

Medina County Chapter IAAP

IAAP Advances Administrative Excellence

Administrative professionals can sharpen their skills and learn the latest trends and techniques in administration and business through IAAP, the world's leading association for administrative assistants, secretaries, office supervisors and other administrative support staff.

IAAP's 40,000 members and affiliates worldwide gain a professional edge with educational activities and resources, award-winning publications, certification programs, conferences and workshops, and international networking opportunities. Based in Kansas City, Missouri, IAAP has more than 600 chapters and affiliate organizations in 25 countries.

The Medina County Chapter IAAP is a professional organization that provides career development for administrative professionals through education, leadership and networking. The chapter was chartered in November 2001.

We have monthly business meetings following the educational skill series programs listed herein on the 2nd Tuesday of the month at 6:00 p.m. All meetings are held at the Medina County District Library (210 S. Broadway St., Medina) in the Community Room, unless otherwise noted.

For Medina County Chapter information, please contact:

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Administrative Professional Skill Series 2011-2012



Topics In This Series Include:

*Recertification Points will be applied for this program in the series

August 9, 2011

Christine Warner, CPS
Executive Assistant
Westfield Insurance

Nancy Starner, CPS/CAP
Executive Secretary
Westfield Insurance

***Leveraging Your Talents to Lead**

Every day of our lives, in some way or another, we experience the opportunity to lead or to follow. In order for each of us to be successful in our professional and personal lives, it is essential that we are able to recognize the qualities of a good leader to be an active contributing member of the team, and to know when to lead and when to follow.

September 13, 2011 - Guest Night

Held at Medina County University Center, 6300 Technology Lane, Medina

Ray Buck, Computer Support Specialist from MCUC

***Business Technologies: From Sharepoint to Painpoints**

The presentation will focus on a variety business technologies and their impact on our professions and budget. We will also demonstrate a variety of technologies including the webinar, sharepoint, videoconferencing, distance learning and springboard.

October 11, 2011 - 4th Annual Executive Night

Held at Medina County University Center, 6300 Technology Lane, Medina

Kevin Speight
Director of Corporate and Academic Development
Institute of Management Accountants, Akron Chapter

***Building Upward with Teamwork**

Fostering teamwork is creating a work culture that values collaboration. With commitment and appreciation for the value, you can create an overall sense of teamwork in your organization.

November 8, 2011—Medina County Chapter 10th Anniversary

Pam Brooks
Friends Business Source

***Shift Your Office Position**

Pick up some great tips to stay safe, healthy and productive at work. Learn how to avoid long term aches and pains by putting into place some good ergonomic practices.

December 13, 2011

Holiday Social at Santo Suosso's Restaurant

Private room reserved

January 10, 2012

Andrea Lawver
OfficeTeam

***Time Management**

At home or in the office, we all strive to do one thing, save time. Get great tips and advise on how to save and manage your time.

February 14, 2012

Dive Into the Chocolate Fountain

Feast on our chocolate fountain along with treats (in honor of Valentine's Day!). The fountain has been sponsored by Mighty Auto Pro in Medina! In addition, table games and great networking opportunities will abound. Join in for a fun evening!

March 13, 2012

Rick Medla
Esselte Corporation

***Spring Board From To Do...To Done**

Make all those tasks you want to accomplish in a given day into real, actionable items or things you can just get rid of. Everything you keep has a clear reason for being in your life at any given moment—both now and well into the future. This gives you an amazing kind of confidence that nothing gets lost and you always understand what's on or off your plate.

April 10, 2012

Pieri Levandofsky
PC Computing LLC

***Destined to Design in Microsoft Publisher**

Create newsletters, flyers, brochures using templates and learn how to customize them to suit your needs. Publisher tools help you modify the layout and structure as well as edit content and format graphics.

May 8, 2012

Deborah Sukey, CAP

Cleveland Clinic: Lakewood Hospital

***Bridging the Gap: Working with Supervisors Offsite**

Bonding with your supervisor isn't always a snap and what can make the bonding process even more difficult is if you and your boss work in separate locations or time zones. With some bonding tactics, it is possible to create a high-functioning and enjoyable long-distance working relationship.