



WISCONSIN DIVISION EDUCATION FORUM & ANNUAL MEETING



May 13–14, 2011
Sheraton Hotel
Brookfield, Wisconsin



AGENDA

Friday, May 13, 2011

- 12:00 pm to 1:00 pm Registration
- 1:00 pm to 1:30 pm Welcome & Introductions
- 1:30 pm to 2:30 pm Passion & Purpose
By: International President Mary Ramsay-Drow, CPS/CAP
- 2:30 pm to 2:45 pm Break
- 2:45 pm to 5:00 pm Business Writing Program
By: UpWrite Press
- 5:00 pm to 6:00 pm Free time
- 6:00 pm to 7:00 pm Dinner
- 7:00 pm to 8:30 pm Evening of Welcome

Saturday, May 14, 2011

- 8:00 am to 9:00 am Breakfast
- 9:00 am to 9:30 am Parliamentary Training, First Timers/Delegates Briefing
- 9:45 am to 12:15 pm Business Session
- 12:30 pm to 2:00 pm Recognition Lunch
- 2:15 pm to 3:15 pm From Stepford to Sensational!
By: Nancy Arnold, CPS/CAP
- 3:15 pm to 5:00 pm Free Time
- 5:00 pm to 5:30 pm Division Reception
- 5:30 pm to 6:30 pm Banquet
- 6:30 pm to 7:00 pm Installation of Officers, Incoming President's Address
- 7:00 pm to 8:00 pm Keynote—Building a Motivated Team
By: Kinza Christenson

Registration:

- 12:00 pm to 1:00 pm Friday
- 5:00 pm to 6:00 pm Friday
- 8:00 am to 9:00 am Saturday

Project/Raffle:

- 11:30 am to 12:55 pm Friday
- 5:00 pm to 6:00 pm Friday
- 8:00 am to 9:00 am Saturday
- 3:15 pm to 5:00 pm Saturday

TRAINING

Passion & Purpose

by Mary Ramsay-Drow, CPS/CAP

Friday, May 13, 2011

1:30 pm–2:30 pm

What is **Passion & Purpose** and why is it essential to success in your personal and professional life? In this interactive workshop you will:

- Hear how the IAAP International Board of Directors chose this as the 2010–2011 association theme.
- Explore the concept of passion and how it impacts your life.
- Examine what is meant by purpose and how it can be used to reach coveted goals.
- Apply the process of visualization to believe and achieve.
- Take a self-assessment to uncover your particular passion and purpose.
- Discover the power of intent and purposeful abandonment.
- Hear success stories of those who defined their life passion and fulfilled their purpose.
- Consider your unique legacy to the world.

Mary Ramsay-Drow, CPS/CAP has been employed at Harley-Davidson since November 2007 and works for the Vice President, General Counsel and Secretary and two Assistant General Counsels. Prior to that she worked at Rockwell Automation for nearly 8½ years as a Senior Administrative Associate to the Senior Vice President of Strategic Development and Communications.



Mary has been a member of the Milwaukee Chapter of IAAP since 1988. She attained her Certified Professional Secretary (CPS) rating in 1989, and her Certified Administrative Professional (CAP) rating in 2002 and recertified in 1994, 1999, 2007, and 2010. In addition, Mary achieved the Member of Excellence award in 2008–2009 and 2009–2010.

Mary served on the Board of the Milwaukee Chapter in various capacities from 1989–2001, including Chapter Treasurer, Corresponding Secretary, Vice President, and President. At the Division level, Mary served on various committees and served as Wisconsin Division Vice President and President. At the International level, Mary served on the International Bylaws and Standing Rules Committee, as Great Lakes District Director 2004–2005 and 2005–2006, International Treasurer 2007–2008, International Vice President 2008–2009, International President-Elect 2009–2010, and is currently serving as International President for the 2010–2011 IAAP year.

Mary has an Associates Degree in Secretarial Science from Gateway Technical College in Kenosha, Wisconsin, as well as a BA in Business Management and minor in Arts & Humanities from Alverno College in Milwaukee, Wisconsin.

In addition to her involvement in IAAP, Mary is a member of Women for MACC (Midwest Athletes Against Childhood Cancer), an organization dedicated to financing pediatric cancer research through the Medical College of Wisconsin. She served as President of this Board in 2002–2003 and served seven terms as Treasurer.

Note: 1 recertification point has been requested for this session.

TRAINING

Business Writing

by UpWrite Press

Friday, May 13, 2011

2:45 pm–5:00 pm

UpWrite Press bases its programs on the seven traits of effective writing and the major forms of writing. By focusing on each trait, writers can improve their work.

1. **Strong Ideas** are the capital of business, turning thoughts into profits.
2. **Logical Organization** ensures that those strong ideas can be understood.
3. **Appropriate Voice** means the message will be well received by the reader.
4. **Precise Word Choice** delivers the message most succinctly.
5. **Smooth Sentences** allow one thought to flow to the next.
6. **Correct Copy** means that the message is professional and trustworthy.
7. **Polished Presentation** provides a design that highlights the message.

The **Business-Writing program** provides everything participants need to succeed:

- ***Business-Writing Manual***—This 74-page presentation book introduces participants to the seven traits. It provides 22 trait-based strategies and activities that help participants improve their writing immediately.
- ***Write for Business***—This 304-page business-writing handbook uses the trait-based approach of the *Business-Writing Manual*, becoming the writing guide that participants carry with them throughout their careers.
- ***emPOWERED Business Writing***—This Job Aide, a 4-page laminated desk reference, places the most important business-writing information at the fingertips of participants.
- ***Online Pretest/Posttest***—The online pretest and posttest help you set a performance baseline, target specific traits with strategies and activities, and measure performance improvement

Note: 2 recertification points have been requested for this session.



TRAINING

Parliamentary Training First Timers/Delegates Briefing

***Saturday, May 14, 2011
9:00 am–9:30 am***

Even if you are not a First Timer or a Delegate this year, join us for an informative session on parliamentary procedures. This session will provide practical information for use in Chapter Meetings, as well as everything you need to know about the annual business meeting.

From Stepford to Sensational!

by Nancy Arnold, CPS/CAP

Saturday, May 14, 2011

2:15 pm–3:15 pm

As administrative professionals, we often feel we have to be “perfect” or flawless” in our everyday activities. Perfection is over-rated and expecting that of ourselves only sets us up for disappointment. Progress and growth, both professionally and personally, are achievable goals. We all learn through our mistakes. By understanding it’s okay and acceptable, we can better adapt to change, contribute to new initiatives, and take on new roles.

Nancy Arnold, CPS/CAP is the 2010-2011 Wisconsin Division President-Elect. She is employed at the Madison Veterans Hospital as the Executive Secretary to the Associate Director. She has been a member of IAAP since 1994, achieving her CPS rating in 1994 and her CAP rating in 2001. Nancy holds a bachelors degree in Business Administration from Upper Iowa University and is currently a graduate student at University of Wisconsin-Oshkosh in the Public Administration program.



Note: 1 recertification point has been requested for this session.



KEYNOTE SPEAKER

Building a Motivated Team
by Kinza Christenson

Saturday, May 14, 2011
7:00 pm–8:00 pm

*Keynote sponsored by U.W. Department of Human Oncology
Madison, WI*

According to Gallup polls, over two-thirds of the workforce is now considered to be “disengaged.” Over 91% claim frustration with their co-workers. So how do you build a motivated team that produces results?

Join us for a high-energy presentation with Kinza Christenson. In learning how to light the fire under your team, you will learn:

- Motivation—what it is and how we get it
- 7 ways to motivate employees (and what to do if one doesn’t work)
- The secret key to driving peak performance
- Tools for committing to organizational goals with enthusiasm
- Communication skills for building effective teams



Kinza Christenson—No stranger to IAAP, Kinza is recognized nationally as “The Performance Pro.” She is a professional development expert and a popular conference keynote speaker, columnist, author, and radio personality. Kinza works with organizations on integrating the DISC communication tool into their workplace culture and inspiring people to achieve a “Hurray, it’s Monday” mindset through purpose, passion, and communicating more effectively.

Kinza draws from her business background and her experiences in the field, to provide strategies for helping people succeed as they face today’s team building challenges.

Note: 1 recertification point has been requested for the keynote.



THINGS YOU NEED TO KNOW

Purpose

The purpose of the Wisconsin Division Education Forum and Annual Meeting is to conduct the business of the Division and provide members with educational sessions, professional development, networking, and team building. Special recognition and acknowledgements are also made. Proposed changes to Bylaws and Standing Rules may be presented for consideration and Division officers are elected for the following year. Chapters choose a delegate and an alternate to represent the Chapter during the business meeting; the business meeting is open to all division members and everyone is encouraged to attend. International President Mary Ramsay-Drow, CPS/CAP, will present an Association update.

Attire

Friday Sessions, Saturday Sessions—Business Casual

Friday Evening—Casual

Saturday Banquet—Business/After 5

To promote a fragrance-free environment, the Wisconsin Division Board asks all participants to refrain from wearing perfume, cologne, or other fragrances.

Arrival

When you arrive, hotel signs will direct you to the IAAP registration area.

Americans with Disabilities Act


It is IAAP's policy to comply with the Americans with Disabilities Act. If an individual with a disability needs special arrangements to attend this program, please contact Kathi Princeton at 262-446-6501 *48528. Most planned activities will be held on the lower level of the hotel. An elevator is available for anyone who has difficulty maneuvering stairs.

Division Project/Raffles


Division Project Committee Co-Chairs Gloria Huschka (SWANI Chapter) and Cynthia Welch, CPS, (Chippewa Valley Chapter) along with SWANI Chapter Members will handle the Division Raffles this year. They have been busy obtaining outstanding donations from sponsors, chapters and individuals. Start saving today to purchase your "Wendy Wingspan" of tickets (35) for \$10, 6 for \$5, or 1 for \$1. Place your tickets in any prize bag for the item of your choice. There will also be a 50/50 cash raffle. Proceeds from both raffles will be donated to IAAP's Research and Education Foundation in honor of International President Mary Ramsay-Drow, CPS/CAP.

THINGS YOU NEED TO KNOW


Meals




Friday Dinner: Pizza and Pasta Bar Buffet with Caesar Salad, Italian Sausage or Grilled Vegetable Pizza, Fresh Penne Pasta with Sautéed Mushrooms, Roasted Red Peppers Tossed with Garlic, Herbs and Virgin Olive Oil; Egg Fettuccine and Grilled Sliced Chicken Topped with Tomato Garlic Cream Sauce; Fresh Baked Garlic Bread Sticks and Butter; Starbucks Coffee, Decaffeinated Coffee, Tazo Tea, Iced Tea, or Milk



Saturday Breakfast Buffet: Seasonal Sliced Fruit, Scrambled Eggs, Bacon and Breakfast Potatoes; Starbucks Coffee and Decaffeinated Coffee, Tazo Tea, Chilled Orange, Cranberry and Apple Juices; Selection of Breakfast Pastries, Butter and Fruit Preserves




Saturday Lunch: Soup and Sandwich **OR** Soup and Salad (choose one)
Soup du Jour with Smoked Turkey and Cheddar Cheese on a Half Hoagie Bun with Lettuce and Tomato; or, Soup du Jour with Fresh Garden Salad
Both entrées served with Cookies and Brownies; Starbucks Coffee, Decaffeinated Coffee, Tazo Tea, or Milk





Saturday Dinner: Cajun Chicken—Blackened Chicken Breast Served with Cajun Cream Sauce **OR** Center Cut Sirloin Steak—8-ounce Sirloin Steak Grilled and Served with Peppercorn Demi-Sauce (choose one)

Both entrées include Field Greens Salad with Selected Dressings, Chef's choice of Fresh Vegetable, Starch, Fresh Baked Rolls & Butter; Starbucks Coffee, Decaffeinated Coffee, Tazo Tea or Milk



Dessert: Devil's Food Fudge Cake



HOTEL

Hotel Reservations

Hotel reservations must be made directly with the Sheraton Hotel. Call the hotel to receive the IAAP rate, which is not available online. Call the hotel to receive the IAAP rate (not including taxes): Standard \$94; Preferred \$104; Club Level \$114; Suites \$189. The hotel reservation deadline is April 28, 2011.



Sheraton Milwaukee Brookfield Hotel

375 South Moorland Road

Brookfield, WI 53005

262-786-1100 or 800-325-3535

Directions from I94—take Exit 301 A-B for Moorland Road. Go north on Moorland Road. Turn west onto Shopping Center Ring Road within the Brookfield Square Shopping Center. Turn south to hotel.

Check-in: 3:00 pm

Check-out: 12:00 pm

More hotel information and further directions are available at:

<http://www.sheratonmilwaukeebrookfield.com/directions>

REGISTRATION

You may register online at:
<http://wisconsindivisionwdam2011.eventbrite.com/>

IAAP MEMBERS ONLY	
Chapter #	_____
Member ID #	_____
<input type="checkbox"/> Delegate	<input type="checkbox"/> Alternate

Name: _____ CPS CAP CPS/CAP

Cell Phone: _____ E-mail address: _____

Guest of (if applicable): _____

Special Needs (if any): _____

Please check if:

- First-Time Attendee Full-Time Student
- International/District Representative (title) _____
- Division Officer/Chair (title) _____
- Past International Officer Past Division President

Full Registration	Member	Nonmember	Total
Includes: Friday—Sessions, Dinner, Evening of Welcome; Saturday—Breakfast, Sessions, Recognition Lunch, Banquet, Keynote	\$139.50	\$149.50	
Full Registration—Full-Time Student	\$119.50	\$129.50	
Individual Events Registration			
Friday—Sessions, Dinner, Evening of Welcome	\$75	\$85	
Friday—Dinner, Evening of Welcome; Saturday—Breakfast, Sessions, Recognition Lunch, Banquet, Keynote	\$115	\$125	
Saturday—Sessions, Recognition Lunch, Banquet, Keynote	\$90	\$100	
Saturday—Banquet and Keynote	\$50	\$60	
(One registration per form please)	Amount Enclosed:		
Please indicate entrée choices: (Vegetarian entrées are available upon request)			
Saturday lunch (choose one):	Soup & Sandwich ()	Soup & Salad ()	
Saturday banquet (choose one):	Cajun Chicken Breast ()	Center Cut Sirloin Steak ()	

Event Registration Deadline is April 30, 2011

If not registering online, checks should be made payable to Wisconsin Division IAAP and mailed with the registration form to Irene Scallon at 17 Greenhaven Circle, Madison, WI 53717-1413

To receive a refund, cancellations must be received by May 4, 2011.