



International Association of Administrative Professionals

Tuesday, May 8, 2012

Workplace Diversity

Presented by: Jolene Ellis, CAP-OM

Grand River Chapter



Meeting Location:

Holiday Inn Cambridge
200 Holiday Inn Drive

Dinner & Program:

Member: \$25.00
Guest: \$25.00

Program Only:

Member: \$10.00
Guest: \$10.00

Agenda

5:30pm Networking
6:00pm Dinner
7:00pm Guest Speaker
8:10pm Chapter Business
8:30pm Closing Remarks

Diversity is the inclusion of things, people and places that are different. Different races, genders, ages, and ethnicities of people in one place shows great diversity. This one hour interactive workshop covers: ► Types of diversity ► Benefits and challenges working with diversity ► Responsibilities of the employer and employee in a maintaining a diverse workplace

Jolene Ellis, CAP-OM

Jolene has been in the administrative field for over twenty-years, currently she is an Executive Assistant to the President at Septodont. She has served in various leadership roles in the IAAP, Grand River Chapter President 2005-2006, Central Division Treasurer 2007-2009 and currently , CDC Treasurer. Jolene was once an Executive Director heading up the admin. curriculum for several campuses of the Toronto School of Business. She has also been a member of the Office Administration Program Advisory Committee at Conestoga College and she has also served on the executive board of her community's United Way.

Please RSVP (email) by Thursday, May 3, 2012

E-mail: iaapgrandriver@gmail.com

Cancellations after the Thursday, RSVP deadline will be invoiced

MENU

Chef's Choice of Assorted Salads
Tortilla Chips, Warm Flour & Corn Tortilla
Sliced Grilled Chicken or Seasoned Ground Beef
Served with Sour Cream, Salsa, Lettuce, Tomatoes, Onions and Spanish Rice
Assorted Chef's Selection of Desserts
Coffee & Tea

UPCOMING EVENTS:

**June 19th YEAR END SOCIAL (please pay \$10 in advance in May)
A very exciting Hawaiian Luau Event at Four Points by Sheraton**

IAAP Canada Divisions' Conference (CDC) - June 7-9, 2012

Follow the excitement on Facebook at IAAP Grand River Chapter CDC June 2012 or visit our website at www.iaap-grandriver.org