

Regina Chapter Meetings

When: Held the second Tuesday of each month from September through June

Venue: City Hall, Main Floor
Larry Schneider Boardroom
2476 Victoria Avenue, Regina

Costs: \$20 members / \$25 non-members (includes meal & program)
\$10 for program only

Agenda:

5:00pm Registration
5:30pm Dinner
6:00pm Program
7:30pm Business Meeting
8:00pm Adjournment

Other Dates to Remember

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|---|----------------------------------|
| CAP Examinations | Nov 4-5, 2011 May 5, 2012 |
| Admin Professionals Week | Apr 22-28, 2012 |
| Canada Divisions Conference | Jun 6-9, 2012 Waterloo, ON |
| Int'l Education Forum & Annual Mtg (EFAM) | Jul 22-25, 2012 Grapevine, TX |

"Turning jobs into careers."

Today, more than ever, success in an administrative career demands a broad range of skills. Our members, who come from diverse careers and backgrounds, give our association an extensive outlook and gain knowledge from each other.

By meeting regularly, each of us gains valuable insight and information needed to navigate changing technology, enhance interpersonal skills and develop a greater understanding of the business community.

Join today and see where it takes you!



International Association of
Administrative Professionals®
Regina Chapter

Chapter President
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2011 - 2012 PROGRAM



IAAP REGINA CHAPTER

The International Association of Administrative Professionals (IAAP) is a not-for-profit professional association for office professionals with approximately 28,000 members and affiliates and nearly 600 chapters worldwide.

2011 - 2012 Program

- Sep 13** **PowerPoint Boot Camp**
Fred Wall, Farm Credit Corporation
- Oct 11** **Work – Life Balance**
Lynda Bankley, Employee Family Assistance Program for Government of Saskatchewan
- Oct 20** **Regina Chapter 40th Anniversary Celebration**
- Nov 8** **Certification**
Linda Michalski CAP-OM, Certification Chair
- Dec 15** **Business Etiquette**
Annissa Spechko, President Regina Chapter
- Jan 10** **Personal Identity Theft**
Speaker TBD
- Feb 14** **Conflict Resolution**
Speaker TBD
- Mar 13** **Women in Leadership Roles**
Laura Soparlo, Consultant
- Apr 10** **Freedom of Information & Privacy**
Speaker TBD
- Apr 24** **APW Full-day Seminar**
TBD
- May 8** **Regina Chapter Annual General Meeting**
- Jun 12** **Confrontation Skills Webinar**
Rhonda Scharf, On the Right Track

*Topics, speakers, and location subject to change.
Please visit our website for updates.*

BENEFITS OF MEMBERSHIP

To You:

- Continuing education
- Networking opportunities
- Personal and professional development
- Leadership development
- Management skills
- Current technology
- Professional publications

To Your Employer:

- A professional team member dedicated to producing a quality product or service.
- A positive public relations representative who takes pride in professionalism and excellence.
- Administrative personnel who are up-to-date with the latest technological trends.
- Opportunities for quality leadership training, self-improvement and employee education.
- An employee who takes the opportunity for continuous personal and professional growth and brings these skills back to the workplace.



The Career Advantage

If you're looking for ways to help you get ahead in the workplace, stop here. IAAP offers two professional ratings for office professionals. The Certified Administrative Professional rating is the industry recognized standard of proficiency.

The Institute for Certification believes that a top-level administrative professional should have basic knowledge of office systems, technology, office administration, and management, and know how to apply the principles of good human relations and communications.

Why wait? Do something for yourself and your career today. Get certified!

“Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.”