

BENEFITS OF MEMBERSHIP

- Certified Administrative Professional (CAP®)
- Continuing Education and Career Enhancement Opportunities:
 - Seminars and Conferences
 - Educational Forums at Chapter Meetings
 - Professional Growth
 - Networking Opportunities
 - Leadership Opportunities
 - Local Chapter & Division Support
 - Office Pro Magazine
 - Full-Service Headquarters Staff

IAAP CORE VALUES

Integrity: We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

Respect: We create respect within our profession and association through listening, understanding and acknowledging member feedback.

Adaptability: We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

Communication: We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

Commitment: We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals to strengthen efficiency and effectiveness.

Brochure design by Vicki Orwick Heimbuch.



THE IAAP MISSION

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



A History of Excellence Since 1942!



BE A PART OF OUR PROFESSION'S FUTURE!

WWW.IAAP-MINNEAPOLIS.ORG

WHO WE ARE

The International Association of Administrative Professionals® is a 501 (c)(6) not-for-profit organization for administrative professionals with approximately 28,000 members and affiliates and nearly 600 chapters worldwide, with 8 of those chapters here in the Twin Cities Metro Area.

We would appreciate the opportunity to tell you more about IAAP, have you experience our monthly educational forums and network with our members to see for yourself how membership in this organization can enhance both your own professional and personal development.

We Welcome You To Join Us!

The City of Lakes IAAP Chapter meets on the first Thursday of each month, September through June, at the DoubleTree by Hilton Minneapolis Park Place Hotel, 1500 Park Place Blvd., St. Louis Park, Minnesota.

Monthly Meeting Agenda

- 5:30 - 6:00 pm Registration & Networking
- 6:00 - 6:30 pm Dinner
- 6:30 - 7:30 pm Educational Forum
- 7:30 - 8:00 pm Short Business Meeting

Visit Our Website at: www.iaap-minneapolis.org

The City of Lakes IAAP Chapter proudly serves administrative professionals who live and/or work in Minneapolis and surrounding communities. For more information on our organization, please contact any of the individuals listed below:

President - Mary Fischer, CAP

President-Elect - Georgann Wenisch CAP

Email: fischermn@aol.com

Email: gwenisch@hallelandhabicht.com

Membership Chair –Wendy Peek

Email: wpeek@msn.com

2011-2012 EDUCATION FORUM & EVENTS SCHEDULE

- September 8 What Can LinkedIn Do For You?**
Presenter: Brandy Favilla, Community Engagement Manager at Globe University
- October 6 10 Keys to Becoming a Career Conqueror or How To Recession-Proof and Control Your Career**
Presenter: Majorie Unger Dirks, CCMC, Certified Career Management Coach/Trainer
- November 3 Managing Multiple Priorities**
Presenter: Anne Groetsch, Senior Instructional Designer, Honeywell Building Solutions
- December 1 Annual Metro Lakes Council Holiday Gathering**
Hosted by the North Suburban IAAP Chapter Location: Crown Plaza Minneapolis North in Brooklyn Center
- January 12 Success by Design—Your Professional Skills Portfolio**
Presenter: Lila Kalish, CAP, Legal Administrative Assistant, Thomas F. Miller PA law firm
- February 2 The FISH PHILOSOPHY**
Presenter: Wendy Pike, President, Fellers Business Solutions
- March 1 4 E's of an Excellent Leader**
Presenter: Diane Windingland, author, engineer, business owner
- April 12 Metro Lakes Council Administrative Professionals Week Joint Event**
Presenter: William A. Draves IV, CAE, speaking on how to prepare now for business changes in the future, and how 9 hours of our day will be spent differently in 2020 than they were in 2000. Hosted by City of Lakes IAAP and 4 other metro chapters
- May 3 Gamestorming: How to Generate Awesome Ideas!**
Presenter: Jeff Stafford, founder of Orange Slice Training
- June 7 The Cloud - What is it? Why Should We Start Using It?**
Presenter: Tyler Olson, owner and president of SMCpros - Social Media Consulting (Presentation arranged with the assistance of Élan Speakers Agency)

Application for recertification credit has been or will be made for all educational Programs.

To Register for Any of Our Educational Forums,
Please Contact:

Sherry Zupin, CPS sherry.zupin@live.com