

## Lake Washington East Chapter – 2011-2012 Program Schedule

<p><b>September 21, 2011</b></p> 	<p><b>Mastering Yourself</b>                  Speaker: Karen W. Armstead PhD                  “Creating Your Own Style in Communications”                  ~ Certification Points available ~</p>
<p><b>September 24, 2011</b>  <i>Special Event Opportunity</i>  <b>SAVE THE DATE</b></p>	<p><b>Washington and British Columbia Education Forum</b>                  Hosted by the Bellingham Chapter                  Location: Bellingham Country Club in Bellingham, WA                  ~ Certification Points available ~</p>
<p><b>October 8, 2011</b>  <i>Special Workshop Opportunity</i>  <b>SAVE THE DATE</b></p>	<p><b>Strategic Planning and Leadership Workshop</b>                  All Chapter members, Committee Chairs and Committee members are welcome to join this special workshop.                  ~ Certification Points available ~</p>
<p><b>October 19, 2011</b></p> 	<p><b>Recruitment / Membership Drive Meeting</b>                  Speaker: Lynanne Lewis CAP “Special Presentation”                  Laura Mitchell CPS – Membership Presentation</p>
<p><b>November 16, 2011</b></p>	<p><b>Mastering Yourself</b>  <b>Managing Physical Resources: Ergonomics Presentation</b></p>
<p><b>December 14, 2011</b>  <i>Note this is the</i>  <i>2<sup>nd</sup> Wednesday of the month</i></p>	<p><b>Lake Washington East Chapter Holiday Auction</b></p>
<p><b>January 18, 2012</b></p>	<p><b>Organizing Planning in the Corporate World</b>                  Brenda Dotson, Director of Sales at Meydenbauer Center</p>
<p><b>February 15, 2012</b></p> 	<p><b>Administrative/Management Skills</b>                  Speaker: Angela Halterman, OfficeTeam</p>
<p><b>March 21, 2012</b></p>	<p><b>Administrative/Management Skills</b>                  Joint Meeting in Bellevue: Seattle and Lake Washington East Chapters                  Speaker - TBD  <i>Call for Lake Washington East Chapter Officer Nominations</i></p>
<p><b>April 18, 2012</b></p> 	<p><b>Mastering Technology</b>                  Administrative Professional’s Day Event                  Speaker: TBD  <i>Publish Chapter Officer Nomination Bio’s in The Eastsider Newsletter</i></p>
<p><b>May 16, 2012</b></p>	<p><b>Mastering Technology</b>                  Speaker: Diana Wilson, President, Lake Washington East Chapter                  “Grace Under Pressure”  <i>2012-2013 Officer Election &amp; Annual Meeting</i></p>
<p><b>June 20, 2012</b></p>	<p><b>Managing Yourself</b>                  Managing Physical Resources - Budgeting  <i>2012-2013 Officer Installation</i></p>