

*Germanna Community College, Center for Workforce & Community Education collaborates annually with the IAAP to offer our communities the annual Administrative Professionals' Seminar. We strive to provide a day of renewal and meaningful educational activities.*

### **Learn More about the IAAP**

*The International Association of Administrative Professionals (IAAP) is the world's largest association for administrative support staff, with nearly 600 chapters and 28,000 members and affiliates worldwide.*

*The IAAP provides resources to help administrative professionals enhance their skills and become more effective contributors to their employers.*

*The Fredericksburg Chapter of the IAAP consists of administrative professionals who work on all levels for corporations, educational institutions, federal, state and local government agencies.*

*For more information contact:*

**Fredericksburg Chapter (IAAP)**  
P.O. Box 4072  
Fredericksburg, VA 22402  
[www.fredericksburgiaap.org](http://www.fredericksburgiaap.org)



Fredericksburg Area Campus • 10000 Germanna Point Drive, Fredericksburg, VA 22408  
Daniel Technology Center • 18121 Technology Drive, Culpeper, VA 22701  
Stafford County Center • 2761 Jefferson Davis Hwy., Suite 107, Stafford, VA 22554  
ONLINE • [www.germanna.edu/workforce](http://www.germanna.edu/workforce)

*12th Annual Administrative Professionals' Seminar*

## ***“Remaining Relevant in a Changing Workplace”***



***Thursday, April 24***  
*8:30 a.m. to 4:00 p.m.*

*10000 Germanna Point Drive*  
*Fredericksburg, VA 22408*  
*(540) 891-3012*

### ***Who should attend?***

*Administrative Assistants, Associates & Aides*  
*Executive Assistants • Office Managers & Assistants*  
*Clerks • Customer Service Representatives*  
*Secretaries • Anyone You Wish to Honor*



**GERMANNA COMMUNITY COLLEGE**  
*Center for Workforce & Community Education*

## Agenda

### **Administrative Professionals' Seminar Outline** *"Remaining Relevant in a Changing Workplace"*

- 8:30 am Continental Breakfast, Networking and Sign-in  
9:00 am Welcome and Introductions  
Germanna Community College

### **Morning Sessions**

- 9:15 am "Tips for Dealing with an Active Shooter"  
10:30 am "Public Speaking"  
or  
9:30-11:30 am Technology Lab topics to be determined  
based on survey of attendees results.  
11:30 am Lunch

*Enjoy networking with colleagues  
and visiting our vendor booths*

### **Afternoon Sessions**

- 1:00 pm "Dealing with Conflict in the Workplace"  
2:15 pm "Diversity in the Workplace"  
or  
1:00-3:00 pm Technology Lab topics to be determined  
based on survey of attendees results.  
3:15 pm Wrap Up, Evaluations & Door Prizes  
4:00 pm Adjourn

## **Registration with Lab Session Choices** **Register by April 15th!**

*Tuition includes continental breakfast and boxed lunch.  
Register by phone, fax or mail.*

Phone: (540) 891-3012 Fax: (540) 891-3082

- Non-IAAP Member \$89  
 IAAP Member \$79 Member ID# \_\_\_\_\_  
Chapter Name \_\_\_\_\_  
Name \_\_\_\_\_  
Home Address \_\_\_\_\_  
City \_\_\_\_\_  
County \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_  
Phone \_\_\_\_\_  
Employer \_\_\_\_\_  
Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_  
Payment Method:  
 Check enclosed \$ \_\_\_\_\_ Payable to *Germanna Community College*  
 Charge to:  Visa  MasterCard  Am Ex  
Card # \_\_\_\_\_ Expiration date \_\_\_\_\_  
Cardholder's Name \_\_\_\_\_

### **Technology Lab Sessions**

*Please check the technology lab you would be interested in attending:*

- MS Word 2010 - Basic  
 MS Word 2010 - Advanced  
 MS Excel - Basic  
 MS Excel - Advanced  
 MS PowerPoint 2010  
 Adobe Photoshop  
 Adobe Elements