



TRI-COUNTY CHAPTER



FEBRUARY MEETING ANNOUNCEMENT

www.iaap-tricounty.org

“Elevating Admins to Excel in Today’s Office”

DATE: February 7, 2012

LOCATION: Two 25
Mark Twain Hotel
225 NE Adams St

SPEAKER: Steve Grant, Director Dale Carnegie Training

Meeting Information

5:15 - 6:00 p.m. Networking/Dinner
6:00 - 6:25 p.m. Business Meeting
6:30 - 7:30 p.m. Presentation
7:30 p.m. Adjournment

Menu
Pizza Bar
Brownies
Tea and Water

\$15.00 for dinner
No charge for meeting
only

PRESENTATION

“Maximizing the 1440” presented by Steve Grant, Director Dale Carnegie Training

Benefits for the audience:

- Better sense of control over their lives
- Reduced stress
- Get more (of the right things) done
- Be viewed as an effective team contributor
- Greater confidence as a leader

Key Points:

- It’s not about time management
- Determining what’s important
- Managing multiple priorities
- Overcome procrastination
- Delegate and let go

RSVP: Please email mary.j.pyatt@osfhealthcare.org or call 282-1614 by noon January 30th. **Please indicate whether you will be attending the meeting only or the dinner and meeting.** If pre-paying send payment to Mary Pyatt OSF RiverPlex 600 NE Water St 61603. **Reminder:** You are responsible for your payment in full if you cancel after January 30th or if you are unable to attend.