

**Old Dominion Chapter, IAAP**  
ATTN: Jackie Howie, CPS/CAP  
2667 Hungary Spring Road  
Richmond, Virginia 23294



The Old Dominion Chapter IAAP invites you to join us for our annual Administrative Professionals Day Event. Enjoy an exciting, fun filled day of professional development.

**Celebrate Administrative Professionals  
Day® with the  
Old Dominion Chapter, IAAP**

**“Excellence in Action”**



**Thursday, April 23, 2009  
8:00 AM - 4:00 PM**

Henrico Training Center  
7701 E. Parham Road  
Henrico, Virginia

***5 Recertification Points***

## Directions

**From the East (Norfolk, Williamsburg, etc.):** Take I-64 West. Merge with I-95 North for about two miles, then exit right at Exit 79 to follow signs back to I-64 West (signs to Charlottesville). Take Exit 181B (Parham Road North). From the foot of the exit, travel 1.5 miles; take a right (at the 4<sup>th</sup> stoplight) onto Shrader Road. Take the first left onto Carousel Lane and then another left into the parking area.

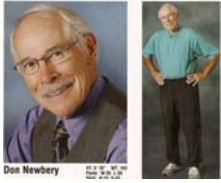
**From the West (Charlottesville, etc.):** Take I-64 East, exit right at Exit #181 (Parham Road North). Take a left at the stoplight at the foot of the exit, onto Parham Road. Travel 1.7 miles and take a right (at the 4<sup>th</sup> stoplight) onto Shrader Road. Take the first left onto Carousel Lane and another right into the parking area.

**From the North (Washington, D.C., Fredericksburg, etc.):** Take I-95 South. Right after the I-295 interchanges, look for Exit #83B (Parham Road West). From the foot of the exit, travel 4.7 miles; take a left (at the 8<sup>th</sup> stoplight) onto Shrader Road. Take the first left onto Carousel Lane and then another right into the parking area.

**From the South: (Petersburg):** Take I-95 North, and exit at I-64 West. Turn right at 181B, Parham Road North. From the foot of the exit, travel 1.5 miles; take a right (at the 4<sup>th</sup> stoplight) onto Shrader Road. Take the first left onto Carousel Lane and another right into the parking area.

**From the South (Western Chesterfield):** Take Chippenham Parkway to the Willey Bridge. Once you cross the bridge, the road becomes Parham. From the first stoplight at the foot of the bridge, travel 5.8 miles; take a right onto Shrader Road (first light after Broad Street). Take the first left onto Carousel Lane and another right into the parking area.

**From I-295:** Take Exit 45B (Woodman Road). Travel 2.0 miles and turn right onto Parham Road. Travel 2.1 miles and take a left onto Shrader Road. Take the first left onto Carousel Lane and another right into the parking area.



**Don Newbery**  
**“Making the Most of Life’s  
 Obstacles & Experiences,  
 Team Building for Success”**

Don is one of the most entertaining and informative speakers. He is a great storyteller and communicator. Don has led an adventurous life and will be sharing his humorous, entertaining, and insightful stories that include:

- His life as a child,
- Human relations experiences while growing up,
- Sports/military/college experiences,
- Careers
- Training experiences on topics such as “Team Building for Success” and “What Does Leadership Mean to You?”

***The presentation will explore:***

- ✚ The origin of our personalities.
- ✚ An awareness of the different personalities of people we work with.
- ✚ Why personalities are important.
- ✚ Common meeting problems.
- ✚ Mistakes new Administrators with no experience make.

***In this presentation, you will learn:***

- ✚ How to overcome obstacles in life.
- ✚ To turn negative experiences into positive results.
- ✚ To be flexible in life.
- ✚ To build teamwork.
- ✚ How to respond to people who try to help you.
- ✚ How to transition from one career to another.



**Carol Adams**  
**“Making the Most of You:  
 Personal Development”**

Carol is a motivational speaker as evidenced by receipt of a Motivational Award. She has had speaking engagements with schools, various national organizations and colleges, and at press conferences. Carol has extensive teaching experience and has had articles published in various magazines, newspapers, and other publications. You will be captivated by and engrossed in her every word.



***The presentation will explore:***

- ✚ Committing to making an important change in your life.
- ✚ Investing time and effort in your future.
- ✚ Moving out of your comfort zone.
- ✚ Taking responsibility for achieving your goals.
- ✚ Eliminating blocks that prevent results.

***In this presentation, you will learn:***

- ✚ To transform your mind, which will transform your life.
- ✚ To be creative.
- ✚ Personal development planning (costs, format, goals).
- ✚ To develop an effective personal mission.
- ✚ Self-empowerment.

**Registration Form**

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NAME

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ORGANIZATION/AGENCY

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POSITION/TITLE

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ADDRESS

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CITY	STATE	ZIP
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DAYTIME PHONE

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EMAIL ADDRESS

**REGULAR REGISTRATION FEE: \$45.00**  
**\$25.00/Retired ODC Members**

(Includes Continental Breakfast and Lunch; **make checks payable to Old Dominion Chapter, IAAP**)  
 (Tax ID #: 54-6053135)

Registration deadline is **Friday, April 10, 2009**

Please mail registration form and fee to:

**Jackie Howie**  
**2667 Hungary Spring Road**  
**Richmond, Virginia 23294**

Questions can be directed to Jackie Howie at (804) 646-3702 or [Jacqueline.howie@richmondgov.com](mailto:Jacqueline.howie@richmondgov.com)

***5 Recertification Points***

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