

# Wisconsin Division

## Fall Education Conference

**October 16-17, 2009**

**Great Wolf Lodge  
Wisconsin Dells, WI**

**POWER**  
**of**  
**Commitment**  
Wisconsin Division

# AGENDA

## Friday

<b>October 16</b>	<b>12:00 p.m. - 1:00 p.m.</b>	<b>Lunch on your own</b>
	<b>1:00 p.m. - 1:30 p.m.</b>	<b>Registration</b>
	<b>1:30 p.m. - 4:45 p.m.</b>	<b>Networking Icebreaker</b>
		<b>Seminar – Speech and Presentation Techniques – Robin Mueller</b>
	<b>4:45 p.m. – 6:00 p.m.</b>	<b>50/50 Raffle, “Go Green” Fundraiser</b>
	<b>6:00 p.m. - 7:00 p.m.</b>	<b>Group Dinner</b>
	<b>7:15 p.m. - 8:30 p.m.</b>	<b>IAAP Jeopardy</b>
	<b>8:30 a.m. - 9:00 p.m.</b>	<b>Reception for</b>
		<b>Mary Ramsay-Drow CPS/CAP, Int’l President-Elect</b>
		<b>Wendy Melby CPS/CAP, Int’l Director, Great Lakes Dist.</b>

## Saturday

<b>October 17</b>	<b>7:30 a.m. - 8:30 a.m.</b>	<b>Breakfast</b>
	<b>7:30 a.m. - 8:30 a.m.</b>	<b>50/50 Raffle, “Go Green” Fundraiser</b>
	<b>8:00 a.m. - 8:30 a.m.</b>	<b>Registration</b>
	<b>8:30 a.m. - 9:30 a.m.</b>	<b>Social Networking – Susan Finco</b>
	<b>9:45 a.m. - 10:45 a.m.</b>	<b>Succession Planning – Pat Falkenhagen CPS</b>
	<b>11:00 a.m. - 11:15 a.m.</b>	<b>International Update –</b>
		<b>Mary Ramsay-Drow CPS/CAP</b>
	<b>11:15 a.m. - 11:30 a.m.</b>	<b>Certification Update – Merry Bachim</b>
	<b>11:30 a.m. - 11:45 a.m.</b>	<b>Presentation of Division P2E Awards</b>
	<b>12:00 p.m. - 1:00 p.m.</b>	<b>Lunch</b>
	<b>1:00 p.m. - 2:00 p.m.</b>	<b>The Power of Commitment – Lynne Woida, CPS/CAP</b>
	<b>2:15 p.m. - 3:15 p.m.</b>	<b>Workshop – Choice of Course #1 or #2</b>

## Workshop Courses:

**Workshops – 2:15 p.m. - 3:15 p.m. (Choose one to attend)**

### **Course #1**

**Resumes and Interviews**

**Presented by Laura Despina, CPC and Mary Rismeyer, CTS, The QTI Group**

### **Course #2**

**Green Meeting Planning**

**Presented by Jodi Goldbeck, Madison Area Technical College**

*(Descriptions of courses are on page 5)*



International Association of  
Administrative Professionals®

Wisconsin Division

# Seminar Speaker

## Robin Mueller



### *Speech and Presentation Techniques*

**Friday, Oct. 16, 2009**  
**1:30 p.m. to 4:45 p.m.**

You've been asked to present a report at the next staff meeting. Do you:

- Bribe a coworker to present the report
- Plan to call in sick that day
- Get a new job
- Prepare and deliver a great presentation using the techniques learned in Robin's seminar

Robin uses his education, association involvement, management experience and most recent training experiences to help you properly prepare and deliver a speech or presentation that will insure better results. Robin will take the fear out of public address and group communication.

Robin is living his adulthood dream! In 1996 he left the corporate world to share his story with people from nonprofit organizations to Fortune 500 companies. Robin has a Bachelor of Science degree with an emphasis in interpersonal communications. While in college, he was a two time All-American gymnast, floor exercise champion and gymnast of the year.

Robin has been recognized by America's Outstanding Names and Faces and the Who's Who Registry of Rising Young Americans in Business and Society. In 1993, he was inducted into his University's Athletic Wall of Fame.

Tailor made presentations, being easy to work with and an "Exceeds Expectations" vision are a few reasons why, today, Robin travels the country as a Keynote Speaker and Entertainer.

**Approval pending for 3 recertification points.**



International Association of  
Administrative Professionals®

Wisconsin Division

# Saturday Morning Sessions

## **Social Networking: What it is, who's using it & why**

**Presenter – Susan Finco  
President and Owner**

Social media is the hot topic. But exactly what is it? Who's using it? And why? What does it mean to you and your business? Leonard & Finco Public Relations has done extensive research and has compiled some basic information about social media and networking. Susan's presentation will give you some ideas about what might work for you and how to move forward.

## **Succession Planning**

**Presenter – Pat Falkenhagen CPS  
Wisconsin Division President**

Every day of our lives, in some way or another, we experience the opportunity to lead or to follow. In order for each of us to be successful in our professional and personal lives, it is essential that we are able to recognize the qualities of a good leader, to be an active contributing member of the team, and to know when to lead and when to follow.

Succession planning is a process to help define who our future leaders are and how to help them reach their fullest potential. Succession planning allows us to move away from the reactive process of pleading with individuals to fill officer positions to the proactive system of locating the right individuals to fill those roles.

This session will

1. Provide an overview of the qualities of leaders and what you can do to cultivate those qualities.
2. Analyze succession planning steps to lay the foundation for the future of your chapter.
3. Discuss mentoring as a tool for leaders.

**Approval pending for 1 recertification point for each session.**



International Association of  
Administrative Professionals®

Wisconsin Division

# Saturday Afternoon Sessions

**The Power of Commitment -  
Are You a Chicken or a Pig? (There IS a good answer!)**

**Presenter – Lynne Woida CPS/CAP  
Past Chapter President**

What are you committed to at home? At work? Within IAAP? Share in a practical and fun way to explore the Power of Commitment within your professional and personal circumstances. Lynne will identify three hallmark qualities of commitment, how to put it into practice in everyday life, and how to use those qualities to overcome obstacles. Expect some voluntary audience participation, but we promise you won't be required to oink or lay an egg.

## Workshops (choose one):

**Course #1  
Resumes and Interviews**

**Presenters – Laura Despins, CPC, Division Manager  
Mary Rismeyer, CTS, Senior Employment Specialist**

"I was perfect for that job! If I could have just gotten an interview, I could have shown them!" The resume gets you the interview and the interview gets you the job! Do you want a competent resume that keeps you in the pack of competent candidates, or one that makes you worth a second look? What do you say when the interviewer asks...."Tell me about yourself?" What is the best way to answer a Behavioral Interview question? Attend our Resume Writing and Interviewing Tips presentation and gain insights on how to get noticed in this market of high unemployment.

**Course #2  
Green Meeting Planning**

**Presenter – Jodi Goldbeck  
Meeting & Event Management Instructor**

In this presentation, we will explore sustainable initiatives, green choices and how to develop a sustainability strategy for meetings. Being "green" no longer means just recycling paper and water bottles. It is a conscious decision to implement best practices to minimize the negative impact on the environment. After leaving this session, you will have a new perspective on the term "Going Green" and be able to incorporate many of those ideas into the meetings that you plan.

**Approval pending for 1 recertification point for each session.**



International Association of  
Administrative Professionals®

Wisconsin Division

# HOTEL

**Great Wolf Lodge**  
**1400 Great Wolf Drive**  
**Wisconsin Dells, WI 53965**  
**800-559-9653**  
**Fax: 608-253-2224**  
**<http://www.greatwolf.com/dells/waterpark>**



**Room rate is only \$99/night plus applicable taxes.**

**Reference Group 330950, IAAP Fall Conference when making reservations. Room Block will be released on Sept. 15, 2009**

**Check in after 4 p.m.**

**Check out prior to 12 p.m.**



## Elements Spa & Salon

**Just say spaaaaaah. This full-service spa and salon offers a Zen-like atmosphere, where we offer massage treatments, manicures, pedicures, facials, hair cuts and styling. Choose from a dozen types of massages, including: aromatherapy massage, Swedish massage, hot stone massage and pregnancy massage. Gift cards are available for purchase.**



**International Association of  
Administrative Professionals®**

**Wisconsin Division**

# MISCELLANEOUS

## **Meals:**

### **Friday Dinner:**

Buffet: Slow Roasted Breast of Turkey, Sliced Sirloin of Beef with Wild Mushroom Ragout  
Mixed Seasonal Greens, Tri Colored Rotini Salad  
Garlic Red Mashed Potatoes, Chef's Seasonal Fresh Vegetable, Penne with Marinara  
Coffee, Tea and Lemonade

### **Saturday Breakfast:**

Scrambled Eggs, Hickory Smoked Bacon, Sausage Links, Oven Roasted Breakfast Potatoes,  
Assorted Pastries, Juices, Coffee, Tea, and Milk

### **Saturday Lunch (choose one):**

Turkey and Cheddar Sandwich – served with potato chips, cookie, fruit  
OR

Roast Beef and Provolone Sandwich – served with potato chips, cookie, fruit

### **Registration Hours:**

12:00 p.m. – 1:00 p.m.    Friday  
8:00 a.m. – 8:30 a.m.    Saturday

### **Attire:**

Friday Seminar and Saturday - Business Casual  
Friday Evening – Casual

### **Fragrances:**

The Wisconsin Division Board requests that all participants refrain from wearing perfume, cologne and other fragrances in order to promote a fragrance-free environment.



International Association of  
Administrative Professionals®

Wisconsin Division

# FUNDRAISERS

4:45 p.m. – 6:00 p.m.      Friday  
7:30 a.m. – 8:30 a.m.      Saturday

## 50/50 Raffle

Start saving for your chance at the 50/50 cash raffle. The holder of the winning ticket will split the proceeds with the Division.

Ticket prices:

35 for \$10.00 (the "Wendy Wingspan")

6 for \$5.00

1 for \$1.00

## "Go Green" Fundraiser!

Do you have books you've already read, DVDs you've already watched, or CDs you've already heard? Do you enjoy reading books, watching movies, or listening to music? We have the answers to both questions. Wisconsin Division will conduct a "green" fundraiser at the Fall Education Conference (FEC)! Simply donate your used or unwanted books (paperback and hardcover), DVDs, and CDs. Everything will be reasonably priced and there will be quantity discounts. Please consider supporting the environment and Wisconsin Division! If you're not joining us for FEC in October, please give your donations to someone who is attending. If you have any questions, contact Nancy Arnold CPS/CAP at [AlohaNRA@aol.com](mailto:AlohaNRA@aol.com).



International Association of  
Administrative Professionals®

Wisconsin Division

# REGISTRATION FORM

Registrant Name: \_\_\_\_\_ [ ] CPS [ ] CAP [ ] CPS/CAP

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Employer: \_\_\_\_\_ Guest of: \_\_\_\_\_

Saturday Afternoon Workshops (write in the title of your choice): \_\_\_\_\_

Saturday Lunch Choice: [ ] Turkey Cheddar Sandwich [ ] Roast Beef Provolone Sandwich

Special Needs (if any): \_\_\_\_\_

Please check if: [ ] First Time Attendee [ ] Full Time Student

[ ] International Representative (Officer/Chair – list title): \_\_\_\_\_

[ ] District Representative [ ] Division Officer/Chair (list title): \_\_\_\_\_

[ ] Past International Officer [ ] Past Division President [ ] Past Division SOTY \_\_\_\_\_ (yr)

## SPECIAL INSTRUCTIONS (please read carefully)

- \* Only one member or guest per form. Photocopy if necessary.
- \* Registration will NOT be processed without exact payment included.
- \* Early bird registration MUST be postmarked by **Sept. 19, 2009** to be eligible for discount.
- \* Registrations received after cutoff date, September 26, 2009 will be accepted if space is available.
- \* Cancellations must be postmarked by October 3, 2009 to get full refund.

### IAAP MEMBERS ONLY

Chapter \_\_\_\_\_

Member ID \_\_\_\_\_

FULL REGISTRATION	Member		Non-Member		TOTAL
	Before	After	Before	After	
	9/19/09	9/19/09	9/19/09	9/19/09	
Includes: Friday Seminar, Dinner, Evening Activity Saturday Breakfast, Morning Sessions, Lunch, and Afternoon Sessions	\$110	\$120	\$115	\$125	
Student - Full Registration ( <i>must provide student status</i> )	\$80	\$90	\$90	\$100	
INDIVIDUAL EVENTS					
Friday Seminar, Dinner, Evening Activity	\$75	\$85	\$85	\$95	
Friday Seminar only	\$40	\$50	\$50	\$60	
Saturday Breakfast, Sessions, and Lunch	\$65	\$75	\$75	\$85	
Total Amount Enclosed					

Checks should be made payable to Wisconsin Division IAAP. Please mail to:

Wisconsin Division – IAAP, c/o Kathi Princeton, W236 N 1402 Busse Rd., Waukesha, WI 53188.

Hotel Reservations must be made directly with the Great Wolf Lodge. Deadline is Sept. 15, 2009.  
800-559-9653, Reference Group 330950