



ABOUT IAAP ...

The International Association of Administrative Professionals (IAAP) is a not-for-profit association with more than 50 local members and 40,000 members and affiliates in over 600 chapters worldwide.

Members include administrative assistants, executive secretaries, office coordinators, information specialists and related administrative professionals, as well as students, corporations, educational institutions and international organizations.

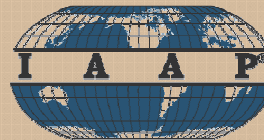
More than ever, success in an office career demands a broad range of skills. We provide our members with the education and training needed to adapt and grow in an ever-changing workforce and give them the opportunity to develop personal skills in leadership, meeting planning, networking and public speaking.

OUR MISSION ...

To create a professional environment with partners at all levels of the association by utilizing our collective resources in the areas of education, communication, and professional development, and to encourage our members to increase their value from a professional perspective.

For More Information:

International Association of Administrative Professionals



International Association of
Administrative Professionals®
Edmonton Chapter

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Phone: 780-451-7666 Email: hallbon@shaw.ca

Edmonton Chapter Website:
www.iaapedmonton.com

Headquarters Website: www.iaap-hq.org

Make a commitment to:

- *Your Profession*
- *Your Career*
- *Yourself*

Come join...

IAAP

Edmonton Chapter

Meetings held the 2nd Tuesday
of every month
(except April, July & August)

Guests always welcome



International Association of
Administrative Professionals®
Edmonton Chapter

www.iaapedmonton.com

Benefits of Membership



Administrative Assistants and Receptionists



Executive Assistants and Office Managers

*Working in partnership with
employers to create excellence ...*

Turning jobs into careers!

MEMBERSHIP BENEFITS

Access to local and international networks of colleagues, trainers, experts and managers who provide essential information and up-to-date insights on current office trends and best business practices

Access to personal and professional development resources – including exclusive discounts on more than 250 books and self-study courses

Professional certification opportunities for:

- Certified Professional Secretary® (CPS®)
- Certified Administrative Professional® (CAP®)

Support to accommodate professional needs

Free subscription to *OfficePro*® magazine



Executive Assistants & Office Managers

EMPLOYER BENEFITS

Employees dedicated to staying on top of their profession by updating their skills and competencies

Employees with access to current information on trends, technology, and helpful office administration advice

Employees who have networking contacts that reach worldwide

Empowered employees who see themselves as respected team members