

2012 ANNUAL SEMINAR

The Spice in Your Career

IAAP CAPE CORAL CHAPTER

REGISTER ONLINE: WWW.IAAPCAPECORAL.ORG

**7.5 RECERT
POINTS!!**



**ONLY
\$49**

AGENDA

- 7:30 AM Check-in, Continental Breakfast, Opening
- 8:00 AM Group Techniques for Goal Setting—Carol Simonds, BS, MBA, SPHR/System Director/LMHS
- 10:00 AM Break
- 10:15 AM Group Techniques for Reducing Interpersonal Conflict—Linda Mueller, BS, M.Ed/Learning Services Specialist/LMHS
- 12:15 PM Break
- 12:30 PM Lunch & Learn—Creative Thinking in Organizational Decision Making—Edward D. Anthony, MBA, MS. Ed/Operations Improvement Coach/LMHS
- 1:30 PM Employing Presentation Techniques—Edward D. Anthony, MBA, MS. Ed
- 2:30 Break
- 2:45 Dynamics of Group Membership and Participation—Fred D. Morgan II/Advisor of Campus Activities/Edison State College
- 4:15 Closing

SATURDAY, 2.4.2012 / 7:30—4:30

Cape Coral Hospital Aux Meeting Room

636 Del Prado Blvd. Cape Coral, FL 33990

Directions & updates are online: www.IAAPCAPECORAL.org



International Association of
Administrative Professionals®

Cape Coral Chapter

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REGISTRATION

Register online quickly and easily at <http://www.IAAPCAPECORAL.org>. Payment is secure via PayPal. If you have any questions about online registration, email: iaapcapecoral@yahoo.com.

If you'd rather print this page and send a check or money order, please mail to:

IAAP C3 Seminar
909 NW 28th PL
Cape Coral, FL
33993-5753

REGISTRATION DEADLINE: FRIDAY, 1/27/2012
NO EXCEPTIONS

NAME _____

ADDRESS _____

CITY _____ FL ZIP _____

CHAPTER _____

EMAIL _____

PHONE (_____) - _____ - _____

BOXED LUNCH CHOICE:

CHICKEN SALAD _____

HAM & CHEESE _____

SALAD _____

SPECIAL DIET _____ (SPECIFY)

If you are in need of accommodations, information regarding local hotels is available upon request. Please email:

iaapcapecoral@yahoo.com



Boxed lunch includes a croissant sandwich, side dish, chips, fresh veggies and a dessert.

Make a buck or two!
Ways & Means Tables
are Available

Only \$10—contact
iaapcapecoral@yahoo.com

Make your **check** payable to **IAAP Cape Coral Chapter** in the amount of **\$49**.

Remember: You can save your stamp and register online!

www.IAAPCAPECORAL.org