

September 21



"Leap from Admin to Management"

Ever wish you were in a management position? Learn how to climb the corporate ladder from admin into management.

Presenter: Kathy Dewitt
Recruitment Manager, City of Moncton

October 19

"IAAP's Evening of Information"

Want to know more about IAAP and what it can do to help you grow professionally? What is a Member of Excellence? How to receive your professional designation?

Presenter: Brenda Clayton and current/past members of the Moncton Chapter

November 16



"Key to Professional Speaking and Presentation"

Get public speaking tips to improve your communication and presentation skills and overcoming your fear of public speaking.

Presenter: Marilyn Babineau,

Horizon NB

December 7



Christmas Party

Our Christmas party is always a fun event. Come and join us at the Crowne Plaza for a night of Christmas cheers and pampering.

Presenter: Donna Weir, National Sales Director, Mary Kay Cosmetics

January 18



"Workplace Redefined: Temporary Staffing."

Learn about the new job hunting skills. What's out there? Why people go the temporary and head hunter routes?

Presenter: Kristen Drapeau
Recruitment Consultant, Drake International

February 15



"Travel Tips/Travel Safety for Women/Corporate Travel"

Want to stay safe when traveling? Do you arrange traveling for your corporation? Then this session is for you.

Presenter: to be announced

March 21

"Microsoft Office Tips & Tricks"

How can you work faster when your work days are so busy? Learn to improve your speed with tips and tricks in Microsoft Word and Excel.

Presenter: Glen Munro
Brain Diesel



April 27

Administrative Professionals Seminar and Luncheon



To be held at the Crowne Plaza – Details of our annual event will be finalized and communicated to all members in the coming months. You won't want to miss this event, make sure it is noted on your calendar.

May 16

"Annual General Meeting & Chapter Officer Elections"

Are you interested in developing your leadership, organizational and team building skills? You can meet those goals as a chapter officer.

June 13

Year End Party

As our year comes to a close, lets celebrate and enjoy a well deserved boat ride and meal with Shediac Bay Cruises.



Moncton Chapter Website:

www.iaap-moncton.org

Moncton Chapter Email:

iaapmoncton@gmail.com

Special Events:

- ✦ **September 29th - Membership Drive** at Mexicali Rosa's from 5 - 7 p.m.
- ✦ **April 27, 2012 - Administrative Professionals Day Seminar** at the Crowne Plaza in Moncton
- ✦ **May 11, 2012 - Moncton's Chapter 40th anniversary** at Crowne Plaza in Moncton
- ✦ **June 7-9, 2012**
Canada District Conference
Kitchener/Waterloo
- ✦ **July 22-25, 2012 - IAAP Convention & Education Forum - Grapevine, Texas**

IAAP's Mission

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

Today, more than ever, success in your career demands a broad range of skills. By becoming a member, you are introduced to others in your profession who come from diverse careers and backgrounds. Each of us has valuable insight and information to share to assist one another in understanding the business community, keeping abreast of changing technology, and enhancing our interpersonal skills.

Updated October 1st, 2011

2011-2012 Officers

President:

Terry Lynn Jones
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President Elect:

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Treasurer:

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Secretary:

Pamela Galley, CPS
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Past President:

Caroline Rouse
Phone: 384-3007 (H)
E-mail: ceessi@nbnet.nb.ca

2011-2012 International President's theme:

Tamra Goodall CPS/CAP



**Moncton Chapter
2011 - 2012
Education Program**

Meetings:

3rd Wednesday of each Month
5:30-6 pm networking, 6-8 pm meeting

Location:

Crowne Plaza Moncton Downtown
1005 Main St, Moncton NB

Dinner:

Cost \$20.00

Meeting Fee:

Members/Non Members: \$2.00

RSVP: julie@jmm-engineering.com

