waterslide/Bonfire/Games

MN-ND-SD Division, IAAP 2011 Annual Meeting

Passion and Purpose

Saturday, May 21, 2011

- 7:00 a.m. – 8:00 a.m. Registration and Breakfast
- 7:30 a.m. – 7:45 a.m. Delegates and Alternates Briefing
- 8:00 a.m. – 11:15 a.m. Annual Business Meeting
- 11:30 a.m. – 2:00 p.m. **Certification Lunch: All Members & Guests Are Welcome**
Recognition of Newly Certified and Recertified Attendees

Excellence is a Marathon: Winning Strategies for Administrative Professionals

Matt Jones, Founder, Matt Jones International (www.matthewdjones.com)

Being an administrative professional is like a marathon endurance event. You are in a fast-paced environment where multi-tasking is necessary, and you are expected to do more with less. Even though the job you perform is vital to the success of your employer, you do not always get the recognition and appreciation you deserve.

Through Matt's "against all odds" story of overcoming cancer three times, re-learning how to walk, and completing a marathon, you will identify how to stop stress before it stops you, learn how to operate at a higher level of professional excellence and purpose, be inspired to have greater passion for work, discover the key to dealing with change, and practice self-management techniques to empower yourself at the office. After hearing Matt share his inspiring story, administrative professionals will leave energized, renewed, and with greater passion for the job they do.



Matt Jones is a professional speaker and author of five books who believes he is still alive to share his story and message of inspiration. He resides in Southern California, and his story has been featured in magazines and television shows internationally.

(1.5 recertification points)

- 2:15 p.m. – 4:15 p.m. Annual Business Meeting Reconvenes
- 4:30 p.m. – 5:30 p.m. Leadership Training *(optional)*:
IAAP infrastructure overview, processes and updates from the 2011–12 incoming Division President's Conference; qualifies for Chapter of Excellence criteria 9
- 4:15 p.m. – 5:15 p.m. Fundraising tables Open
- 6:00 p.m. – 7:00 p.m. Networking/Social/Wine Tasting
- 7:00 p.m. – 10:30 p.m. Banquet
Awards Ceremony
Installation of 2011–12 MN-ND-SD Division Officers

Sunday, May 22, 2011

- 8:00 a.m. – 9:00 a.m. Breakfast
8:00 a.m. – 9:00 a.m. Fundraising Open
9:00 a.m. – 10:00 a.m. 2011 Spring Professional Conference

10:15 a.m. – 11:45 a.m. ***We've Got to Stop Meeting Like This!***
Kristi Rotvold, CPS/CAP; IAAP Northwest District Director

The new administrative skill being required by employers is the ability to facilitate progress in work teams. Admin staff no longer just prepares agendas from rough copy or merely send out meeting announcements with attachments for their executives. They are being asked to actively participate in work teams and demonstrate good facilitation skills to create group affinity, focus the group on outcomes, negotiate the group through inevitable conflicts and lead the group to consensus decision making.



Learn what can go awry when groups are not prepared to function on a team basis. Gain valuable facilitation skills that you can use—in your company or within IAAP.

Kristi Rotvold is executive assistant to the corporate chief financial officer of Sanford Health, the largest, rural, not-for-profit healthcare system in the nation, and has extensive experience in coordinating and participating in leadership events at Sanford's headquarters in both Fargo, North Dakota, and Sioux Falls, South Dakota. Kristi is a member of the IAAP international board of directors and the 2008–09 MN-ND-SD Division president.

(1.5 recertification points)

- 11:45 a.m. Closing

Hotel Accommodations

- Call The Lodge at Brainerd Lakes at **877-687-5634** and ask for the IAAP rate; reserve by April 19, 2011, for the discounted rate. Group code "IAAPMN-ND-SD."
- Rates:
 - \$70 Single Occupancy per person per night
 - \$40 Double Occupancy per person per night
 - \$20 per additional guest
 - Includes one water park pass per person
- Visit www.lodgehotelsbrainerd.com to learn more about the The Lodge at Brainerd Lakes' amenities and to get directions.

Policies, Special Requests and General Information

- Suggested Dress:
 - Friday Afternoon – Business Casual
 - Friday Evening – Casual Wear
 - Friday Evening Activities – Swimsuit
 - Saturday – Business
 - Saturday Evening – Business/Formal
 - Sunday – Casual/Business Casual
- Consider bringing a sweater or light jacket for your comfort; conference rooms are known to be chilly at times.
- Please limit your use of scented products to ensure the comfort of everyone attending (e.g., soaps, bath oils, lotions, hairspray, perfumes).
- Fundraising: Fundraising tables will be available at \$25 per table for three days. Please contact Shari Fruechte, CAP; sfruechte@atomiclearning.com or phone 320-632-5064, by April 28, 2011, to reserve a table.
- Requests for vegetarian meals or special medical dietary needs will be accommodated; indicate needs on registration form.
- IAAP complies with the Americans with Disabilities Act; if special arrangements are necessary for an individual with a disability to attend this program, please note on your registration form.

Full Meeting Registration

Full Registration – (registration due by Thursday, April 28, 2011)	\$140.00	\$
Full Registration – STUDENT	\$120.00	\$
Full Registration – NON MEMBER	\$160.00	\$
Saturday Certification Luncheon <input type="checkbox"/> Chef Salad <input type="checkbox"/> Chicken Salad Croissant Saturday Banquet (please choose one) <input type="checkbox"/> Chicken & Walleye <input type="checkbox"/> Top Sirloin <input type="checkbox"/> Chicken Oscar <input type="checkbox"/> Pasta Primavera		
Includes: Friday Seminar (does not include required book for seminar – see brochure); Saturday Breakfast; Saturday Business Meeting, Seminar, and Luncheon; Saturday Banquet and Entertainment; Sunday Breakfast, Business Session, and Seminar		

Single Event and Guest Registration

	Member	Student	Non-Member/ Guest	
Friday Seminar (See brochure for additional book required for seminar)	\$60.00	\$50.00	\$65.00	\$
Saturday Annual Business Meeting and Seminar (includes luncheon) <input type="checkbox"/> Chef Salad <input type="checkbox"/> Chicken Salad Croissant	\$50.00	\$45.00	\$55.00	\$
Saturday Banquet (choose one) <input type="checkbox"/> Chicken & Walleye <input type="checkbox"/> Top Sirloin <input type="checkbox"/> Chicken Oscar <input type="checkbox"/> Pasta Primavera	\$45.00	\$45.00	\$45.00	\$
Sunday Breakfast, Business Session, and Seminar	\$40.00	\$35.00	\$45.00	\$

Total Registration

Cancellation Policy: After April 28, 2011, no refunds will be made.	Total Enclosed	\$
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Payment and Mailing Instructions

Make check payable to:	MN-ND-SD Division, IAAP
Mail to:	MaryAnn Lindell, CPS/CAP 33170 Bugle Rd, Motley, MN 56466 email: mlindell@brainerd.net
Direct questions to:	Brenda Jindra (218)839-2000 (cell) email: bjindra@charter.net
Credit Card Payment: <i>(service fee applies)</i>	http://www.org-web.com/divisionmeeting/

Registration Information

First Name:	Last Name:	
Address:		
City:	State:	ZIP:
Home Phone:	Work Phone:	
E-mail for registration confirmation:		
Chapter:	Delegate: <input type="checkbox"/>	Alternate: <input type="checkbox"/>
<input type="checkbox"/> IAAP Member <input type="checkbox"/> Member at Large <input type="checkbox"/> Student <input type="checkbox"/> First-Time Attendee <input type="checkbox"/> Guest		
<input type="checkbox"/> CPS <input type="checkbox"/> CAP <input type="checkbox"/> Other:		
Special Dietary Needs (specify)		
Other Special Needs (specify)		