

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.



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TwinCities West **Chapter**

2010 - 2011

Membership and Program Information

www.iaap-twincitieswest.org



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 **Crown Plaza 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 2011 -2012 Membership Chair:

Yvette Kanzler, CAP
Phone: 952-352-3011
Email: yvette.kanzler@blackbox-vs.com

TwinCities West IAAP® 2010 - 2011 Calendar of Events

Sept. 8, 2011 *Annual IAAP Expo & Vendor Show*
Sponsored by Plymouth Crown Plaza Hotel & Conference Center

Oct. 13, 2011 *Be Yourself, Brand Yourself: 6 Steps to Becoming More Referable & Promotable*
Gretchen Ditto, Ditto & Co

Nov. 10, 2011 *The Seven Cs of Leadership: Character, Cowlick, Chicanery, Coup d'etat, Currency, Cahoots and Celebration*
Dia Satori, Strategic Dreaming Inc.

Dec. 8, 2011 *Holiday Gathering Stand Tall & Have it All: Seven Proven Strategies to Skyrocket Your Career Now!*
Regina Barr, Redladder Inc.

Jan. 12, 2012 *Networking..Do I? Should I? What's in it for me?*
Mary Jo Sherwood, eWomenNetwork MN

Feb. 9, 2012 *Communicate That!*
Roshini Rajkumar, Roshini Performance Group

Mar. 8, 2012 *Shape Up and Stress Down..The Pillars Way!*
Amara Kamar, Pillars Training

April 12, 2012 *Joint APW Meeting*
Hosted by TwinCities West

May 10, 2012 *5 Secretss to Get from Where You are Now to Where You Want to Be*
Jane Morrison, Jane Morrison Inc
Annual Meeting & Election of the 2012-13 Chapter Officers

June 14, 2012 *How to Make Your Office Fit Like a Glove**
Jill Kelby, Kelby Ergo Design
Awards and Installation of 2012-13 Chapter Officers

*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 Crown Plaza 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

2011 - 2012 Contacts

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