

## 2010-2011 Chapter Program Calendar

Date	Topics	Speaker
September 14, 2010	Welcome to the New 2010-2011 Year	
October 12, 2010	Ergonomics Education: Human Factors and Ergonomics Program IAAP "Scentsy" Fundraiser	Keith Osborne, <a href="#">Honeywell</a>
October 30, 2010	APW Kickoff Meeting - LM Corp Office Historian Scrapbooking	Raytheon Office
November 9, 2010	How to Write the Perfect Resume and Cover Letter Presentation from RTF	Victor Granados, Office Team
November 13, 2010	<del>6th Annual CPS/CAP Certification Breakfast</del>	<del>Confirmed for the Olive Branch 9-11</del>
December 14, 2010	Annual Holiday Social, Gift Exchange, Silent Auction & Dessert Contest	N/A
January 11, 2011	Advanced Administrative Skills: "Administrative requirements when supporting Senior Management" Past Presidents Recognition Night	Tommy F. Crawford, Vice President Lockheed Martin & (Ret) Maj Gen US AF
February 8, 2011	Professional Dress Code and Dressing for Success	Julie Sauget @ Dress Barn
March 8, 2011	Changes in Job Requirements for Administrative Assistants - Human Resource Perspective	Deanna Duca, HR Lockheed Martin
April 12, 2011	Violence in the Workplace Using Critical Thinking Skills for Prevention	Officer McDonald Fountain PD
April 27, 2011	Administrative Professionals Day Seminar & Luncheon	
May 10, 2011	Generation "Y" Election of Officers 2011- 2012	Cindy Oakes, Office Scapes
June 14, 2011	Installation of New Officers 2011-2012	