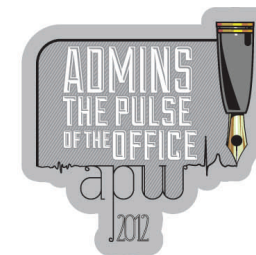


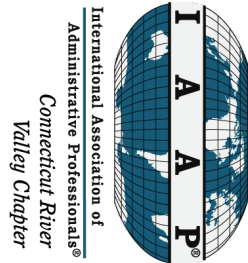
Business Networking for Administrative Professionals



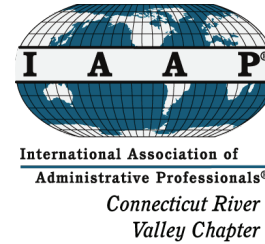
April 27, 2012
Maneeleys
65 Rye Street
South Windsor, CT



Visit www.iaap-ctrivervalley.org
For more information



CT River Valley Chapter—IAAP
P.O. Box 444
Hartford, CT 06141



Business Networking for Administrative Professionals

- Networking Overview
 - Developing your purpose
 - Peer Networking
 - Resource Networking
 - Inworking
 - Networking Demystified
 - Degrees of Separation
 - Expanding your comfort zone
- Building a Valuable Network and Community
- Centers of Influence
- Self Introduction
- Attending Events
 - Setting your agenda
 - Networking Challenges
 - Building Exchange
- Effective one-on-one meetings
 - Making a connection
 - Developing relationships
 - Building Trust
- Becoming a highly valued resource—hub
 - Build your pool of just-in-time knowledge & relationships
- Systems to stay in touch & accelerate flow

Cost of Program: \$99 (per Administrative Professional)

Networking lunch provided as part of the program.

Name _____

Designation: _____

Title: _____

Business: _____

Business Address _____

City _____ State _____ Zip _____

Email: _____

Business Phone: _____

IAAP Member #: _____

IAAP Chapter: _____

Meal Choice: _____ Boneless Chicken Breast with vegetable herb stuffing

_____ Spinach Ravioli (Vegetarian)

Please make checks payable to: CT River Valley—IAAP
(Must be received by April 13, 2012. No Refunds. Admission is transferable)

Mail to: CT River Valley IAAP
P.O. Box 444
Hartford, CT 06141

**For more information, please visit our website at:
www.iaap-ctrivervalley.org**