

There are more than 22 million administrative and office support professionals working in the United States. More than 475,000 administrative professionals are employed in Canada and millions more work in offices all over the world.

The International Association of Administrative Professionals (IAAP) is a 501 (c)(6) registered not-for-profit professional association for office professionals. IAAP strives to be the premier network and resource for the administrative profession. We ensure individuals working in office and administrative professions have the opportunity to connect, learn, lead and excel.

The association was founded in 1942 as the National Secretaries Association to provide a professional network and educational resources for secretarial staff. The association's name was changed in 1998 to the International Association of Administrative Professionals to encompass the large number of varied administrative job titles and recognize the advancing role of administrative support staff in business and government.

Since 1952, the IAAP has honored office workers by sponsoring Administrative Professionals Week. Today, it is one of the largest workplace observances outside of employee birthdays and major holidays.

Each year, administrative professionals are recognized for their skills and loyalty, attributes almost every office depends upon. Administrative Professionals Week celebrates and sheds light on administrative professionals' devoted, valued work. Please join us at Germanna in celebrating you this year.

For more information contact:

Fredericksburg Chapter (IAAP)
P.O. Box 4072
Fredericksburg, VA 22402
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.germannna.edu/workforce

13th Annual Administrative Professionals' Seminar
***“Resiliency: Develop your Best Self with a
New Perspective & New Solutions in a
Changing Admin World”***



Thursday, April 23

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

Center for Workforce & Community Education

Agenda

Administrative Professionals' Seminar Outline

"Resiliency: Develop your Best Self with a New Perspective & New Solutions in a Changing Admin World"

- 8:30 am Sign-in, Continental Breakfast, and Networking
- 9:00 am Welcome, *Dr. David Sam, President, Germanna Community College*
- ### Morning Sessions
- 9:15 am **"Overcoming Digital Stress"** with *Kara Ward*
- 10:30 am **"Sharpen Your Written Voice"** with *Jennifer Gregory*
- 11:30 am **Lunch, Visiting Vendors and Networking**
Enjoy networking with colleagues & visiting vendor booths

Afternoon Sessions

- 1:00 pm **"Tap Into Your Leadership Style"** with *Kim Rodenberg*
- 2:15 pm **"Public Speaking Tips from a Toastmasters Pro"**
with *Herman Raybon*
- 3:15 pm Wrap Up, Evaluations & Door Prizes
- 4:00 pm Adjourn

Please Register by April 14th!

Tuition includes continental breakfast and boxed lunch.

Register by phone, fax or mail.

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

- Non-IAAP Member \$99
- IAAP Member \$79
- Member ID# _____
- Chapter Name _____
- Name _____
- Home Address _____
- City _____ County _____
- State _____ Zip _____ Phone _____
- Employer _____
- Birth date ____/____/____ Race _____ Sex _____
- Payment Method:
- Check Enclosed \$_____ Payable to *Germanna Community College*
- Charge to: Visa MasterCard Am Ex
- Card Number _____ Exp. _____
- Cardholder's Name _____