

# Annual Educational Seminar “Getting the Word Out”

Hosted by:  
Roanoke Chapter



April 23-27, 2012 is Administrative Professionals Week (APW) (formerly National Secretaries Day), when managers and businesses honor the work their administrative staff perform all year long. Today, there are more than 4.1 million secretaries and administrative assistants working in the United States, according to U.S. Department of Labor statistics, and 8.9 million people working in various administrative support roles.

The Roanoke Chapter IAAP® is hosting an event “Getting the Word Out” in honor of Administrative Professionals Week on April 24, 2012 from 8:30 am to 3:00 pm at the Holiday Inn Tanglewood. Topics will include: “Communicating in the Business World” and “Communication Isn’t Optional: Speak to be Heard and Listen with Intent.” To register visit our website [www.iaap-roanoke.org](http://www.iaap-roanoke.org)

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