



North Suburban Chapter 2011-2012 Program Schedule

Crowne Plaza Minneapolis North
2200 Freeway Boulevard
Minneapolis, MN 55430
Telephone No. 763-566-8000

September 15, 2011

Continuous Improvement (i.e. Lean Sigma, Kaizen) & Change Acceleration Process

Speaker: Sue Drakulic

October 20, 2011

Get started with Microsoft Office 2010

Speaker: Staci Gilbert

November 17, 2011

Developing your development plan / How to prepare for your performance review

Speaker: Erin O'Hara

December 1, 2011

MLC Holiday Party

G L Berg Entertainment

- Christmas Ornament Exchange
- Project – Senior Citizen

January 19, 2012

Creating powerful partnerships between Executives and admins

Speaker: Ann Yaggie

February 16, 2012

Moving organizations forward as Relationship-Based Leaders: Leading With Greatness!

Speaker: Jermaine Davis

March 15, 2012

Maximize and inspire audience engagements with speaking techniques

Speaker: Pete Machalek

April 19, 2012

Administrative Professionals Week

Programs TBD

May 17, 2012

Thinking differently times of change (Overcome obstacles and roadblocks / ability to change as a result of one's experience)

Speaker: Dia Satori

June 21, 2012

Identify your Brand - Personal Branding for Success (How you position yourself relative to colleagues and competitors and how you are able to "package" yourself in an authentic and noticeable way that makes you stand out.)

Speaker: Cindy Kent

*Please note: The programs are subject to change.
Please visit our web site at www.iaap-nsc.org.*

