

BENEFITS OF MEMBERSHIP IN IAAP®

• Get Connected

IAAP® offers exceptional networking and professional development activities through the 600+ chapters and affiliate associations worldwide. You will connect with your peers from virtually every type of business and service.

• Keep Up With the Latest Trends

The IAAP® award-winning OfficePRO magazine, published nine times a year, contains cutting-edge information on trends, new technology and career development. Our Connections e-newsletter offers information on current events in the association.

• Obtain Professional Certification

The IAAP® certification program is the most widely recognized for office professionals like you. Members receive special discounts on certification study materials and resources.

• Enhance Your Skills

IAAP® offers member discounts on more than 250 self-study materials. There are also many conferences you can attend throughout the year. Use these resources to further your personal and professional development and qualify for the CEU (Continuing Education Unit) and recertification points.



Some of the local companies who employ *TwinCities West IAAP members:*

Ajilon
Ameriprise Financial
Amplifon USA
Archway
Black Box Network Systems
Buhler Inc.
Cargill
CIMA
City-County Federal Credit Union
Clark Consulting
Colonial Supplemental Insurance
Coloplast Corp
DMS Healthgroup
ELCA Board of Pensions
Express Scripts, Inc.
Famous Dave's
Gage
General Mills
G & K Services
Gyrus ACMI
Health Dimensions Group
Hennepin County Medical Center
Judie Anderson's Secretarial Services Inc.
Katun Corporation
Manpower
Medica
Mercy Hospital
Meristem
Messerli & Kramer P.A.
Millennium Hotel
Minneapolis Jewish Federation
MN/DOT Metro Division
Moneygram International
Office Team
Park Nicollet Health Services
Pentair
Prudential Financial
Riverwood Inn & Conference Center
Stanley Consultants, Inc.
Stifel Nicholas & Co., Inc.
Supervalu, Inc.
Topline Federal Credit Union
The Right Staff
Thrivent Financial for Lutherans
United Health Group
Unity Hospital
University of Minnesota
Upsher-Smith Laboratories, Inc.



TwinCities West Chapter

2009-2010

Membership and Educational Programs

www.iaap-twincitieswest.org

POWER
of
Commitment
TwinCities West Chapter

International Association of Administrative Professionals

IAAP® is a non-profit association that was originally founded in 1942 as the National Secretaries Association to provide professional network and educational resources for secretarial staff.

The *TwinCities* West Chapter of IAAP® proudly serves administrative professionals who live and/or work in the western suburbs of Minneapolis, Minnesota. We host monthly educational forums on the second Thursday of each month, September through June, at the Radisson Hotel and Conference Center, located in Plymouth, Minnesota.

Our programs are always relevant to today's career-minded administrative professional. They are often helpful for others as well, so feel free to bring anyone to our chapter meetings that you feel can benefit from the program. Guests are always welcome!

We would appreciate the opportunity to tell you more about IAAP®, have you experience one of our monthly educational forums and network with our members. See for yourself how membership in this organization can enhance both your professional and personal development!

For more information, please contact
our 2009-10 Membership Chair:

Yvette Kanzler CAP
952-352-3011

TwinCities West IAAP® 2009-2010 Calendar of Events

July 9, 2009: **Chapter Strategic Planning** sponsored by Midwest Special Events

August 13, 2009: **Annual Summer Social** and Networking Event at Parker's Lake Pavilion, Plymouth, MN sponsored by Angeno's & Arby's

September 10, 2009: **Office Ethics: Now More Important than Ever*** presented by Nan DeMars, ethics seminar leader, author, TV/radio talk-show guest and past International President. **Plus Annual IAAP Expo & Vendor Show** sponsored by the Plymouth Radisson Hotel & Conf Center.

October 8, 2009: **How You Can Use Social Networking Sites Like LinkedIn, Facebook and Twitter to Market Your Skills*** presented by Caroline Melberg. She is the co-founder of Small Business Mavericks, a full-service marketing company specializing in Web Design, Development and Promotion Services and Training.

November 12, 2009: **Records Management*** presented by Penny Zuber from Express Scripts. Learn how to leverage Records and Information principles to redefine your administrative role, to give you a competitive edge in today's changing times.

December 10, 2009: **All Chapter Metro Area Holiday Social** with holiday entertainment and a white elephant gift exchange.

January 14, 2010: **Inspirations*** presented by Chez Raginiak, author and motivational speaker.

February 11, 2010: **What "Color" is Your Personality?*** by Valerie King CPS/CAP, IAAP International Board Member (NW District Director)

March 11, 2010: **Using Microsoft "Styles"*** presented by James Rivord (software developer). Learn how to best utilize the Styles function in Word and bring general questions about Microsoft Office in general.

April 8, 2010: **East Meets West: Asian Business & Social Etiquette*** Presented by Ruth Fernandez. **Special Event honoring Administrative Professionals Day***

May 13, 2010: **Communication Differences Between Men & Women** by Corla Inskip (professional presenter and trainer) and **Election of the 2010-2011 Chapter Officers**

June 10, 2010: **TwinCities West Annual Awards, Officer Installation, and Strategic Planning for 2009-2010.**

*CPS/CAP recertification points have been applied for.
(Programs may be subject to change)

Please join us the 2nd Thursday of each month, September through June, for our Chapter Meetings/Educational Forums

Location

Plymouth Radisson Hotel
3131 Campus Drive
Plymouth, MN 55441
(Call 763-559-6600 for directions or information)

Registration

Registration fee includes dinner, networking, and educational forum.

- \$25 IAAP Chapter Members, Students, Teachers
- \$30 Non-members

Register on-line at www.iaap-twincitieswest.org

Meeting Agenda

5:30 p.m. - Registration & Networking
6:00 p.m. - Dinner
6:30 p.m. - Educational Forum
7:30 p.m. - Brief Business Meeting

2009-10 Contacts

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