



International Association of
Administrative Professionals®
Morris County Chapter

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Vice President
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Corresponding Secretary
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APW/APD
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Carol Brooks
Carole Fryer
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Robin Lazar
Sandra Liese
Lynne Alexander CPS/CAP
Barbara Ricigliano
Babs Johnson
Elaine Rillo
Vacant

“Finding Your Passion & Purpose”

Presented by Nancy Range Anderson

Whether you are currently working at your dream job or are interested in discovering a new career path, sometimes a change is called for. This interactive program will take you through the steps necessary to identify your career values, your core skill sets and your personality traits. You will have an opportunity for self reflection and group interaction as you embark on your career Passion & Purpose.



**Tuesday,
September 14, 2010**

**Networking
5:30 – 6:00 pm
Dinner & Program
6:00 – 8:30 pm**



Nancy Range Anderson is the President of Blackbird Learning Associates, LLC a company that specializes in job search training. Nancy is a solution-driven training & development leader with over 25 years experience in Human Resources and Learning & Development in the

pharmaceutical, finance and insurance industries. Known for her excellent facilitation skills, Nancy teaches resume preparation, interviewing, networking, and career change tactics to individuals and groups. In 2010, Nancy released the book, *Job Search for Moms*.

Nancy is an Executive Board Member of Family and Community Services of Somerset County NJ and a member of the Middlesex Area Women's Club. She lives in New Jersey with her husband Matthew and children Caitlin and Christian.

blackbirdlearningassociates.com

**Meeting Location
The Ramada Inn
130 Route 10 West
East Hanover, NJ
973.386.5622**

ramadaeasthanover.com

**1 Recertification Point
has been applied for
through HQs for this
program.**



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Babs Johnson

“Conflict Transformation Skills ...Creating Harmony at Work”

Presented by Christina M. Santiago

One of our greatest strengths is the power to build bridges over dividing lines of conflict. In order to do this, we must transform our views of conflict and open our minds to a deeper understanding of self and others. In this presentation, you will learn proven strategies that work in a variety of situations—from minor disagreements to potentially explosive conflicts at work. Managed conflict is a healthy way to bring important issues out in the open and strengthen your relationships with co-workers, supervisors, vendors...even your friends, family, and significant others.

After attending this presentation you will walk away with knowledge of practical tips & affirmations to create a harmonious work environment & achieve positive and lasting conflict transformation skills...

- Discover how your personality style perceives conflict
- Learn the basics for successful conflict management by understanding others' needs
- Hear how you can transform your fears of handling conflict and parlay them into opportunities.



Christina M. Santiago

Christina M. Santiago is President of Rising Above, LLC and has over 15 years experience in human resources and learning & development. She is an executive coach, international inspirational speaker, and educator. As a leadership communication and human relations expert, Christina works with clients to solve problems that affect team collaboration, leadership strategies, customer service, wellness and productivity. She is also founder of Sky Diva Oils, a holistic health and wellness company specializing in energy medicine and clinical aromatherapy for mind, body and spirit healing. Christina has been featured on CNBC's "On the Money" and Cablevision. She is an adjunct instructor for corporate training and continuing education for Bergen Community College.

Christina is the recipient of the 2009 Elizabeth Cady Stanton The World is Moving Award given by the Women's Rights Information Center of Englewood, NJ. She received the 2007 Women of Inspiration Award given by the National Association of Women Business Owners and Fairleigh Dickinson University. She is a contributing expert in Latina, Garden State Woman, and MARCI magazines. Published articles include topics on success, life mastery, management communications, career changers, and aromatherapy.

Christina holds a Bachelor of Arts, Summa Cum Laude, from St. Mary's University, including professional education coursework. She is multi-lingual and a Master Trainer with an advanced certification in Human Behavior Consulting, including personality assessments. She is a member of several professional, business, and service organizations. Christina is embracing her life's passion of living her highest potential by attaining a Private Pilot Certificate.



**Tuesday,
October 12, 2010**

**Networking
5:30 – 6:00 pm
Dinner & Program
6:00 – 8:30 pm**

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"Tips & Tricks for PowerPoint"

Presented by Anne Marie DelPrincipe

Do you have a question about PowerPoint but are afraid to ask? Learn how to create great PowerPoint presentations with some simple tips from a PowerPoint expert. These tips are so simple, but they will make your presentations look so much more professional. The 60 minutes will zip by as Anne Marie covers a multitude of methods that you will love learning. Some examples are: how to present; public speaking tips; Smart Art in 2007; color for your presentations; and the difference between transitions, animations and custom animations, plus so much more. You will not want to miss this enlightening program.



Anne Marie DelPrincipe has 26 years of data processing and training experience with emphasis on end-user computing and desktop publishing. Anne Marie presently works as an Adjunct Associate Professor for Raritan Valley Community College (RVCC) teaching a variety of desktop and computer applications. She also specialized in corporate training and has worked with United Trust Bank, Maquet, Affinity Credit Union, Somerset County Township, Parkway Insurance, Somerset Shared Services and Louis Vuitton Moet Hennessy, who are among her most recent clients. Anne Marie teaches MS Office and MOS Certification courses as well as CPS review classes and, as an independent consultant, designs catalogs and illustrations for various clients using Pagemaker, Illustrator and Photoshop.

Anne Marie graduated from Iona College (1989) with a Master of Business Administration majoring in Management Information Science and a concentration in Artificial Intelligence. She also earned a Bachelor of Arts degree (1984) from Iona College majoring in Computer Information Science, with a minor in Business Administration and a concentration in Marketing.



**Tuesday,
November 9, 2010**

**Networking
5:30 - 6:00 pm
Dinner & Program
6:00 - 8:30 pm**

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[The Ramada Inn Info & Directions](#)

Tuesday,
December 7, 2010

Networking
5:30 – 6:00 pm
Dinner & Festivities
6:00 – 8:30 pm

"IAAP MORRIS COUNTY CHAPTER ANNUAL HOLIDAY PARTY"



*You're Invited to Celebrate
the
Joys of the Season with Us
at our
Annual Holiday Party!*

We're having a Buffet Dinner and other Seasonal Delights!

Yankee Swap (Bring a wrapped gift worth \$15)
50/50 Drawing

Bring a Guest and Enter your Name into the Gift Basket Drawing

Food Collection for the Morris County Area
Please bring a non-perishable food item.

R.S.V.P.
Friday, December 3, 2010



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“Your Emotional Intelligence Edge”

Presented by Patricia O’Malley, CLU

Emotional Intelligence is a powerful factor in a person’s potential to achieve success. Studies have demonstrated that Emotional Intelligence or “E.Q.” – accounts for about 80% of a person’s success, while I.Q. and experience combined account for about 20%. Now for the best news ... unlike I.Q., which is innate, **E.Q. is a skill that can be learned and enhanced.**

In *Your Emotional Intelligence Edge* workshop, attendees will learn how to leverage your E.Q. to increase success, decrease stress and enhance all your relationships – personal and professional. Topics covered will include:

- ◆ E.Q. defined
- ◆ How to “test” your own E.Q.
- ◆ Techniques for building your E.Q.

Patricia O’Malley, CLU
Coach, Facilitator, Speaker



Pat O’Malley provides coaching and training programs for individuals, teams and organizations through her company, Arrowleaf, Inc. Pat works with clients on career management, leadership development, coaching across cultures and sales proficiency. She also runs accelerated development programs for high potential leaders. Pat’s clients include corporate executives and managers, technical professionals, sales personnel, and administrative professionals.

Pat’s skill as a coach and trainer has been recognized by Fortune 500 companies who hire her to teach coaching skills to their managers and executives. Pat has certification and advanced level training in leadership, communication and career tools which she uses to customize her approach for each client. Prior to starting her company, Pat was Director of Management Development at Prudential Financial, where her client group consisted of corporate staff and 145 sales offices.

Pat is well known to the members of IAAP New Jersey. She has received enthusiastic reviews for presentations to Chapter and Division meetings as well as the NJD Professional Development Conference. Pat is a fully qualified member of the National Speaker’s Association and served as Secretary of the MidAtlantic NSA Chapter.

Pat has trained and made presentations to audiences in the U.S., Europe and Asia. She specializes in multicultural coaching and has clients in Europe and Asia. She has published articles on 360 assessment and career management topics.



**Tuesday,
February 8, 2011**

**Networking
5:30 – 6:00 pm
Dinner & Program
6:00 – 8:30 pm**

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“Maximizing Your Productivity Using the Five Basic Principles of Organizing”

Presented by **Shawn Kershaw**

Being personally organized is the key to maximizing personal productivity. This program is designed to introduce Organization by Degrees: the process of implementing simple, doable tactics which produce an overall strategy to improve personal productivity.

This is a high-energy, fast-paced program aimed at introducing key concepts in “getting organized.” These five basic principles are concepts that impact just about every aspect of your daily work and personal life.

- ◆ Goal Setting
- ◆ Scheduling and Planning
- ◆ Write Everything Down
- ◆ Create Solid Systems
- ◆ Commit to Productive Daily Habits

Shawn Kershaw Productivity Consulting & Training



Shawn Kershaw, Inc. was founded in 1995 to help clients effectively tackle organizing issues associated with time, information, and space management. Shawn Kershaw, Inc.’s services include one-on-one consultations and customized training. Shawn has delivered seminars on personal productivity to thousands of participants working in the corporation environment. A key to the success of these seminars is the customization of content to reflect both the company’s structure and culture.

Organizing and productivity consultation is the perfect vehicle for Shawn to bring all the facets of her work experience into play, including her experience as a teacher and her years in the investment banking industry. Her strengths include not only her skilled teaching techniques but also the passion, energy and humor she brings to her working sessions.

Shawn is a founding member of the Greater Philadelphia Chapter of the National Association of Professional Organizers (NAPO). She has served as president, vice president, and program chair of that organization. She currently serves as the Specialty Interest Group Committee Chair. In 2005, Shawn was the recipient of the NAPO President’s Award for her committee’s outstanding work to NAPO chapters.

Shawn is a member of the National Speakers Association. She serves as the secretary for the NSA Philadelphia. She is certified as a woman-owned business by the Women’s Business Enterprise National Council.



**Tuesday,
March 8, 2011**

**Networking
5:30 – 6:00 pm
Dinner & Program
6:00 – 8:30 pm**

**Meeting Location
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Lynn Fernandez, CAP

“Get Out of Your In-Box”

Maintaining Excellence Through Self-Empowerment

Presented by Annette Dubrouillet

People are generally in administrative support positions because they like to be helpful. So, why is it so many admin professionals end up frustrated at their work and impatient with other people?

It isn't just – **attitude, professionalism, and commitment!** There are other important factors that affect how admin professionals function.

Participants in this action-packed presentation learn the benefits and pitfalls that exist in all administrative support jobs.

Annette uses her dynamic, entertaining style to involve audiences in the presentation. They see themselves in situations and hear real-life stories of challenges and successes.

Annette Dubrouillet, Decision Drivers LLC



Looking for someone who has been “out there?” Annette was an administrative professional for over five years: file clerk, receptionist, secretary and even rental car agent. She knows what it means to do 50,000 things at one time and look like you've got everything under control. She has presented to multiple IAAP chapters, at the IAAP International Conference, has been published in “Office Pro” and is quoted on various admin web pages including adminsecret.monster.com.

For over 13 years Annette worked at all levels of the Department of Army and at headquarters for the Department of Navy. For her excellent performance of duties, she received three high-level awards from three different Army installation commanders.

Annette has transferred the expertise she gained from her admin positions and Federal service into a successful consulting and speaking business focusing on getting organizations to understand what drives their decisions so they can make better, more effective decisions in the future.

Her practical experience includes teaching hearing-impaired teenagers for five years. Annette is able to quickly analyze an individual's learning style and immediately adapt complicated theories or principles into readily digestible applications.

Annette has a Bachelor of Arts in Education/Special Education from the University of Central Florida with a 4.0 GPA. She was President of the National Speakers Association, Washington, DC, 2000-2001; chapter member of the year 2002; 2005 recipient of the coveted Capital Outstanding Speaker award; 2006 recipient of the prestigious John Jay Daly Award; and the 2006-2007 Chair of NSA Chapter Leadership Council.



Tuesday,
April 12, 2011

Networking
5:30 – 6:00 pm
Dinner & Program
6:00 – 8:30 pm

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“Excel Tips & Tricks”

Presented by Gail Goldfinger

Learn how to make your Excel documents come together quickly and easily. This program will include valuable information for every level Excel user. Gail will cover these elements and more.

- Things I wish someone would have shown me, including selection tips, shortcuts, printing tricks
- Features you have been avoiding, including the greatest feature (according to Gail)
- Taming data with pivot tables and charts
- Working with formulas, built-in and custom
- Creating the charts you want, with a discussion on using the chart wizard
- Modifying your charts to make them more impactful

Additional quick and interesting tips will also be shared. This discussion will focus on version 2007 but will cover some of the changes from the 2003 version. We will start 15 minutes early (at 6:45) to allow time for Q&A. You won't want to miss this very informative session.

Gail Goldfinger Technical Trainer



Gail Goldfinger is currently the Technical Trainer at the Robert Wood Johnson Foundation. She has over 11 years of experience of training in the computer software field plus over 19 years experience in the training field. In addition to her years working in computer training, Gail has also worked in the field of cross-cultural and language training both in the US and Japan.

She has achieved Microsoft Office Specialist Master Certification. She also has certification in some technical areas as well with A+, Network+, Certified Internet Webmaster (Master CIW Designer Certification), and Microsoft Certified Professional. She is an experienced trainer in the Microsoft Office Suite, Photoshop, Pagemaker/InDesign, Acrobat, Dreamweaver, Flash, and HTML.

In her spare time, she likes to do marathons. Her goal is to do a full marathon in every state. So far she has completed full marathons in 11 states (14 states if you count half marathons) and 2 foreign countries.



**Tuesday,
May 10, 2011**

**Networking
5:30 – 6:00 pm
Dinner & Program
6:00 – 8:30 pm**

Meeting Location

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IAAP® Morris County Chapter Presents

2010-2011 Year-End Finale



Hanover Hills Clubhouse
77 Vista Drive
Cedar Knolls, NJ 07927

Tues., June 14, 2011
5:30 p.m. Networking
6:00 p.m. Dinner

Please join the Morris County Chapter for our 2010-2011 year-end celebration.

5:30 pm *Networking*

6:00 pm *Casual Buffet Dinner*

Bring your own wine and glasses.

6:45 pm *Installation of Officers*

7:00 pm *Year - End Program*

This evening will be very casual, social and fun.

Please join us to welcome in the new Executive Board!

Incoming Officers - 2011-2012

President
Vice President
Treasurer
Secretary

Barbara Ricigliano
Mary Rafferty CPS/CAP
Joanne Morris
Elaine Barisciano



Hanover Hills Map

Directions from Ridgedale Avenue: Just before or after the Morris County Mall (depending on which direction you're driving) make a right or left into the Hanover Hills complex and make another right (first driveway). Clubhouse is on the right. If there is no parking at that time, since people are coming home from work, then park near Elaine's house by the center block wall. Do not park in numbered spaces please.