

TOPICS

Communication

Conflict Resolution
Bridging The Misunderstanding Gap
Developing Presentations
Generations in the Workplace
Men & Women – Can We Communicate?
Skills of Encouragement
The Land of Ah's: Storytelling as a
Powerful New Bs Comm Tool
The Teamwork Attitude
Teambuilding Skills
Working with Difficult People
Working with Multiple Bosses
Writing for Business

Health/Medical

Breast Cancer
Ergonomics in the Workplace
Stress Management
Working & Health Problems
Health Awareness
Wellness

IAAP®

CAP Program & Recertification
Installation of Officers
Orientation to IAAP - Resources Available
Picture This! (IAAP Overview)

Leadership

Do Your Documents Project Professionalism?
Effective Mtgs - Best Practice Framework
Heart of a Leader

Leadership Skills
Leading & Motivating a Team
Leading with Passion & Purpose
Non-Profit Boards: Roles, Responsibilities
and Performance
We've Got to Quit Meeting Like This
What To Do Now That You Are in Charge
Strategic Planning
Succession Planning
Teambuilding: What Type of Team
Player Are You?
Time Management-Multiple Priorities
Problem Solving Skills
Manager/Administrator Partnership – What
does It Take?

Miscellaneous

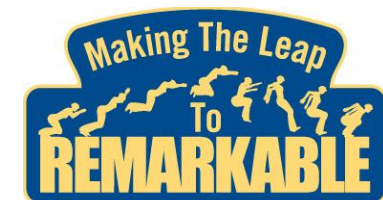
212° Commitment
Building Trust
Begin at the End-Write Your Personal
Mission Statement
Being the Employee Every Employer Wants
Business Etiquette in Today's Workplace
Coaching and Motivation
Computer hardware and software apps
Dress for Success
Every Working Woman Needs A Wife
Humor is a Survival Skill
Internet Basics
Life After Retirement
Positive Attitude and Team Building
The Office Professional
Twelve Choices that Lead to Your Success
Who Moved My Cheese?
Who Needs to Be Perfect?

*In addition to topics listed in the
brochure, we have speakers who will
create custom programs on the topic of
your choice.*



**International Association of
Administrative Professionals®
Kansas Division**

**2011/2012
Kansas Division
Speakers Bureau**



Kansas Division

MISSION STATEMENT

The Kansas Division Speakers Bureau is designed to give organizations, chapters, and groups in the State of Kansas greater access to a variety of topics and speakers.

ENGAGING A SPEAKER

Once you have selected a topic, a request should be submitted in writing or by fax or e-mail to the KDSB. In order to facilitate your request in an efficient manner, all requests should be submitted as far in advance as possible. Please include your daytime phone number as well as your mailing address with your request.

While we will strive to accommodate your organization within any time constraint, the earlier you submit your request, the better the chance that one of our speakers will be available to fulfill your program need.

PROCESSING A REQUEST

Upon receipt of your request, the Speakers Bureau will immediately review the pool of expert sources to select an appropriate speaker for your group.

Within no more than two weeks of your request, you will receive a confirmation including speaker/speakers names and suggested topics within the interest area you have specified.

Some of the speakers on the KS Division Speakers Bureau are willing to write custom workshops and we will send you those names

as well as the names of the speakers which have the topics you listed on their resumes.

It will be your responsibility to select a speaker from the suggested list of names and notify the KDSB of your selection. The speaker you have selected will be contacted and asked to phone or write to you directly as soon as possible.

At this point, it would be appropriate for you and your selected speaker to discuss biographical information, specific topic suggestions, recertification and the matter of compensation with regard to expenses and/or fees.

An evaluation form will be sent to you. We ask that following the presentation; you complete and return this evaluation to the KDSB via e-mail or to the address listed in this brochure.

For your convenience, we have included in this brochure a form to be used when requesting a speaker. After completion, please forward to KDSB for processing.

**TO SCHEDULE
A SPEAKER CONTACT:**
*Colleen Neill CAP-OM
331 Timberlake Circle
Galena MO 65656
417.538.4088 (voice)
417.894.6036 (mobile)
417.538.0102 (fax)
colleenneill@yahoo.com*

SPEAKER REQUEST FORM

Chapter Name _____

Contact (Name) _____

Daytime Phone _____

E-mail _____

Mailing Address _____

Location of Your Meeting _____

Topic _____

Length of Program _____

Anticipated Number Attending _____

Special Needs _____

