

# Benefits of IAAP Membership

## Benefits to an individual:

- Local and international network of colleagues, trainers, experts and managers gives members essential information and insights on office trends and best business practices.
- The award-winning *OfficePromagazine*, published eight-times a year, contains a wealth of information on new technologies, career development, productivity tips, office product reviews and other "news you can use."
- *IAAP Connections* is a bi-monthly e-newsletter from International Headquarters designed to keep you informed of the latest association related news and views from around the IAAP worldwide network. Formerly titled IAAP Bits & Bytes, this newsletter is now delivered via email to all members with valid e-mail addresses listed on their membership record, with a new format and style designed to allow a quick read for today's time-strapped, always-on-the-go administrative professional.
- **Conferences** – Annual events offering a wide array of educational workshops and hands-on training including the International Convention and Education Forum (summer), the Professional Education Conference (spring), and the Certification Conference (fall). In addition, IAAP Districts, Divisions, and Chapters hold events and activities at various times of the year.
- Personal and professional development resources – members receive exclusive discounts on more than 250 books and self-study courses, many providing the Continuing Education Unit (CEU). IAAP's *Complete Office Handbook* is considered to be the definitive reference book for today's electronic office. Online training courses and Online Associate Degree program are also available.
- Professional certification – achieving certification through IAAP is the internationally recognized standard of excellence. IAAP offers the **Certified Professional Secretary (CPS)** rating and **Certified Administrative Professional (CAP)** programs. Topic areas for IAAP certification programs include office systems and technology, office administration, communications, business finance, legal issues, management, and advanced organizational management.
- Service and support from the International Headquarters in Kansas City – Full-time staff is available to assist with member services, professional development advice, personalized education, and other programs and services. IAAP also disseminates research and serves as a clearinghouse for information on the administrative profession.
- Other local chapter benefits – Division and chapter newsletters; chapter program schedule, team of local experts on a variety of subjects; community service; local merchant relationships; mentoring opportunities, and more.
- Awareness that it isn't "just a job" -- it is a career and you're in control of it and responsible for it.
- Exposure to other professionals outside your company to help expand your interpersonal skills and comfort levels -- you can call upon a network of professionals to determine the best way to accomplish a task or receive advice -- so you don't have to keep reinventing the wheel. In addition, the IAAP global network is very useful when execs are going to other cities and/or countries and you can contact an IAAP member for information about a particular area.
- Leadership opportunities through participation in chapter activities (can be everything from public speaking, to project management, to strategic planning, to event planning -- skills you might not learn on the job or through training provided to administrative professionals by employers). Discounts on educational products and resources that have been created, reviewed and/or selected especially for administrative professionals (also shows what skills you ought to be mastering to keep up-to-date as a professional and the sequence of skills required to move up the career ladder).
- Access to information on the latest trends and research for the profession, such as reviews of new computer software releases, previews of new responsibilities administrative professionals may be assuming, benchmarking details from other companies, best practices, and more.
- Supports the concept of excellence and continuous improvement – more than just "talk."



## What's in it for Employers?

- IAAP members receive tools and knowledge necessary to become more effective contributors to their employers. By reading IAAP publications and attending IAAP educational events, members stay on top of their profession.
- Save time and money – When seeking ideas and know-how for a specific project, IAAP members don't often have to reinvent the wheel. They can call on the support of their peers and/or headquarters for advice and for direction on available resources, often saving organizations valuable time and money.
- Members receive leadership training and experience that builds their confidence and teamwork skills.
- IAAP members are better-prepared, front-line "ambassadors" for their employers. Having knowledgeable professionals on staff reflects well on your business or service.
- Workers experience professionalism first-hand and aspire to greater professional heights.
- Helps in recruiting new administrative professionals and retaining current workers.
- Builds a team spirit among administrative professionals across departments and facilities.
- Maximum bang for the buck with minimal cost -- access to current business research, targeted publications, selected study materials, certification programs, and more.
- Opens communication between management and administration, producing better work relationships.
- Raises admins to a professional level that serves all corporate team ways...may also help in delegating more work to admins as they are seen as capable professionals).
- New feelings of self-worth and competence empower administrative professionals to tackle more (and more difficult) challenges instead of waiting for assignments...it helps managers get more done with the confidence it is being done right.



These are just a few (truly) examples of what is to be gained from associating with a professional organization.

**Employers: Encourage your admin staff to join IAAP and experience all our association has to offer.**