

Golden Corridor Chapter, IAAP presents: *Mind-map your way to making a successful e -portfolio in just two hours!*



**Saturday, March 10, 2012
8:30 am – 11:45 am**

Are you fed up of leaving the office late and having little time for your evening? Do you wish you could get your email down to zero; or wish to break out and do something new and different in your career? Yes of course we all do but as the weeks pass the demands on our time increase and dreams fade into the background. As the recession bites, workloads are increasing and the threat of redundancy makes us feel like we're on a never ending treadmill.

We often take our brains for granted and forget they need to be trained. Break free from your own self-defeating behaviors and bad habits by using 2012 to transform your old thinking into a shiny more effective you! Join us to learn more about how **mind mapping** can put your goals back on track and bring clarity to your life and career.

In part two of our morning, learn about **e-portfolios** and develop one for yourself using what you learned in the mind mapping session. An electronic portfolio is broadly defined as a collection of work samples, proof of training/education, and things that relate to your professional experience and background in a web-based format which may include visual graphics, downloadable files, audio and video components. It gives you an entirely new platform where you can share your career accomplishments in ways that may not be as practical to do on paper or in a resume alone. The primary difference between a print version of your professional portfolio and an electronic portfolio is the electronic portfolio is created on an Internet-based technology or website so you can easily share it with others. **BRING A THUMB DRIVE WITH YOUR RESUME, CERTIFICATIONS, ETC. TO UPLOAD AND START YOUR PERSONAL E-PORTOLIO!**



SEMINAR AGENDA

8:30 — 9:00	Registration—continental breakfast	
9:00 — 9:05	Welcome	Linda Clark, CAP-OM
9:05—10:05	Mind-Mapping	Robin Sutton
10:05—10:15	Break	
10:15—11:15	e-Portfolio production and use	Robin Sutton
11:15—11:45	Closing & departure	JoEllen Pickett, CAP

DCG, Incorporated has been providing professional development and technical training services since 1993. DCG is a certified by the WEBNC as a WBE, is approved to operate as a private vocational school through the ISBE, and is approved to offer CEUs for all its courses through IACET.

DCG has had the pleasure of working with various IAAP groups to present training sessions and participate in their Administrative Professionals Day programs. DCG believes in the power and necessity of training to keep skillsets sharp and to enable oneself to perform job duties effectively and efficiently. With that goal in mind, DCG has recently become a Certiport testing center offering testing for the following certifications: Microsoft Office Specialist; Adobe Certified Associate; QuickBooks Certified User, just to name a few.

[\[see back for registration and directions\]](#)



NIU Hoffman Estates

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 (815) 753-8850

[Driving Directions \(Mapquest\)](#)

[Local Hotel Information](#)

I-90 Westbound (From O'Hare International Airport)

Follow the signs for I-90 Westbound towards Rockford
 Take I-90 past Route 53, Barrington Road and Route 59
 Exit at Beverly Road
 Turn right (heading north) onto Beverly Road
 Turn right (heading east) onto Trillium Blvd.
 NIU-Hoffman Estates is the second building on your right

I-90 Eastbound

Heading on I-90 towards Chicago exit at Route 59
 Turn left (heading north) on Route 59
 Turn left (heading west) onto Higgins Road
 Turn left (heading south) onto Beverly Road
 Turn left (heading east) onto Trillium Blvd.
 NIU-Hoffman Estates is the second building on your right.

From Higgins Road

Take Higgins Road west (pass Barrington Rd, Route 59 & Trillium Blvd)
 Turn left on Beverly Road (second light after Trillium)
 Turn left on Trillium Blvd
 NIU-Hoffman Estates is the second building on your right

Special sponsorship thanks to



Register online at www.iaap-goldencorridor.org; by Wednesday, March 7, 2012

Seminar cost \$15 payable to:

IAAP—Golden Corridor Chapter
 PO Box 59551
 Schaumburg, IL 60159



Another option if you cannot use the online registration form:
 Send an mail to: ann.kuhlmann@kodak.com with your registration information.
 Register early to secure your place!

Cancellations must be received via email ann.kuhlman@kodak.com
 by Wednesday, March 7, 2012.

After March 7th all registrations will be nonrefundable AND no-shows will be invoiced.
 Payment may be presented at the door; checks payable to IAAP-Golden Corridor Chapter, or cash.
 First 20 to register will be guaranteed a computer terminal

