

SE Wisconsin Chapter IAAP

## 2009-2010 SE Wisconsin Chapter IAAP Officers

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"The relationship between **commitment** and doubt is by no means an antagonistic one. **Commitment** is healthiest when it is not without doubt but in spite of doubt."  
- Stephen Covey



## Officer's Message

By Muriel Andersen  
Vice-President, SE Wisconsin Chapter IAAP

Please allow me to extend my welcome to all of our chapter members to the new IAAP year. It was good to see so many of you at our September meeting. I hope you have been taking advantage of the website training that Trish Martinez did for us and are cruising around the IAAP sites to find information, make new contacts and keep in touch with colleagues.

Our speaker for our October chapter meeting is our own Deborah Ross-Corbett. She is a polished speaker and well versed in the topic she will be presenting – Social E-Networking. Wow – Facebook, Linked In, and I'm sure there are many, many more such networks out there that we will learn about. What is the best one? How do you use it? What's in it for you? Why get involved in Social E-Networking? Come and hear what

Deborah has to teach us. This promises to be a very interesting topic for us all.

Other programs coming up for this year are workplace violence & safety measures presented by the Women's Resource Center, True Colors presented by the VP at United Way, People Reading by Mary Ramsay-Drow CPS/CAP Int'l President-Elect, Peer Mediation presented by the Affirmative Action officer at City of Racine, and a presentation from Office Team on How to Recession-Proof Your Career. We will also have a resumé review workshop in the spring. Lots of good programs lined up that you won't want to miss!

In this newsletter you will find opportunities for you to become involved in our chapter. We are particularly in need of a hostess. This is actually a

## **POWER** *of* **Commitment** **SE Wisconsin Chapter**

really fun job. I did this for two years when I first joined. It is a great way to get to know people and assume a vital responsibility without a lot of time commitment. Please consider whether this would be a good fit for you. It is a great way to start your involvement in the chapter.

Please remember to sign up for the Member of Excellence Program. A link can be found to the form on our chapter website. You can also link through international or division. It is not hard at all to become a member of excellence. Just print out the scorecard and keep up with it through the year. At the end of the year, you will have a document to present to your manager as proof of your commitment to your career – The Power of Commitment!

### **Purpose**

To provide information, education and training, and to set standards of excellence recognized by the global business community.

### **Mission**

To be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence.

### **Vision**

To inspire and equip all administrative professionals to attain excellence.



International Association of  
Administrative Professionals®

Thursday  
October 1, 2009

**Gateway Technical  
College**  
**Bio Science Building**  
**Room #120**  
**3520 – 30<sup>th</sup> Avenue**  
**Kenosha, WI**

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**POWER**  
**of**  
**Commitment**  
SE Wisconsin Chapter

## PROGRAM TOPIC:

### **Social E-Networking: Is it Value-Added?**

\*Recertification Points are available for this program.

#### **Special Speaker:**

*Deborah Ross-Corbett*  
*SE Wisconsin Chapter IAAP*

Social E-Networking is the hottest trend, i.e., Twitter, LinkedIn, Facebook, etc. Through cyberspace, you can connect with new people, previous colleagues and join networks that interest you and just maybe will advance your career. Will this cyber connection really connect you like a "face to face" or "delighted to meet you" relationship?"

#### **Program / Meeting Schedule**

**Schedule:**

**Cost:**

6:00 pm – Networking / Dinner

\$7.50 – Members & Guests

6:30 pm – Program

No Charge to attend Meeting Only

7:30 pm – Business Meeting

**RSVP Deadline:**

**Noon, Tuesday, September 29, 2009**

**Please contact Mary Beth Kallio at  
262.902.9693 or seiaapmbk@yahoo.com**

**CANCELLATIONS must be received by  
noon September 1<sup>st</sup> to avoid dinner charges.**



Visit our Website at:  
<http://community.iaap-hq.org/IAAPHQ/SEWisconsin/Home>

## 2009-2010 SE Wisconsin Chapter IAAP PROGRAMS

Meeting Date	Location	Program Title	Speaker	Summary
November 5 <sup>th</sup>	GTC – Racine Michigan Room Room #110	Domestic Violence & the Workplace	Sherry Hartog, Western Racine County Family Violence Advocacy Network Director	On the heels of October's Domestic Violence Awareness Month, Sherry Hartog, Western Racine County Family Violence Advocacy Network Director, will make a presentation relating to domestic violence in the workplace and how it impacts productivity, absenteeism and insurance.
December 3 <sup>rd</sup>	TBD	Christmas Party		
January 7 <sup>th</sup>	GTC – Kenosha	True Colors	Susan Gould, VP Community Impact United Way of Racine County	
February 4 <sup>th</sup>	GTC – Racine	People Reading: The Vital Role That Active Listening Plays in Effective Communication	Mary Ramsay- Drow CPS/CAP, International President-Elect	In today's fast-paced and highly communicative business world, admins must interact with execs, customers and clients, colleagues, vendors and virtual teammates via cell phones, faxes, e-mail, teleconferences and fact-to-face encounters in both real and cyber time. Customers can be wooed or shooed; execs impressed or distressed; teammates buoyed or annoyed. It all depends on you and how well you listen, really listen, each time you interface with another individual.
March 4 <sup>th</sup>	GTC – Kenosha	There Actual is a Viable Solution: Peer Mediation	Jerry Scott, City of Racine, HR Affirmative Action Officer	Peer mediation involves using those involved in a conflict to solve their own disputes. A peer mediation/conflict resolution program includes certain components that are intended to help develop critical skills or abilities for constructive conflict management. The presentation will explore the historical context, success rates and positive energy inherent in the process; as well as a glimpse into a session.
April 1 <sup>st</sup>	GTC – Racine	TBD		
May 6 <sup>th</sup>	TBD	How to Recession-Proof Your Career	Jennifer London, Office Team	Given the turbulent economy, many professionals are doing their best just to keep their careers afloat. But whether you're concerned about your current position or looking for a new one, now is the time to take action to raise your visibility and "recession-proof" your career. In this presentation, you'll learn strategies for staying motivated and productive on the job, becoming an indispensable asset to your employer, landing a job in a tough economy and improving your marketability to ensure ongoing career success.
June 3 <sup>rd</sup>	GTC – Kenosha	Election & Installation of 2010-2011 Officers Awards Presentation	TBD	

**Board Meetings** will be held at the Chancery (Racine) at 5:30 pm on the following dates:  
September 21<sup>st</sup>, October 29<sup>th</sup>, November 23<sup>rd</sup>, January 5<sup>th</sup> & 28<sup>th</sup>, February 25<sup>th</sup>, March 25<sup>th</sup>, April 29<sup>th</sup> and May 27<sup>th</sup>.  
*If you would like to attend, please contact MaryBeth Kallio CPS/CAP to make your reservation.*

### SPREAD THE WORD:

October and April are Recruitment Months so division and chapter dues are waived for new members joining in October or April.

## 2009-2010 IAAP Officers

### WISCONSIN DIVISION OFFICERS

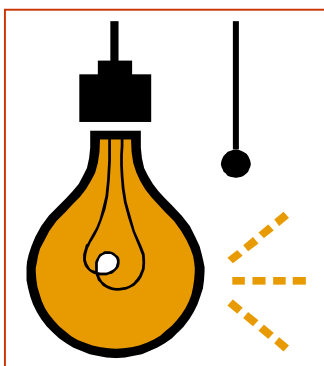
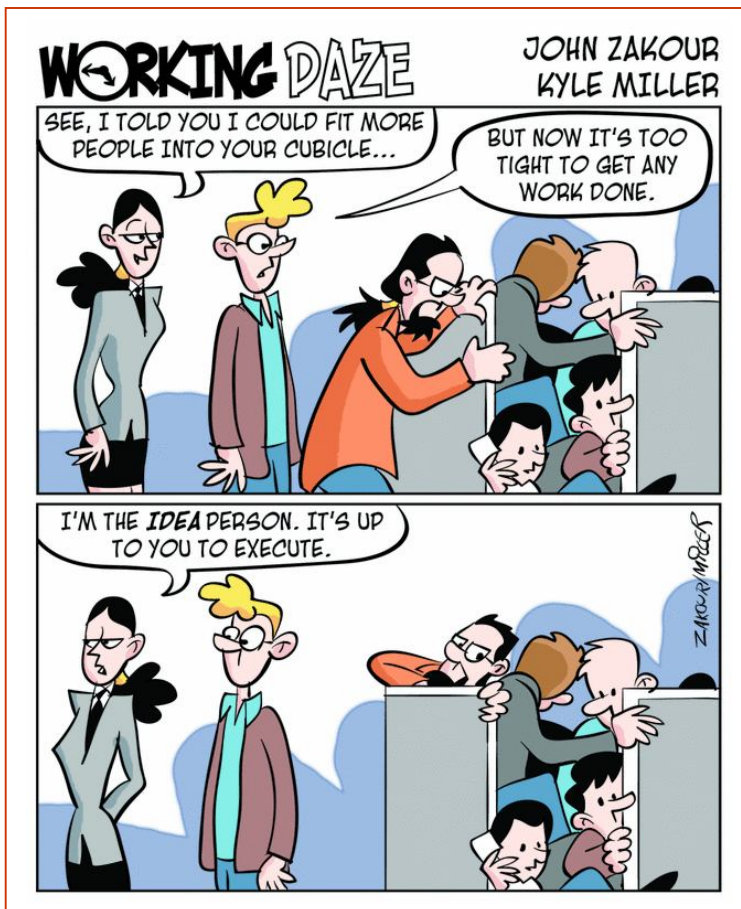
- President**  
Pat Falkenhagen CPS
- President-Elect**  
Julie Thomas CPS/CAP
- Vice-President**  
Nancy Arnold CPS/CAP
- Secretary**  
Lynette Hieronimus CPS
- Treasurer**  
Kathi Princeton CAP

### GREAT LAKES DISTRICT DIRECTOR

Wendy Melby CPS/CAP

### INTERNATIONAL OFFICERS

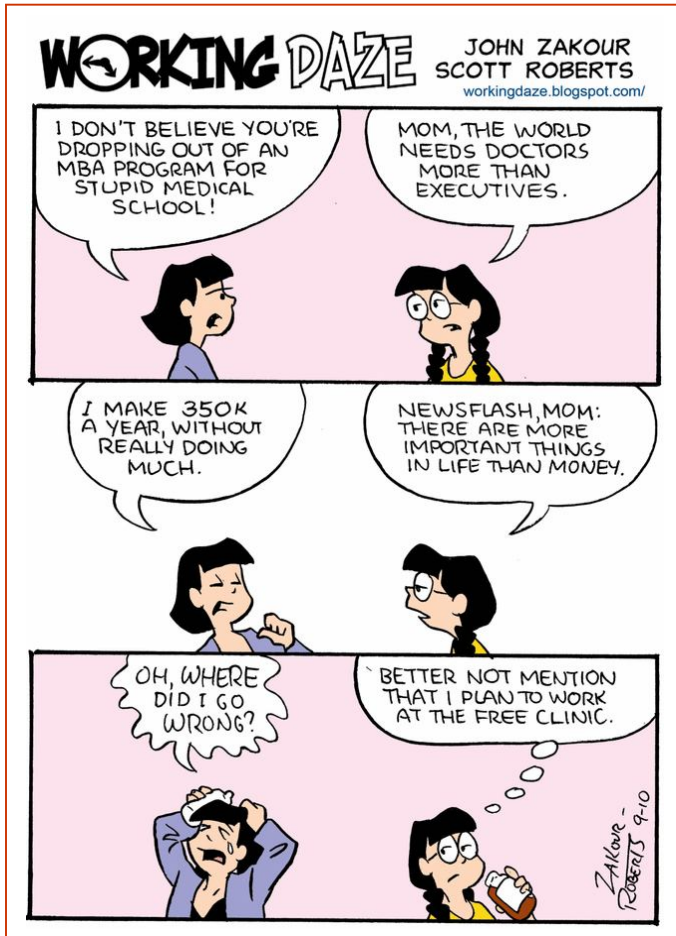
- President**  
Susan Shamali CPS/CAP
- President-Elect**  
Mary Ramsay-Drow CPS/CAP  
(Milwaukee Chapter)
- Vice President**  
Tamra Goodall CPS/CAP
- Secretary**  
Janine Riemersma CPS/CAP
- Treasurer**  
Karlana Rannals CPS/CAP



“Those who seek absolute power, even though they seek it to do what they regard as good, are simply demanding the right to enforce their own version of heaven on earth. And let me remind you, they are the very ones who always create the most hellish tyrannies. Absolute power does corrupt, and those who seek it must be suspect and must be opposed.”  
- Barry Goldwater

## 2009-2010 SE Wisconsin Chapter IAAP Committees

Committee	Committee Chair	Committee Member
APD Executive Night	Heidi Hoefler	
Audit		
Bylaws & Standing Rules	Pat LaBucki CPS/CAP	
Certification CPS & CAP	Debra Ruane	
Hostess		
Membership/Orientation	MaryBeth Kallio CPS/CAP	
Newsletter	Corinne Dombeck	
Nominating		
Programs	Muriel Andersen	
Publicity & PR	Deborah Ross-Corbett	Kathleen Sexton
Retirement Trust/R&E	Pat LaBucki CPS/CAP	
Scholarship	Sandy Weber CPS/CAP	Barb Bruntzel
Ways & Means		
	Nuts	Karen Fandrey CPS/CAP
	Ads	Pat LaBucki CPS/CAP
Website	Trish Martinez	



"Individual **commitment** to a group effort - - that is what makes a team work, a company work, a society work, a civilization work."  
- Vince Lombardi

## SE WI Chapter IAAP Meeting Updates

We had a successful September meeting last month. It was our first meeting for the 2009/10 chapter year. Debra Ruane won the 50/50 raffle. She is starting the new chapter year off right.

We also voted on recruitment month for October and April. If you know of anyone that is interested in joining our organization October and April would be a great month. Division also approved recruitment month for October and April. Recruitment month last year was called Impact Month. The focus remains the same to encourage new memberships by waiving division and chapter dues.

The 2008/09 \$250.00

scholarships went to Corinne Dombeck and Pat LaBucki. Remember, it only takes one ticket to win. To participate in the 2009/10 drawing for scholarship money attend meetings, participate on a committee and bring a friend to a meeting.

We need members to join committees. We are looking for member to be a hostess. We need several members to be on the APD committee. The event takes place in April and it is never too early to start planning. We also need one person for the nominating committee. Give me a call or send me an email if you are interested.

MaryBeth Kallio  
SE WI Chapter President

## Wisconsin Division IAAP Updates

The registration materials for the Fall Education Conference have been posted in the Wisconsin Division e-group on the community website. They have also been posted to the Wisconsin Division site. We encourage everyone to attend. The Early Bird registration deadline is September 19. The hotel room block expires September 15. The event is in Wisconsin Dells, more details on the web.

The Wisconsin Division newsletter is available. To review the newsletter go to the division web site at <http://www.iaap-wisconsin.org>

Recently posted to the Web Community is a link for the 2010 EFAM in Boston with the hotel/registration package information. See link at end of updates.

Headquarters is offering

a great package deal with a prepay deadline of December 15, 2009. This is a great incentive that will save you money, so take a serious look at the package. If you want to register a delegate but don't know who that will be in December, register the current division/chapter president. Once the delegate information is known, HQ will transfer the information to the appropriate party; this way you will not miss out

on this fantastic deal. Please note that you must register and pay by 12/15/09 for the package deal to be effective. This deal is for all members - not just delegates! Here's the link:

[http://www.iaap-hq.org/events/convention/hotel\\_reg\\_package.html](http://www.iaap-hq.org/events/convention/hotel_reg_package.html)

## What's Your Business Etiquette IQ?

By Dr. Peggy Frailey PhD

Review the questions below and make note of your thoughts. Keep reading for some generally accepted guidelines for each circumstance.

**1. Should a man wait for a woman to initiate a handshake?**

**2. When a woman who is seated is greeting someone, is she required to stand?**

**3. When you want to introduce a junior level executive and a senior level executive, which is the proper form?**

- A. Introduce the junior person to the senior
- B. Introduce the senior person to the junior

**4. At a business reception, you've been given a stick-on name tag. You place it:**

- A. On the breast pocket of your jacket
- B. On your left shoulder

- area above your heart
- C. On your right shoulder area
- D. On the lower edge of your jacket

**5. In the realm of dining etiquette, which one of the following is not proper?**

- A. Salting your food before tasting it
- B. Cutting your salad with your knife
- C. Removing an olive pit from your mouth with your fingers

**6. When in doubt about the proper way to behave in a business or social situation, the best rule of thumb is to:**

- A. Make others around you feel comfortable
- B. Just be as witty as possible
- C. Watch how others are behaving

**Answers on Page 7**

## Business Etiquette Every Professional Should Know

By Libby Huffman

Proper etiquette is a lesson we carry throughout our lives. It's treating others the way we would want to be treated. It's literally a code that governs social behavior. This code is essential to business functions and our professional success. Below are the etiquette tips every office professional should know.

### Greetings

Never underestimate the power of the handshake. Believe it or not, your approach and grasp say a lot about who you are. Be sure to practice a firm grip without hurting the recipient to convey confidence. A limp grip

indicates apathy and a lack of interest. This goes for both men and women however; I should note that some professionals may be from the old school of etiquette where a man will wait for a female to initiate the handshake. A good rule of thumb for women in the workplace is to always initiate a handshake to be on the safe side. Below are a few other tips for professional greetings:

- Make eye contact when meeting someone for the first time.
- Always rise from a seated position when being introduced to someone.
- Always address someone by their title and last name unless otherwise instructed.

### Electronic Etiquette

Your email, cell phone and conference calls are not immune to etiquette. I know it's easier said than done, but these are merely suggestions of the correct way to conduct yourself at work.

- Email - should only be used for work related materials.
- Cell phones - should only be used for emergencies. Do not take personal calls from friends or family who want to chat. This is a distraction to you and others in your office. While you're in a business meeting, be sure to always turn your phone off.
- Conference calls - are trickier. It's important to refrain from distractions and to be on time to a

conference call.

Handling it much like a face-to-face meeting is always a good idea.

### Dining

You'll undoubtedly have to have dinner, drinks or some type of dining experience with clients and co-workers. This report states that roughly 80% of second interviews involve a business meal. While not speaking with your mouth full and placing your napkin in your lap are basic manners your mom likely taught you, they aren't enough. Here are some dining tips to keep it professional:

- Always arrive on time or early.

*Continued on Page 7*

### Business Etiquette Every Professional Should Know cont'd

- Always wait to be seated until someone directs you where to sit.
- Place your napkin in your lap before eating or drinking anything.
- Think about what you order. You'll have to speak throughout the meal and you don't want to spit your meal all over everyone at the table.
- Wait to eat until everyone has been served.
- Chew with your mouth closed and do not talk while chewing.
- Place hands in your lap or at least be sure to keep your elbows off the table.
- Eat at the same pace as everyone else.
- Push your chair in when leaving the table.
- Try to remember not to touch your face.

You may have to order wine at one of these dinners and believe it or not, wine has its own rules of etiquette. You should always ask your client or your boss for their recommendation on which wine to choose. You should also always agree with whatever they decide. Once the wine has been ordered it's important to know the wine ritual. Even if you don't know a thing about wine, using the simple 3 step process to approving a bottle is essential:

- Presentation - the waiter/waitress will show you the bottle you chose. Simply check it quickly to ensure it is indeed the wine you

## What's Your Business Etiquette IQ . . . cont'd

### Answers

#### 1. No.

In the not too distant past, etiquette dictated that a gentleman did not shake a woman's hand unless she extended hers first. In today's business world, men and women are viewed as equals. As such, they should not hesitate to extend their hands in greeting to their business associates, regardless of gender.

#### 2. Yes.

To show proper courtesy when greeting a newcomer, a guest, a visitor, or anyone senior to you, you should rise from a seated position. This is true regardless of the gender of either party.

#### 3. A. Introduce the junior person to the senior.

While this may seem simple enough, many people are confused about how to actually do

this. The thing to remember is say the name of the senior person first and last. "Mr. Smith, I'd like to introduce Jack Jones, a new employee in our department. Jack, this is Bob Smith, the president of our company." Mr. Smith was the senior person, and his name was mention first and last in the introduction.

#### 4. C. On your right shoulder area.

The reasoning for placing name tags here is very practical. When you extend your right hand in a handshake, notice how easily the eye follows the line of the arm to fall naturally on the right shoulder area of the person you're greeting. This placement is simply a technique to make it easier for you to identify and learn people's names.

#### 5. A. Salting your food before tasting it.

This sends a message that you make decisions before checking the facts. Both Henry Ford and J.C. Penney were known to make hiring decisions on this basis. This action is also rude to the cook or hostess, because it implies that you didn't trust them to season the food properly.

#### 6. A. Make others around you feel comfortable is the best guidance you can following any business or social setting.

People appreciate others who treat them with consideration and kindness. Even if you don't know all the P's and Q's of proper decorum, it's a cinch that people will think you have a high business etiquette IQ if you have managed to make them feel comfortable and at ease.

ordered and give the server a nod.

- Cork - the waiter or waitress will then open the bottle and hand you the cork. Take the cork and sniff it quickly and place it on the table. This process is solely to ensure the bottle has been packaged correctly. If it hasn't, you'll notice a distinct smell reminiscent of dirty socks. This is a rare occasion.
- Sip - your server will then pour a little of the wine

into a glass and present that to you. Simply take a small sip to make sure it tastes like wine and not dirty socks, vinegar, or wet cardboard and give the waiter/waitress a nod of approval. It's also perfectly acceptable to ask your server to pour your client or boss a sip to test as well.

While some rules of professional etiquette are simple manners most of us

are reared by, others aren't so obvious. Being on your best behavior and using these tried and true methods doesn't mean you have to pretend to be someone you're not. Fuse your personality with these rules of etiquette to truly impress. You'll land jobs, accounts and the respect of peers, subordinates, clients and superiors alike.

## SE Wisconsin Chapter IAAP Birthdays

*Birthdays make us cherish some old moments and look forward for some new experiences and anticipation in life. Everyone on their special day looks ahead for a challenging and splendid future.*

*We wish you love, joy and happiness!*

Birthday Wishes to

**Deanna Zewen  
CPS**

who will celebrate her birthday on October 18<sup>th</sup>.

On October 30<sup>th</sup>

**Trich Martinez**

will celebrate her birthday.



*"There is still no cure for the common birthday."*

## SE Wisconsin Chapter IAAP October Anniversaries

*"An anniversary is a time to celebrate the joys of today, the memories of yesterday, and the hopes of tomorrow."*

Congratulations to those who have reached milestones with the SE Wisconsin Chapter IAAP.

**April Webb (1985)**

**Tammy Shannon (2007)**

**Deanna Zewen CPS (2000)**

**Anita Dixon (2008)**

**Trish Martinez (2007)**

**Marie Hargrove (2008)**

## Find Your Balance

According to the **National Institutes of Health**, broken hips account for up to 300,000 hospital admissions per year, many of which are directly attributable to falling. Balance is key throughout life, but particularly when you're older because it's more difficult to recover. Here are three NIH-recommended exercises to help improve your balance; to learn more, visit [www.nihseniorhealth.gov](http://www.nihseniorhealth.gov).

**Side Leg Raises:**  
Stand behind a table or chair, holding it for balance, and slowly lift one leg to the side (6-12 inches), keeping your back and both of your legs straight. Hold, lower, and repeat with other leg. Do 8-15 reps per side.

**Heel-to-Toe Walk:**  
Position the heel of one of your feet in front of the toes of your opposite foot each time you take a step. Your heel and toes should touch or almost touch. This can be

a little tricky, so start slow and avoid close confines.

**One-Foot Stand:**  
As the name of this exercise suggests, stand on one foot for as long as you can without relying on any support. You should be prepared to lean, wobble or fall back to two feet at any time. Repeat while standing on the other foot. Record your times for each side and track improvement.



**Monday Motivators**

A weekly e-zine by Joan Burge to jump-start your work week and help you achieve even greater success!  
www.motivators@officedynamics.com

**Get the Most from Motivators**

1. Post tips where you can refer to them all week.
2. Use ideas for lunch and learn sessions.
3. Post in your employee break or lunch room.
4. Focus on one tip per day for that week.
5. Share ideas at weekly department meetings.
6. Remember to adhere to copyright notices.



"Where love rules, there is no will to power; and where power predominates, there love is lacking. The one is the shadow of the other."  
~ Carl Jung

## Unstuck Week

By Joan Burge, Monday Motivators

I've decided to make this week Unstuck Week! The idea is for us to get unstuck over things that we have not been able to move forward on or been able to figure out on our own.

This came to mind for me because I actually experienced the past few weeks while struggling with aspects of three major projects with short deadlines. The harder I tried to figure out the answers, the more frustrated I got. Additionally, I was not satisfied with some of the answers I was getting. What did I do? I:

- thought of all my networks and who

might guide me. Then I made telephone calls and wrote e-mails. Guess what? I not only got the answers that pleased me, I got more than I wanted.

- conducted research on the Internet which led me to other sources, people, and resources.
- put part of one project aside for awhile to let it simmer. By the next morning, I was refreshed and took action.
- trusted others.
- shared my thoughts with my "star" assistant. That was a big help as she shared her perspective and gave me new insight.
- openly communicated my frustrations with my

wonderful husband. He had an entirely different perspective than I did and it changed my approach and how I felt! It was refreshing.

Maybe asking yourself these questions will help you.

-What are you stuck on?  
-Why are you stuck?  
-How long can you afford to drag this out?  
-Have you exhausted all possibilities?  
-Are you sharing this with someone who can give you good advice?  
-Are you afraid to try something that is "not you?"

Make this a great week and move forward.

## Spook-tacular Travel

By Kathie Hook – Office Arrow Contest Winner

Let's see...returning to Harrisburg PA from New Orleans LA at the end of the IAAP Convention this summer. Waiting for the shuttle at the hotel; it was 15 minutes late and we were all getting antsy. When it arrived, the driver said the original bus that was to pick us up was in an accident on the way back to the hotel from the airport.

So, we're delivered to the airport on time. I get in the Delta line to check in and check bags. Delta's computer has no record of my ticket. OH NO! I talk to at least 2 Delta agents, and they look for me 6 different ways in their computer. They determine that, because I flew down on Continental and had changed that flight, that Delta got all confused

and dumped me. They send me to Continental. A very nice young lady eventually found me in their computer and reinstated my Delta reservation. So, back I go to Delta to check in, check bag and get boarding pass...I'm on my way, right? No such luck! The TSA agent who checked my ID highlighted "SSSS" on the bottom of my boarding pass; apparently that means I was the lucky winner of a full security search! So, they dump my carry-ons, wand me from head to foot, and pat me down. I survived that, and finally made it to the gate. Not 5 minutes after the plane starts to board, the airport is hit by a torrential thunderstorm and they stop boarding. That passes after about 30 minutes and we're boarded and ready to go.

Arrive in Atlanta, and walk at least a mile from incoming gate to departure gate. Get something to eat and wait patiently. Flight is delayed; no reason given. After about 45 minutes, the gate agent announces that our plane has a flat tire, and they'll need to call a special maintenance crew to replace it.

We were probably 2 hours late getting out of Atlanta. In the meantime, my husband is waiting patiently at HIA, where the delays on the flight from Atlanta were NEVER POSTED! Thank goodness for cell phones - I was able to keep him posted (at least up till the time we finally got on the plane!)

WHEW!

## The SE Wisconsin Chapter IAAP would like to THANK the following sponsors



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- Huge cardio deck
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## MADE IN RACINE.

Twin Disc has grown up in Racine to become a world-class manufacturer of power transmission equipment. Our products manage and control horsepower all over the world – in oil field equipment, airport crash trucks, military vehicles, fishing boats, work boats and pleasure craft.

Twin Disc is proud to be part of a corporate citizenry that has left its mark on the world. It is a tribute to this community and those who live and work here.

**WE PUT HORSEPOWER TO WORK™**

## The SE Wisconsin Chapter IAAP would like to **THANK the following sponsors**



**better work, better life**

### **Better work, better life.**

If you are motivated to make a positive change, we want to give you the resources you need to shape and achieve your personal and professional goals and improve your situation — at work, at home, in business, and in life. To that end, we offer life skills, career development and specialized expertise. We seek new, more effective training methods and partner with the best advisers. We use technology to create real advantages. And we continually invest to maintain our reputation as innovators. We want you to truly benefit from working with us and we are confident that we will inspire you to achieve better work, better life.

### **Our core values.**

We apply our core values to support, nurture and provide the maximum benefit to our talented, committed people. These are the beliefs that underlie our culture:

- Integrity
- Service
- Accountability
- Dignity & respect
- Operational excellence
- Growing talent
- Financial responsibility


### **Our quality mission.**

The Adecco mission is to provide superior service to our associates and clients through best-in-class matching of associates to client positions. We achieve our mission by:

- Listening to the needs and feedback of our clients and associates, learning from what we see and hear, and fulfilling their expectations with superior service.
- Never being satisfied with what we see and always striving to provide more.

If you are looking for a Staffing partner w/ the tools, technology, network and connections that a GLOBAL LEADER can offer but with a local and boutique approach...call Adecco in Racine today! 262-634-5572 ask for Marianne Hunsucker (Branch Manager). Let us show you what sets us apart from our competition!

## The SE Wisconsin Chapter IAAP would like to THANK the following sponsors



**Earn your degree  
without tying  
your life in knots.**

If you're a busy person trying to keep balance in your life while you get ahead, Lakeland College's Kellett School of Adult Education is the ideal place for you.

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### NOTE:

All degrees are not offered at all centers. Please contact the center nearest you to confirm program availability.

### CENTER LOCATIONS

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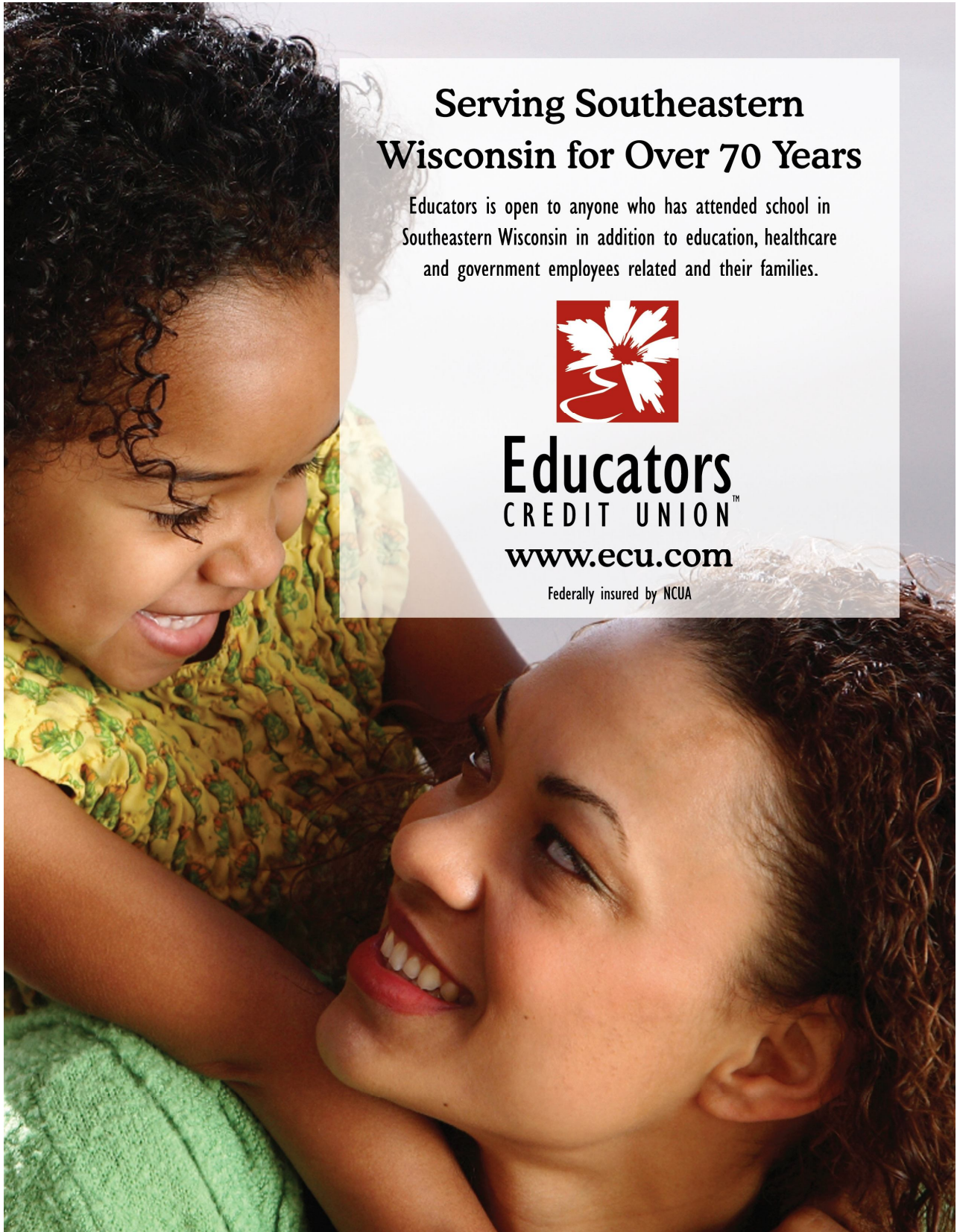
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