

Ways to benefit from joining IAAP:

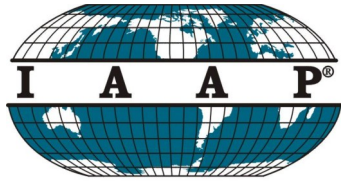
- ◆ Increase leadership skills
- ◆ Gain up-to-date knowledge about new technologies & industry trends
- ◆ Network with experts from a variety of related fields
- ◆ Raise your individual professional self-esteem

Who belongs to IAAP?

Saint Paul Chapter members include individuals with job titles ranging from secretary, administrative/executive assistant, and office manager. They represent a wide range of businesses and organizations, mainly in the East Metro.

What does IAAP provide?

- ◆ Professional development seminars, books & videotapes
- ◆ Development of personal & professional skills
- ◆ Job-referral services
- ◆ Certification program
- ◆ Monthly education programs
- ◆ Monthly Saint Paul Chapter IAAP newsletter
- ◆ OfficePro magazine & biweekly e-newsletter
- ◆ International Education Forum & Annual Meeting (EFAM)
- ◆ Division conferences
- ◆ Vista Grande Retirement Center in Rio Rancho, NM
- ◆ Low-interest credit cards, travel discounts & more



International Association of
Administrative Professionals®

Saint Paul Chapter IAAP Strategic Plan

Vision

Valued and reliable resource in the business community for career-minded administrative and office professionals.

Mission

Identify and promote both IAAP and workplace leadership and educational opportunities for current, potential, and future members of the administrative profession.

Strategic Plan

- Build our reputation within the business community
- Encourage members to seek advice and expertise through networking
- Exchange best practices
- Provide quality educational programs and speakers

Saint Paul Chapter Board

President:	Leisha Skare
President Elect:	Dee Dee Heffernan, CPS/CAP
Secretary:	Heather Hinke
Treasurer:	Char Baum
Directors:	Kris Brustad, CAP Nancy Langer, CPS/CAP Marie Margl Barb Szopinski, CAP

Membership Fees

Professional	
International Dues	\$83.00
MN/ND/SD Division Dues	\$15.00
Saint Paul Chapter Dues	\$22.00
Total	\$120.00
Professional Merited (retired)	
International	\$47.00
MN-ND-SD Division	\$7.00
Saint Paul Chapter	\$7.00
Total	\$61.00
Student Member	\$50.00



Saint Paul Chapter

2011 - 2012 EDUCATION PROGRAMS & STRATEGIC PLAN



Saint Paul Chapter 2011-2012 Programs

September 7, 2011

Business Etiquette Essentials

Speaker, *Laura Barclay*



This fun, interactive session shows you how to leverage your power and presence in the workplace. During this program you will learn tools that will give you the ability to interact confidently and communicate more effectively, and the skills needed to put others and yourself at ease.

We will cover: Refinement – How to Gain Credibility During Introductions – Types of Handshakes & Their Meaning – Making and Entrance and Working a Room – Business Card Etiquette – Polite Conversations – Understanding Business Casual – Importance of Accessories – Body Language Basics – Techno Savvy Etiquette

October 5, 2011 - Executive Event

Executive Panel Discussion

Brad Hansen, Executive Vice President, and

Dan Luk, President and CEO

Excelleron Resources, LLC

Laura Keithahn, Operations Executive
HealthEast

Kristy Beckman, Director of Global R&D Operations
H.B. Fuller Company

We will host a panel discussion with local business executives answering the questions of our members. We will discuss such topics as: What makes a successful team of an executive and their administrative assistant? What are key skills and abilities you seek out in your assistant? What additional skills do you feel would make your assistant even more valuable? Do you see the role of the administrative support staff changing?

November 2, 2011

Genuine Leadership

Mary Russell, Director Leadership Support and Organizational Effectiveness, HealthPartners

Leadership is more than a title. One of the most important characteristics of a successful leader is being genuine and authentic in your relationships with others. This interactive presentation will focus on how you can build the credibility and trust needed to be viewed as a genuine and authentic leader.

One of her major responsibilities is managing the Lean process across all the HealthPartners entities including the Hospital, Medical Group and Health Plan divisions. She also has responsibility for HealthPartners Leadership Development initiatives.

Thursday, December 1, 2011

Note different day this month only

Metro Lakes Council - Annual Holiday Gathering

Crowne Plaza - Minneapolis North

2200 Freeway Boulevard, Minneapolis, MN 55430



More details will be coming.

No Meeting in January

February 1, 2012

Webinars and eLearning

Amy Murphy, Education Specialist-CME, Institute for Medical Education, HealthPartners

Webinar usage continues to increase, and we want you to know what you will need to go forward! Webinar technology engages learners with interactive, media-rich online instruction. Webinar use reduces travel, equipment, and venue costs. Personnel can gather in a virtual environment without having to leave their desks.

Recorded Webinars can be viewed at any time and any place with internet access. Document sharing, PowerPoint presentations, videos, and video conferencing all fit into a Webinar format.

March 7, 2012

Performance Management

Erin O'Hara-Meyer, Administrative Excellence

<http://www.adminexcellence.com/>

Erin O'Hara Meyer, PHR, believes passionately in and is committed to the leadership, empowerment, and growth of administrative professionals. She believes every administrative job is a career waiting to happen, and that every "admin" is a source of unlimited potential.

April 4, 2012 - Administrative Professionals Week and Recruitment Meeting

IAAP Web Community

Nancy Langer, CPS/CAP & *Maria Berens*, CAP

This is your week to shine, and maybe grow a little too! Join us as we celebrate the best of our profession, and explore the advantages of the IAAP website. You will learn to establish yourself online so you can take advantage of the many resources available to you as an administrative professional. Some of the skills you will learn are how to create your profile, search for a document in the Document Library, and surf the Web community.

May 4, 2011

Annual Meeting - No Program

June 6, 2012

Creating Forms Using Adobe Acrobat and Word

Maria Berens, CAP and *Nancy Langer*, CPS/CAP

Don't you hate it when you fill out a form online, and when you enter your name, it pushes the line on which you are typing on to the next line? And then you end up with a two-page document instead of one page, which is formatted all wrong! Learn how to make a form in Adobe Acrobat and Word so these annoyances don't ruin your day! Join Nancy and Maria as they walk you through the process of forms development and those pesky little fields.

Monthly Agenda

5:00 p.m. – Registration, Vendors
& Networking

6:00 p.m. – Dinner & Business Meeting

6:45 p.m. – Program

Reservations are required for dinner
and must be made to Heather Hinke

hbh@saintpaulfoundation.org

by 4 PM the Wednesday prior to the meeting.

Costs:

With Meal - \$22.00 Members
\$24.00 Non-Members

Without Meal - No charge to Members
\$10 Non-Members

No-shows will be billed.



All meetings are held at the
Oak Marsh Golf Clubhouse
526 Inwood Avenue North
Oakdale, MN 55128

Saint Paul Chapter IAAP
PO Box 65674
Saint Paul, MN 55164-0674

www.iaap-saintpaul.org