



IAAP MISSION

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

LOOKING TO ADVANCE YOUR CAREER OR FIND A CAREER YOU LOVE?

IAAP offers professional and personal development through value-priced education; and a wide variety of volunteer opportunities to develop new skills and leadership ability in a supportive environment.

LOOKING TO MAKE A DIFFERENCE?

For almost 70 years, IAAP has been the premier resource for administrative staff, leading the way in advancing the profession— you're no longer "just a secretary", and through your involvement in IAAP, you can be part of setting the standard of excellence and gaining recognition for your career.

LOOKING FOR CONNECTIONS?

IAAP members have an instant bond that provides support from others who "get" what you do and that leads to lifelong friendships; whether through the IAAP Web Community or at chapter, division, and international events, you will gain the collective knowledge of more than 25,000 members.

VISIT A MEETING!

The Rochester Chapter of the International Association of Administrative Professionals meets on the first Tuesday of each month (except January and July) at the Rochester Community and Technical College. Networking begins at 5:30 p.m. followed by an educational program at 6:00 p.m. with the business meeting following.

Guests are invited to attend one Chapter meeting without charge prior to membership. Subsequent visits will cost \$10 per visit, in addition to meal charges if a meal is provided.

Wide Variety of Program Topics

- MS Office 2007 Skills
- MS PowerPoint
- MS Publisher
- Overview of Lean
- Partnering with your Boss
- The Power of Words
- Generational Differences
- Parliamentary Procedure
- Grace Under Pressure
- Tools of Social Networking
- Creating a Professional Portfolio
- Business Etiquette for the Business Professional

For further IAAP information, please contact

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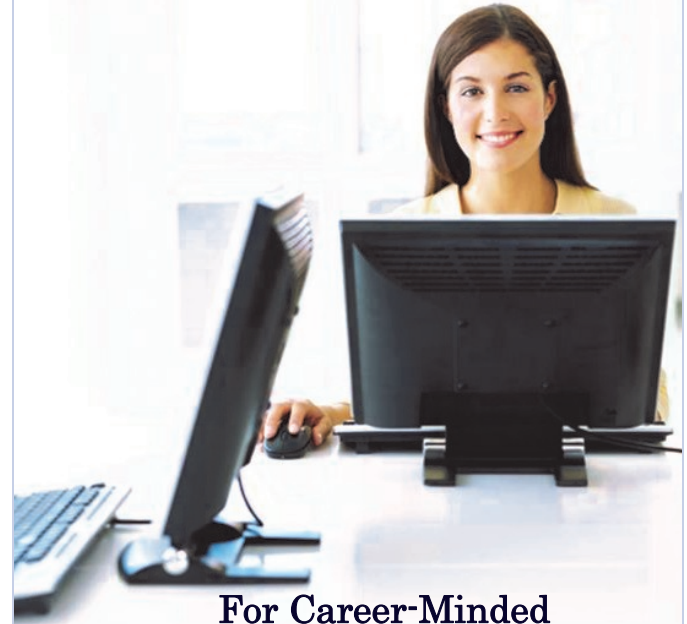
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To learn more about IAAP, visit
www.iaap-hq.org

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Welcome to IAAP



For Career-Minded
Administrative
Professionals



WHAT'S IN IT FOR YOU?
IAAP is your solution for creating a network that supports you and helps you do more with less time.

ARE YOU AN ADMINISTRATIVE PROFESSIONAL?

- ADMINISTRATIVE ASSISTANT
- EXECUTIVE ASSISTANT
- EXECUTIVE SECRETARY
- OFFICE MANAGER
- MARKETING COORDINATOR
- RECEPTIONIST
- HR COORDINATOR
- CLERICAL STAFF...AND MORE!

ABOUT IAAP

The International Association of Administrative Professionals is a not-for-profit association for office professionals with approximately 28,000 members and affiliates and nearly 600 chapters world wide.

The Rochester chapter is a member of IAAP's MN-ND-SD Division which comprises about 600 members in 19 chapters.



LOCAL AND INTERNATIONAL NETWORKING OPPORTUNITIES

High-quality seminars at chapter, division, and international events; and peer support for advice, best practices, job search resources, and creative ideas for workplace issues.



WEB COMMUNITY

Connect with IAAP members in your area and around the world and share ideas through online discussions, blogs, document libraries, and much more.



KEEP INFORMED

Five publications, including the award-winning OfficePro magazine, help you stay informed and up to date on office trends, products, and information; they provide quality information that makes your job, and life, a little easier.



CERTIFICATION

IAAP offers professional certification to enhance your skills and marketability and is a standard of excellence for all admins.

UPCOMING EVENTS

April 24–30, 2011

Administrative Professionals Week®. IAAP has proudly sponsored Administrative Professionals week since 1952. Celebrate this year's theme of "Passion & Purpose"!

May 20–22, 2011

Annual Meeting & Spring Professional Conference
The Lodge at Brainerd Lakes, Brainerd, MN

July 24–27, 2011

International Education Forum & Annual Meeting
Montreal, Quebec

May 18–20, 2012

Annual Meeting & Spring Professional Conference
Wildwood Lodge, Lake Elmo, MN