



A.N. Palmer Chapter of IAAP

PO BOX 11155

Cedar Rapids, IA 52410

Corridor
**OFFICE PROFESSIONALS
CONFERENCE**

An Educational Administrative Forum

Wednesday April 20, 2011

Cedar Rapids Marriott, 1200 Collins Road NE , Cedar Rapids, IA 52402

Presented by the A.N. Palmer Chapter of IAAP

*Network with administrative professionals from around the Corridor.
Enjoy a day of personal development away from the office.*

AGENDA

8:15 AM – 8:45 AM	Registration/Continental Breakfast
8:45 AM – 9:00 AM	Opening Remarks
9:00 AM – 11:45 AM	Presenter – Todd Hunt
11:45 AM – 1:15 PM	Lunch
1:15 PM – 4:15 PM	Presenter – Melanie Hoffner
4:15 PM – 4:30 PM	Closing Remarks

*5 Recertification
Points have been
approved by
IAAP Headquarters*

SEMINARS

An all-day seminar featuring two national speakers with Iowa roots!

Communication Bleeps and Blunders in Business

You said one thing; your boss or coworker heard something else. Nobody was wrong, but now everybody's confused...and *you* have to fix it! Laugh and learn as Todd Hunt shares real-life examples from business, revealing how we can improve our communication with customers and colleagues to become more successful. You will:

- Discover Miss Reiser's eight problem words that could cost you a promotion.
- Advance your career with clear, concise communication.
- Identify where your listener is coming from and adjust your communication style to get the results you want.

Todd will show you how to add fun to your events and send you back to work smiling, with tips for improving your communication and success.



Todd Hunt

Discover Your Passions and Create Your Purpose-Filled Life and Career

Passion is energy; it is an intense emotion you feel about something important to you. It is the self-driven attitude you have in your work. Melanie Hoffner, a certified Passion Test Facilitator, will guide you through the passion-discovery process to help you explore both your work and life passions for greater success. You will:

- Learn principals and strategies to align your life and work to experience increased productivity.
- Get more clarity into your work-life passion and learn how to find enjoyment everyday.
- Identify strategies to increase purpose in your career.

Discovering your passions will help you better understand the "pulling" energy you feel in your work. Learn why bridging your work passion and purpose-filled life will help you create a more satisfying career.



Melanie Hoffner

Make sure YOU are part of this valuable day of professional development.

Space is limited. Reserve your seat today!

About A.N. Palmer Chapter of IAAP®

A Message to Approving Managers

Chartered in 1953

Founded in 1942, the International Association of Administrative Professionals (IAAP) is a not-for-profit professional association with 40,000 members and affiliates and nearly 600 chapters worldwide. Its members include administrative assistants, executive secretaries, office coordinators, information specialists, and related administrative professionals. Many corporations, educational institutions, and students also belong to IAAP. IAAP works in partnership with employers to promote professional excellence.

Our Mission

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

Our Core Values

**Integrity • Respect • Adaptability •
Communication • Commitment**

It's up to you!

Skilled, empowered office professionals are vital to a successful management team. Your approval for your administrative staff to attend this all-day conference shows your commitment to those who support you.

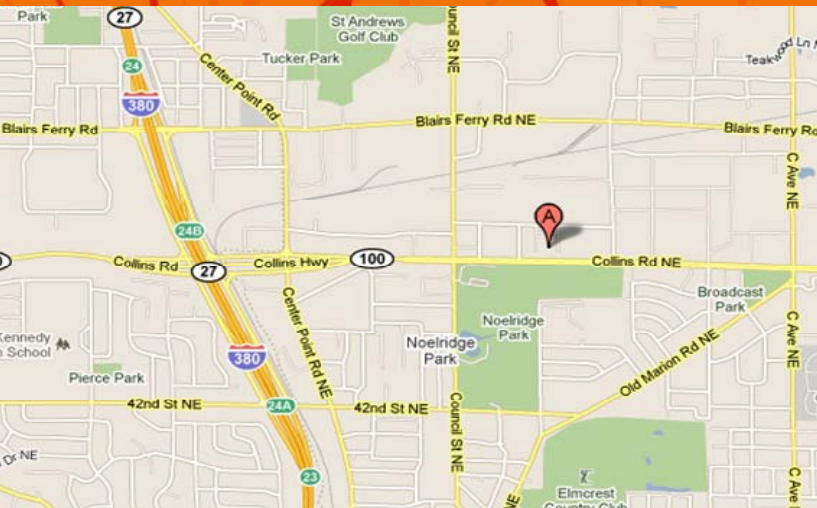
Participants who attend this dedicated day of training will learn to communicate better with their customers and colleagues and hear how become more effective and productive. They will also learn how to ignite their individual passion and purpose to achieve greater fulfillment in their career and life.

Best of all, those that support you will develop skills to help them become a more essential and effective member of your team. This workshop is your opportunity to make a training investment to increase effectiveness and productivity for years to come.

MAP TO CONFERENCE SITE: CEDAR RAPIDS MARRIOTT

CEDAR RAPIDS MARRIOTT

1200 Collins Road NE
Cedar Rapids, IA 52402



Driving Directions:

- Take I-380 to Exit 24A (Collins Road)
- Go east 1/4 mile
- Marriott Hotel is located on the north side of Collins Road

Coming in from out of town for this event?

Hotel accommodations are available online through ResLink:

<http://sn.im/copc2011>

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Today's Soft Rock

This conference is made possible by the generous support of these great sponsors!

REGISTRATION FORM



Name as you want it to appear on your name badge:

Please select one (if applicable):

- CPS (Certified Professional Secretary®)
- CAP (Certified Administrative Professional®)
- CPS/CAP

Primary Phone _____ Secondary Phone _____

Mailing Address _____

City _____ State _____ Zip _____

Title _____ Company _____

Primary Email _____

Please send me information about IAAP membership.

Registration Fee:

- IAAP Member - \$99
- Non-Member - \$135
- Corporate Package - \$700 (table of 6)

Or with any smart phone device, click on this QR code for full conference details!



Method of Payment:

Check Enclosed \$ _____
Please make checks payable to: A.N. Palmer Chapter of IAAP

Credit Card: MasterCard / Visa / Discover

Credit Card Number _____ Exp. Date _____

CVV2 Code _____ (3 or 4 digit code on back of your card)

Signature: _____ Date _____

Mail registration form and payment to:

A.N. Palmer Chapter of IAAP
Attn: COPC Registration
P.O. Box 11155
Cedar Rapids, IA 52410-1155

For more information, contact:
Amy Moenk, Event Chair
at amymoenk@yahoo.com
or (319) 929-2735

WHO SHOULD ATTEND?

All Office Professionals, Administrative Assistants, Executive Assistants, Information Specialists, Department Secretaries, Legal Assistants, Office Assistants, Office Managers, Receptionists, Relationship Managers, HR Specialists, Paralegals

YOU!