

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

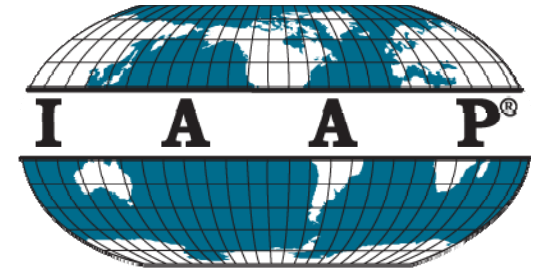
IAAP® offers member discounts on more than 250 self-study materials. There are also many conferences you can attend throughout the year. Use these resources to further your personal and professional development and qualify for the CEU (Continuing Education Unit) and recertification points.



**International Association of
Administrative Professionals®
TwinCities West Chapter**

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

ALS Association MN/ND Chapter
Ameriprise Financial
Arby's Catering
Archway Marketing Services
Black Box Network Systems
BP-Pine 2 dba Key Admin Advantage
Carlson Companies
CarVal Investors LLC
CIGNA Behavioral Health
CIMA Labs
CNS Inc
Coloplast Corporation
Deltak LLC
Elan Speakers Agency
ELCA Board of Pensions
Express Scripts, Inc.
G & K Services
Gage
General Mills
Health Dimensions Group
Hennepin County Medical Center
IMP dynamics Training
J.A.S.S.
Katun Corporation
Meristem
MN DOT
MTS Systems
Office Team
Park Nicollet Health Services
Pentair
Prudential Financial
Riverwood Inn & Conference Center
Robert Half International
Stanley Consultants, Inc.
Stifel Nicholas & Co., Inc.
Supervalu, Inc.
Topline Federal Credit Union
The Right Staff
Thrivent Financial for Lutherans
Twin City Fan Companies LTD
University of Minnesota
Upsher-Smith Laboratories, Inc.
Virtual Administrative Services
Waycrosse, Inc.



**International Association of
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TwinCities West Chapter**

TwinCities West Chapter

2010 - 2011

Membership and Program Information

www.iaap-twincitieswest.org

**PASSION &
PURPOSE**
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.

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 2010 -2011 Membership Chair:

Kris Swedberg, CAP

Phone: 952-932-0053

Email: kris.swedberg@gmail.com

TwinCities West IAAP® 2010 - 2011

Calendar of Events

August 21, 2010: **Annual Summer Social** and Networking Event at 1410 Rainbow Lane, Maple Plain, MN

September 9, 2010: **Annual IAAP Expo & Vendor Show**
Sponsored by Plymouth Radisson Hotel & Conference Center.

October 7, 2010: **Business Grammar & Proofreading: Do Mistakes Affect Your Credibility***
by Joan Gatzmeyer, CPS/CAP

November 11, 2010: **Where Do Diamonds Come From? A Lump of Coal and A lot Of Pressure!**
by Betty Liedtke, Find Your Buried Treasure

December 9, 2010: **Holiday Gathering** – Holiday Entertainment, White Elephant gift exchange; bring spouse/significant other/friend

January 13, 2011: **Healthy Employees Work For Healthy Companies**
By Joseph Byrd, Byrd Wellness Concepts

February 10, 2011: **Creating Powerful Partnerships Between Executives & Admins***
By Ann Yaggie, Dray Consulting

March 10, 2011: **Parliamentary Panel.***

April 14, 2011: **Influencing Without Authority: Winning Presence To Create Results***
By Pete Machalek, Sage Presence

May 12, 2011: **Organizing For Different Learning Styles* Annual Meeting.** - Election of 2011-2011 Board of Directors & Educational Program.

June 11, 2009: **Leading With Panache, Passion & Purpose**
TwinCities West Annual Year-End Celebration and Officer Installation.

*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
Registrations made and not paid or cancelled by deadline will be invoiced.*

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/Activity

2010 - 2011 Contacts

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Dawn Staycoff

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