



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](mailto: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**

Mary French, CPS/CAP  
Tel: 709.777.1322  
(W) [mary.french@easternhealth.ca](mailto:mary.french@easternhealth.ca)  
(H) [mtfrench@warp.nfld.net](mailto:mtfrench@warp.nfld.net)

##### **Past President**

Gayle Johnson, CPS  
Tel: 709.747.3227 (H)  
709.752.6002 (W)  
(H) [gayle.johnson@nlchi.nl.ca](mailto:gayle.johnson@nlchi.nl.ca)  
(W) [gcj@nf.sympatico.ca](mailto:gcj@nf.sympatico.ca)

##### **Treasurer**

Dianne Smith  
Tel: 709.364.3371 (H)  
709.777.1318 (W)  
(H) [edsmith@nl.rogers.com](mailto:edsmith@nl.rogers.com)  
(W) [dianne.smith@easternhealth.ca](mailto:dianne.smith@easternhealth.ca)

##### **Secretary**

Donna Rodgers-Grouchy  
Tel: 709.772.2443 (W)  
(W) [donna.rodgers-grouchy@dfo-mpo.gc.ca](mailto:donna.rodgers-grouchy@dfo-mpo.gc.ca)



##### **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](mailto:gayle.johnson@nlchi.nl.ca)