



Vancouver Chapter



International Association
of
Administrative Professionals

2011—2012 Program

- Sept 14 Topic: What's New in Software and Technology**
Speaker: Brodie Desimone, Microsoft Canada
- SEPT 24 WASHINGTON/BC EDUCATION FORUM, BELLINGHAM**
- Oct 12 Topic: Project Management - Bringing Clarity to your Projects**
Speaker: Tracy Page, PMP, Page Consulting
Sauder School of Business, UBC
- Nov 9 Topic: What Are the True Costs of Smartphone Use?**
Speaker: Darci Laroque, Swirl Solutions
- Dec 14 Topic: The Ultimate Business Professional**
Speaker: Carey McBeth, Business Etiquette & Protocol
- Jan 11 Topic: Simple Systems, Sexy Technology, Productivity Boost**
Speaker: Krista Clive Smith, simplesexystyle.com
- Feb 8 Topic: Focus on the 90% - Positive Work Relationships**
Speaker: Darci Lang, darcilang.com
- Mar 14 EXECUTIVE APPRECIATION NIGHT**
Topic: The Value of the Exec / Admin Team
Speaker: Mark Wardell, Wardell Professional Development
- Apr 11 ANNUAL MEETING**
Topic: Preparing Powerful Presentations
Speaker: Dragana Djurasic, radiantminds.ca
- Apr 25 ADMINISTRATIVE PROFESSIONALS DAY—BREAKFAST EVENT**
Topic: Leadership - An Inside Job™
Speaker: Michelle Ray, CSP, michelleray.com
- May 9 VANCOUVER CHAPTER 54TH ANNIVERSARY**
Topic: Negotiation Skills for Admin Professionals
Speaker: Felicia Lee, Ghost CEO, Candeo Communications
- June 6 Topic: Leadership Skills for Admin Professionals**
Speaker: Dr. Gail Levitt, Sauder School of Business, UBC

Topics, Speakers, Cost subject to change. Please visit website for updates.



Education Forum & Monthly Meetings

Venue: Coast Coal Harbour Hotel
Address: 1180 West Hastings St, Vancouver
Time: 5:30 pm to 8:30 pm
Cost: *\$38 Members / *\$43 Non-Members
 \$5 presentation only

*Cost includes dinner and speaker presentation
 We offer a safe ride program to your transit stop

Other Dates to Remember

CAP Examinations, Vancouver	Nov. 5, 2011 May 6, 2012
Administrative Professionals Week	Apr. 23-27, 2012
Administrative Professionals Day	Apr. 25, 2012
Canada Divisions Conference, Kitchener	June 7-9, 2012
Education Forum and Annual Meeting (EFAM) Grapevine, Texas	July 22-25, 2012

Contact Information

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www.iaap-vancouver.ca

Enhancing the Success

of career-minded Administrative Professionals

by providing opportunities for GROWTH through

Education Community Building and Leadership Development

2011—2012 Program

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iaap-vancouver.ca

Benefits of IAAP

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.

IAAP is...

The largest
not-for-profit member organization for
administrative professionals worldwide.

Training ... Networking ... Leadership Development...
... Professional Growth ... and much more

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 and brings these skills back to the workplace.



Turning Jobs Into Careers

The Career Advantage

If you are looking for ways to help you get ahead in the workplace, stop here. IAAP offers professional certifications. The **Certified Administrative Professional® (CAP®)** and Certified Administrative Professional® with specialty in Organizational Management (**CAP-OM®**) are the industry recognized standards of proficiency.

Types of Membership

- **Professional Member:** A Professional Member is employed as an administrative professional or has attained the CPS or CAP rating or is a teacher who is employed in the teaching of business education.
- **Student Member:** A Student Member is a person who is enrolled as a student of business education.
- **Associate Member:** An Associate member may be an individual, firm or educational institution which sustains the objectives of IAAP.

