

## International Association of Administrative Professionals--Brainerd Chapter 2009-2010 Meeting and Educational Program Schedule

### Tuesday, September 8, 2009

#### *"Speaking of Speaking"*

Dan Hegstad of Full Circle Training & Presentations will share his expertise in the area of public speaking. You will learn the 10 things that professionals know and amateurs learn the hard way.

### Tuesday, October 13, 2009

#### *"What is IAAP?"*

Joan Gatzmeyer CPS/CAP, MN-ND-SD Division President, will review the mission, structure, events and resources of IAAP with members and guests. Attending this Membership Recruitment Meeting is the perfect opportunity to gain a better understanding of the many benefits of membership in IAAP without any pressure of joining. Come check us out!

### Tuesday, November 10, 2009

#### *"Build Better Relationships by Being a Positive Networker"*

Mark Fyten, MAS of Your ADvocate Promotional Agency, will explain the power of positive networking in order to leap forward in work and life—resonating messages that help overcome the fear of networking and find more success. Based on the book "Work the Pond" by Darcy Rezac.

### Wednesday, December 2, 2009

#### *"December Social"*

IAAP Brainerd Chapter will enjoy dinner, networking and fun with the St. Cloud Quarry Chapter. This meeting is hosted by both chapters and will be held at the Initiative Foundation in Little Falls. We will also be gathering Christmas donations for a local charity.

### Tuesday, January 12, 2010

#### *"Ice Breakers and Interactive Meetings"*

Chris Fastner, VISTA Program Manager with the Initiative Foundation, will present ideas and tools for making your business meetings, networking events, and any kind of group work more effective by making it more interactive. He will set the stage for February's session by demonstrating how effective group management is one of the core elements of emotional intelligence.

### Tuesday, February 9, 2010

#### *"Emotional Intelligence, Leadership and Human Development"*

Gary Dietrich, Leadership Coach and Consultant for NorthWay Group, will enhance awareness of feelings and emotions and how we respond to them which will assist in realizing our full potential. He will also identify key aspects of leadership and human development in the nonprofit sector.

### Tuesday, March 9, 2010 & April 13, 2010

#### *"Administrative Professionals Day Seminar Preparation"*

IAAP Brainerd Chapter utilizes March and April meetings to prepare for the annual educational seminar. Visitors are most welcome to attend these meetings. However, there are no presentations.

### Tuesday, April 22, 2010

#### *"Annual Administrative Professionals Day Seminar—Program To Be Announced"*

Visit the *APW Seminars* link at [www.iaap.brainerd.com](http://www.iaap.brainerd.com) to get more information about the chapter's annual educational seminar scheduled for Administrative Professional's Week.

### Tuesday, May 4, 2010

#### *"How to Understand Almost Anyone"*

Valerie King CPS/CAP, IAAP Northwest District Director, will assist us in understanding the four personality styles and how to communicate better with almost anyone. Valerie's presentations are interactive and fun. Personality assessments will be performed.

### Tuesday, June 8, 2010

#### *"Installation of Officers and Summer Social"*

IAAP Brainerd Chapter will install new officers and celebrate the year's successes while enjoying dinner. Location to be determined.

*Guests welcome! Meetings are scheduled from 5:15 – 6:45 p.m. and typically held at Central Lakes College in Room C228. NOTE: Meeting date, start time and program are subject to changes. Therefore, please contact Colleen Jackson, President at (218) 824-1287 (Days 8 a.m.–5 p.m.) or (218) 829-1353 (Evenings) to confirm details for any meeting you wish to attend.*

### About IAAP

Founded in 1942, IAAP is the world's leading nonprofit association serving office professionals worldwide.

The organization makes every effort to set standards of excellence recognized by the business community on a global perspective.

### Brainerd Chapter Officers

#### *President*

**Colleen Jackson**

#### *President-Elect*

**Tanya Wiskow**

#### *Treasurer*

**Angie Mass**

#### *Secretary*

**Jean Pettis**

### Brainerd Chapter Mission

To provide administrative professionals with opportunities for professional development, leadership skills, resources, networking and personal growth.

### For more information

Contact Colleen Jackson  
(218) 824-1287 or visit  
[www.iaap.brainerd.com](http://www.iaap.brainerd.com)

### Benefits of Membership

Professional Growth  
Leadership Development  
Technology Updates  
Professional Publications  
Networking Opportunities  
CPS/CAP Certifications  
Continuing Education  
Administrative Resources  
Lasting Friendships



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