



North Star Chapter IAAP® 2011–2012 Educational Programs



Date	Program and Speaker
September 13	<p>Letting Go—How to Reduce Stress & Enjoy Being Present in the Moment</p> <p>Do you want to be as successful as you can be in both your professional and personal lives? Once you discover your “sweet spot”—the balance between your strengths (what you’re good at) and your passion (what you love to do), the possibilities are endless! Dawn Staycoff, president of the <i>MN-ND-SD Division of IAAP</i>, will share techniques to refocus your attention on that positive balance and become connected to where you are right now, leading to greater productivity with less stress.</p>
October 11	<p>Put Your Whole Brain In! Making Breakthrough Thinking and Innovation Habitual</p> <p>Innovation is key to career success in this knowledge age. Rod Greder, Ph.D., founder and president of <i>New Productivity Group</i>, will help you understand the personal drivers that impact innovative thinking and behavior in your company. Learn mindsets and tools to stay ahead of the curve in recognizing and recommending new product and service opportunities, as well as how to make creativity and risk-taking a habit that enables breakthrough thinking.</p>
November 8	<p>The Quest to Find and Use Your Strengths</p> <p>Do you have the opportunity to do what you do best <i>every</i> day? Do you really <i>know</i> what you do best? Jean Juelich, instructor at <i>Anoka Technical College</i>, a Strengths-Based campus, will share how <i>StrengthsQuest</i>, based on the bestselling book, <i>StrengthsFinder</i>, can help you discover, develop, and learn to apply your strengths for academic, career, and personal success and satisfaction, as well as leadership development.</p>
December 13	<p>Making the Leap! Your Vision, Your Goals, Your Way in 2012</p> <p>Are you ready to make the leap from where you are today to where you want to be tomorrow? Not convinced you have the capabilities to achieve your dream? Sherry Newman, coach and facilitator for <i>Masterminds and Mentors</i>, has a passion for supporting others in their quest to achieve their dreams. In this session, she will explore how doing the impossible is a matter of having a clear vision, measurable goals, genuine desire, and accountability to someone other than yourself.</p>
January 10	<p>Kick Off 2012 With Office 2010</p> <p>Microsoft 2010 will be two years old in 2012, but many of us are only beginning to explore an upgrade from Microsoft 2007—or even MS 2003! Should you make the leap? Staci Gilbert, senior IT training specialist for Medtronic’s global IT training and development, will introduce key new features of Office 2010 and reveal what they can do for you and your productivity.</p>
February 14	<p>What Have You Got to Lose? Preventing Identity Theft in the Office</p> <p>We’ve all heard much about preventing personal identity theft, but have we thought about how that extends into the office environment? Stefan Salmonson, PPS, president of <i>PROtective Services, Inc.</i>, will identify ways to protect confidential personal and corporate information in any industry. In honor of Valentine’s Day, bring your spouse, significant other, or friends for a delicious meal and valuable information!</p>
March 13	<p>Influencing Without Authority</p> <p>In our collaborative environments, much work is done in project teams and other work group—this means that employees need to be able to have influence even when they don’t have formal authority. In this interactive session, Dave Dorman, Organizational Effectiveness coordinator for leadership development at the <i>University of Minnesota</i>, will provide tools to help you learn ways to use your preferred communication style to influence; explore how others prefer to be influenced; and evaluate strategies to leverage opportunities to influence.</p>
Thursday, April 12	<p>Administrative Professionals Week/Day Seminar: Change in the 21st Century</p> <p>IAAP has been the proud sponsor of Administrative Professionals Week® and Administrative Professionals Day® since 1952. Join administrative professionals from around the metro to recognize this year’s theme of <i>Making the Leap to Remarkable</i>. Keynote speaker William Draves, president of <i>Learning Resources Network</i> and author of <i>Nine Shift: Work, life and education in the 21st century</i>, will tell us about the major shifts taking place in the world and the implications for the work of admins. This event is hosted by the IAAP Metro Lakes Council and is being held at the Crowne Plaza Hotel in Plymouth.</p>
May 8	<p>Strategic Planning for Remarkable Organizations</p> <p>Find out more about the elements of strategic planning and the IAAP organization and be part of setting the group’s direction and focus for the coming year. Andy Edeburn, MA, consulting manager at <i>LarsonAllen</i>, will offer an overview of the key elements of strategic planning and facilitate this interactive session. Everyone and all ideas welcomed!</p>
June 12	<p>Business Etiquette: The New Rules in a Digital Age</p> <p>Texting, Facebook, LinkedIn, Twitter, foursquare, You Tube...the ways to communicate with colleagues, clients, and prospective employers continue to multiply rapidly—how do we keep up with the do’s and don’ts? OfficeTeam Branch Manager Katrina Mathews will offer insights into digital protocols, as well as advice for handling sticky situations.</p>

Meetings held at Rockwoods Grill, 9100 Quaday Avenue NE, Otsego, MN 55330, unless otherwise noted
 Registration, including educational program and dinner: IAAP members \$20; non-members \$25
 Pre-register at www.iaapnorthstar.org or email info@iaapnorthstar.org