



International Association of
Administrative Professionals®
East Coast Admins Chapter



2011 – 2012
Program Brochure

MONDAY, OCTOBER 17, 2011

Privacy Workshop

Maggie Corcoran, Privacy Officer
NL Centre for Health Information

MONDAY, NOVEMBER 14, 2011

Love your Work, Love your Life

Webinar, Sheila Kelley
Smitty's Restaurant, Mt. Pearl

MONDAY, DECEMBER 12, 2011

Member Social and Networking Dinner

Restaurant TBA

MONDAY, JANUARY 9, 2012

Preventing Injury in the Workplace

Speaker, TBA

MONDAY, FEBRUARY 13, 2012

Manipulating graphics in Office 2007

Joanne Skillen, Learning Dev. Officer

MONDAY, MARCH 12, 2012

Social Media Presentation

Speaker, TBA

WEDNESDAY, APRIL 25, 2012

Administrative Professionals Day

Luncheon and Speaker TBA

MAY, 2012

**1.) Annual General Meeting
and**

2.) Election of Officers 2011-2012

JUNE, 2012

**1.) Installation of 2011-2012 Officers
and**

2.) Summer social

Let's have a good time for a job well done!

Benefits to YOU

- ✓ Continuing education
- ✓ Networking opportunities
- ✓ Personal/ professional growth
- ✓ Leadership development
- ✓ Management skills
- ✓ Current technology
- ✓ Professional publications

Benefits to YOUR EMPLOYER

- ✓ A professional team member dedicated to producing a quality product or service
- ✓ A positive public relations representative who takes pride in professionalism and excellence
- ✓ Administrative personnel who are up to date with the latest technological trends
- ✓ Opportunities for quality leadership training, self-improvement and employee education
- ✓ An employee who takes the opportunity for continuous personal and professional growth



The IAAP East Coast Admins Chapter meetings normally occur the **2nd Monday of each month** at **Eastern Health Administrative** offices, situated on **Waterford Bridge Road** from **5:30 pm to 7:30 pm**. Light refreshments are all complimentary at our meetings.

To confirm attendance, please email **Mary French** at:
mary.french@easternhealth.ca

Today, more than ever, success in an administrative career demands a broad range of skills. Our members, who come from diverse careers and backgrounds, give our association an extensive outlook and gain knowledge from each other.

By meeting regularly each of us gains valuable insight and information needed to navigate changing technology, enhance interpersonal skills and develop a greater understanding of the business community.

2011 – 2012 Chapter Executive

President

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Administrative Professionals Week
April 22-28, 2012

Administrative Professionals Day
Wednesday, April 25, 2012

Canada Divisions' Conference (CDC)
Kitchener/Waterloo, ON
Delta Kitchener Hotel
June 6-9, 2012

International Education Forum and Annual Meeting (EFAM)
Grapevine, Texas
Gaylord Texan Resort
July 22-25, 2012

Eastern Canada Division Leadership Conference 2012
Date and location to be announced.

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

For more information on membership with the IAAP, please contact Gayle Johnson at
gayle.johnson@nlchi.nl.ca

