



IAAP MISSION

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

IAAP VALUES

Integrity • Respect • Adaptability
Communication • Commitment

Looking to advance in your career or find a career you love?

IAAP offers professional and personal development through value-priced education; and a wide variety of volunteer opportunities to develop new skills and leadership ability in a supportive environment.

Looking to make a difference?

For almost 70 years, IAAP has been the premier resource for administrative staff, leading the way in advancing the profession— you're no longer "just a secretary", and through your involvement in IAAP, you can be part of setting the standard of excellence and gaining recognition for your career.

Looking for connections?

IAAP members have an instant bond that provides support from others who "get" what you do and that leads to lifelong friendships; whether through the IAAP Web Community or at chapter, division, and international events, you will gain the collective knowledge of more than 25,000 members.

MEETING AND REGISTRATION INFORMATION

Rockwoods Grill
9100 Quaday Ave. NE, Otsego, MN 55330
763.441.6322

- 5:30 p.m. Networking
- 6:00 p.m. Dinner
- 6:30 p.m. Educational Program
- 7:30 p.m. Meeting and Recognitions
- 8:15 p.m. Adjourn
- 8:20 p.m. Board Meeting (all members welcome)

Note: Educational programs subject to change

Visit www.iaapnorthstar.org for more details and to register; or email info@iaapnorthstar.org

Guests welcome!

FIND OUT MORE

www.iaapnorthstar.org
info@iaapnorthstar.org



www.facebook.com/IAAPNorthStar

Membership Committee:
Joan Gatzmeyer, CPS/CAP
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Welcome to IAAP

North Star Chapter

2011-12



For Career-Minded
Administrative
Professionals



**International Association of
Administrative Professionals®
North Star Chapter**

WHAT'S IN IT FOR YOU?

IAAP is your solution for creating a network that supports you and helps you do more with less time.

ARE YOU AN ADMINISTRATIVE PROFESSIONAL?

- ADMINISTRATIVE ASSISTANT
- EXECUTIVE ASSISTANT
- EXECUTIVE SECRETARY
- OFFICE MANAGER
- MARKETING COORDINATOR
- RECEPTIONIST
- HR COORDINATOR
- CLERICAL STAFF...
- THE LIST OF TITLES IS ENDLESS!



EVENT CALENDAR

September 13:

Letting Go—How to Reduce Stress & Enjoy Being Present in the Moment
Dawn Staycoff, President, MN-ND-SD Division IAAP

October 11:

Put Your Whole Brain In! Making Breakthrough Thinking and Innovation Habitual, Rod Greder, Ph.D., Founder and President, New Productivity Group

November 8:

The Quest to Find and Use Your Strengths, Jean Juelich, Instructor, Anoka Technical College

December 13:

Making the Leap! Your Vision, Your Goals, Your Way in 2012
Sherry Newman, Coach, Masterminds and Mentors

January 10:

Kick Off 2012 with Office 2010
Staci Gilbert, Sr. IT Training Specialist, Medtronic Global IT

February 14:

What Have You Got to Lose? Preventing Identity Theft in the Office
Stefan Salmonson, PPS, President, PROtective Services, Inc.

March 13:

Influencing Without Authority
Dave Dorman, Coordinator, Leadership Development, University of Minnesota

Thursday, April 12:

APW Seminar—Change in the 21st Century, William Draves, Futurist and Author, Crowne Plaza Plymouth

May 8:

Strategic Planning for Remarkable Organizations, Andy Edeburn, MA, Consultant Manager, LarsonAllen

June 12:

Business Etiquette: The New Rules in a Digital Age, Katrina Mathews, Branch Manager, OfficeTeam, a Robert Half



LOCAL AND INTERNATIONAL NETWORKING OPPORTUNITIES

High-quality seminars at chapter, division, and international events; and peer support for advice, best practices, job search resources, and creative ideas for workplace issues.



WEB COMMUNITY

Connect with IAAP members in your area and around the world and share ideas through on-line discussions, blogs, document libraries, and much more.



KEEP INFORMED

Five publications, including the award-winning *OfficePro* magazine, help you stay informed and up to date on office trends, products, and information; they provide quality information that makes your job, and life, a little easier.



CERTIFICATION

IAAP offers professional certification to enhance your skills and marketability and is a standard of excellence for all admins.



Turning Jobs
Into Careers®

International Association of
Administrative Professionals®

Since 1952, IAAP has proudly sponsored Administrative Professionals Week® and Administrative Professionals Day®. Celebrate this year's theme of *Making the Leap to Remarkable* from April 22–28, 2012!