

Benefits of Membership Will Rogers Chapter

Tulsa, Oklahoma (Chartered in 1942)

➤ **Certified & Education Programs:**

- Certified Administrative Professional (CAP)
- Certified Professional Secretary (CPS)
- Microsoft Certified Application Specialist (MCAS)
- Local Study Groups

➤ **Current Trends:** Updates on Business Practices , Research & Surveys for Administrative Professionals

➤ **Discounts**

- Certification Books, Tapes, Conferencing
- IAAP Member Affinity Benefit Programs such as Office Depot, Car Rental, Travel, Seminars, UPS & Floral Discounts, Credit Cards and many more.

➤ **Publications:** *(contains information on current trends and how to succeed in the modern office)*

- Office Pro Magazine (9 issues annually)
- Office Pro Express (twice monthly)
- IAAP Connections (monthly HQ newsletter)
- ReVisions, reVisions 2.0 (monthly)
- Will Rogers Chronicle (monthly Chapter newsletter)

➤ **Skills Training:** Leadership, Public Speaking, Meeting Planning & Project Management

➤ **Professional and Personal Development**

➤ **Seminars & Conferences**

➤ **Time Management & Teamwork**

➤ **Monthly Meetings with Outstanding Speakers on Current Topics, Trends and Business Practices**



- **Mentoring**
- **Travel**
- **Networking**
- **Input on Issues**
- **Friendships forever . . .**



International Association of
Administrative Professionals®

Will Rogers Chapter

**PASSION &
PURPOSE**

WILL ROGERS CHAPTER

How Your Company Benefits!



- ◆ Training and skill-building activities
- ◆ First-hand professionalism
- ◆ Positive corporate image
- ◆ Build team spirit
- ◆ Leadership training and experience
- ◆ Maximum “bang for the buck” employee development



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