

2009 – 2010
Educational Programs
TwinCities West Chapter IAAP®

- July 9, 2009 **Chapter Strategic Planning**
Sponsored by Midwest Special Events
- Aug. 13, 2009 **Annual Summer Social**
Parker's Lake Pavilion in Plymouth, MN Sponsored by Angeno's & Arby's
- Sept. 10, 2009 **Annual IAAP Expo & Vendor Show**
Sponsored by Plymouth Radisson Hotel & Conference Center
Keynote Program: Office Ethics...Now More Important than Ever!*
by Nan DeMars (author, speaker and TV guest)
- Oct. 8, 2009 **How You Can Use Social Networking Sites like Linked-In, Facebook and Twitter to Market your Skills***
by Caroline Melberg, Co-founder of Small Business Mavericks
- Nov. 12, 2009 **Records Management***
by Penny Zuber, Sr. Records Analyst at Express Scripts, Inc.
- Dec. 10, 2009 **Metro Area Chapter's Holiday Social**
with Holiday Entertainment and White Elephant Gift Exchange
- Jan. 14, 2010 **Inspirations***
by Chez Raginiak (author and motivational speaker)
- Feb. 11, 2010 **What "Color" is Your Personality?***
by Valerie King CPS/CAP, IAAP International Board Member (NW District Director)
Special event for guests, in honor of Valentine's Day
- Mar. 11, 2010 **Using Microsoft "Styles" (with time for open computer Q&A)***
by Jim Rivord, Software Developer
- April 8, 2010 **East Meets West: Asian Business & Social Etiquette***
by Ruth Fernandez, Managing Consultant for IMP Dynamics Training (Malaysia)
Special Event Honoring Administrative Professionals Day/Week
- May 13, 2010 **Communication Differences Between Men & Women**
by Corla Inskip (professional presenter and trainer)
Election of the 2010-11 Chapter Officers
- June 10, 2010 **Awards and Installation of 2010-11 Chapter Officers with Chapter Strategic Planning**

*CPS/CAP Re-certification points have been applied for.

Registration includes educational program, dinner, and a brief business meeting.

Registration Fee: Chapter members, students & teachers \$25; Non-members \$30.

Meetings are held at the Radisson Hotel & Conference Center, 3131 Campus Boulevard, Plymouth, MN 55441.

Location and programs are subject to change. Please visit www.iaap-twincitieswest.org for confirmation.

To sponsor a program, or for more information about any of these programs, please contact Debi Cain-Rivord CPS/CAP at 952-955-3511 or debicain@rivord.org.