

2009-2010 MEETING DATES

(Speakers and topics subject to change)

DATE	Speaker
September 8	Benefits of attending the International Education Forum, Canada Divisions Conference, CPS/CAP Exam Info Session. Members: Karin Hares, Beverly Wood, Bridget Katazinski, Cristy Simpson
October 13	Mood Disorders in the Workplace Tina Holland, Director of Education, Mood Disorders Assoc. of MB
November 10	The Power of Attitude – Be Unreasonable & Extraordinary Bruce Lee, Speaker, MC, Comic
December 8	Administrative Professionals-Their Influence on the Paradigm Shift Toward Collaborative Selling Peter Skakum, Tangent Strategies Inc.
January 12	Audio Visual Technology Trends & Techniques Glen Corthey, Inland AV
February 9	Get the Recognition You Deserve! Office Team
March 9	TBD
April 21	Administrative Professionals Day Event
May 11	New Trends in Meeting and Event Planning Dallas Ballance, CMP GoodwinBallance Communications
June 8	Team Building Event TBD

BENEFITS OF MEMBERSHIP

- Communicate with a world-wide network of peers, experts, trainers, and managers to share resources, expertise and services.
- Subscription to *OfficePro* magazine, *OfficePro Express* e-newsletter and IAAP Connections.
- Leadership opportunities by participation in chapter activities-public speaking, project management, strategic planning.
- Access to information on the latest trends and research for the profession, such as new software releases, new admin responsibilities, best practices, benchmarking and more.
- Members only website, online training, informative information all located on IAAP's head office website www.iaap-hq.org
- Support from IAAP Head Office, IAAP Western Canada Division and IAAP Winnipeg Chapter.
- Improve upon your professional skills through participation in seminars and workshops.
- Personal and professional development resource discounts on books, self-study and online courses.

BENEFIT TO EMPLOYERS

- Administrative Professionals who are up-to-date with the latest technological trends.
- A Professional team member dedicated to producing a quality product or service.
- An employee who has the opportunity for continuous personal and professional growth and brings these skills back to the workplace.
- Opportunities for quality leadership training, self-improvement and employee education.
- A positive public relations representative who takes pride in professionalism and excellence.
- IAAP members receive tools and knowledge necessary to become more effective contributors to their employers. By reading IAAP publications and attending IAAP educational events, members stay on top of their profession.

MEMBERSHIP

If you've been searching for a community to help you thrive in today's office culture, you've come to the right place. Come join us as we create a better workplace, one admin at a time.

1. **Professional Member:** Currently an administrative professional or who has attained the Certified Professional Secretary or Certified Administrative Professional rating, or a teacher employed in business education.
Cost: One year membership \$109.50USD.
2. **Student Member:** Students enrolled as a full time business education student.
Cost: One year membership \$36.50USD
3. **Associate Member:** An individual, firm or educational institution that sustains the objectives of IAAP, who does not qualify as a professional or student member.
Cost: One year membership \$170.00USD

For more information on how you can become a member or to join us for a monthly meeting, please contact: Bridget Katazinski, IAAP Membership Chair at 757-4581 or email: info@iaapwinnipeg.com

2009-2010 EXECUTIVE COMMITTEE

President	Karin Hares CPS
Past President	Beverly Wood CPS
Secretary	Elizabeth Cerqueira
Treasurer	Joan Jasper Sharon Monkhouse
Communications Program	Trisha Haaksma Beverly Wood CPS Janice Fotheringham
Membership	Bridget Katazinski Peggy Rybachuk
Fundraising	Jane Regehr
Publicity	Diane Conolly
Education	Cristy Simpson CPS
Bylaws	Joan Jasper

MISSION

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



Certified Professional Secretary (CPS®)

Certified Administrative Professional (CAP®)

Certification is a mark of excellence. It indicates to employers and colleagues your desire to continue to succeed in a career.

To attain either designation, a candidate must meet educational and work experience requirements and also pass an examination – the one-day three-part examination for the CPS® designation and the one and one-half day exam, with four parts, for the CAP® designation. Exams are administered in May and November in Winnipeg. Areas tested include:

- **Office Systems & Technology**
- **Office Administration**
- **Management**
- **Advanced Organizational Management**

For more information visit our website at:
www.iaapwinnipeg.com

WINNIPEG CHAPTER MEETINGS

Meet: 2nd Tuesday of each month, Sep to Jun.
Place: Canadian Wheat Board
423 Main St
Cost: Non-Members (includes dinner) \$16.00
Time: 5:00 p.m. Registration/Networking
5:45 p.m. Dinner
6:30 p.m. Guest Speaker
7:30 p.m. Business Meeting

Guests are always welcome please confirm your attendance with Bridget at: info@iaapwinnipeg.com

LEARN, GROW, NETWORK

Dates to Remember:

Administrative Professionals Week
April 19-23, 2010

Administrative Professionals Day
April 21, 2010

Canada Divisions Conference
Regina, SK May 26-30, 2010

International Education Forum & Annual Meeting
Boston, MA July 18-21, 2010

IAAP History

Founded in 1942, we have been helping office professionals reach their career goals through education, community building and leadership development. Our certification programs are recognized as the industry standard of proficiency. Our educational programs, including OPTIONS Training, help admins advance their careers without putting their life on hold. With three annual conferences a year, members have numerous opportunities to learn and grow, not just at their job but in their life. We produce five different publications that go out to our members, which impart cutting-edge information about today's office.

The Winnipeg Chapter was founded in 1962 and has been a continuing source of education for Winnipeg's administrative professionals.

IAAP Winnipeg Chapter Welcomes you!



**International Association of
Administrative Professionals®**

Whether you are an administrative professional looking for training, teamwork or networking opportunities, you will be interested in learning more about what IAAP has to offer.



www.iaapwinnipeg.com