



International Association of Administrative Professionals

Tuesday, January 10, 2012

Mind Mapping

Presented by Susan Gregory

Want to be more effective and organized!

Susan Gregory will be presenting one of her most popular workshops on Mind Mapping. Come and find out how to use this tool to plan, enhance your memory and organize ideas.

Grand River Chapter



Meeting Location:

Holiday Inn Cambridge
200 Holiday Inn Drive

Dinner & Program:
\$25.00

Program Only:
\$10.00

Agenda

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

Please RSVP (email) by Thursday, January 5, 2012 to:
E-mail: iaapgrandriver@gmail.com
Cancellations after the Thursday, RSVP Deadline will be invoiced.

MENU- Italian Pranzo

Penne Pasta with Grilled Vegetables, Rotini Pasta with Grilled Chicken Breast
Your choice of Marinara, Pesto, Alfredo, or Tomato Sauce
Antipasto Platter
Chef's Selection of 3 Assorted Salads
Assorted Rolls
Cannoli, Chocolate Eclairs and Assorted Pastries
Coffee & Tea

UPCOMING EVENTS:

February 21st MEETING—Professional Packaging

Appear every bit professional as you are.

Holiday Inn Cambridge, 200 Holiday Inn Drive, Cambridge, ON - for more information visit our website at www.iaap-grandriver.org

IAAP Canada Divisions' Conference (CDC) - June 6-9, 2012

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



International Association of Administrative Professionals

IAAP™ is a great resource to help you advance in your career! The *International Association of Administrative Professionals*™ is a not-for-profit, professional association with 40,000 members and affiliates and over 600 chapters worldwide. The association works in partnership with employers to promote excellence.

Its members include administrative assistants, executive secretaries, office co-ordinators, information specialists, and related administrative professionals. Many corporations, educational institutions, students, and international affiliate organizations also belong to IAAP. Membership in IAAP™ provides outstanding benefits and services to meet your professional and personal needs.

Directions To Holiday Inn Cambridge

200 Holiday Inn Drive, Cambridge

Ph: (519) 658-4601

- From Toronto on the 401, take the Hwy 24 exit
- Stay right and go around the Zehrs/Smitty's furniture plaza
- Turn right at the stoplights, this is Holiday Inn Drive. The Holiday Inn is on the right
- Learn from your peers, through local and international networking opportunities
- Exchange ideas with someone else in your profession by attending meetings and seminars or connecting with IAAP's website www.iaap-hq.org
- Improve your professional image and sharpen your professional stature by getting a view of what is necessary to be a confident professional in today's society
- Enhance your public speaking skills and gain confidence through presentations in business meetings or at IAAP chapter meetings
- Take advantage of personal and professional leadership skills training opportunities through seminars and workshops at chapter and division meetings, district conferences, and international conventions
- Develop international alliances and friendships throughout the world through IAAP Affiliated Chapters and Associations
- OfficePRO® magazine is your source for information on trends in the profession, the latest in technology, and job tips

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