

Saturday, March 27, 2010
8 am – 5:00 pm

Raising the Roof on Your  Career Expectations

Florida Division Spring Seminar

We have a wide range of topics that will be covered including (but not limited to):

- Tips and Shortcuts in Excel (all you wanted to know and more)
- Leadership – Popular theories, How to recognize and use your position and personal power more effective; and Selecting the most effective leadership style to meet the needs of individual situations
- Reading People – How active listening plays a vital role in effective communications
- Handling Negative People

Offering 6 Recertification Points

Cost: \$49 (includes continental breakfast & lunch)

Payment may be made by check or via PayPal @ www.iaap-floridadivision.org

Hotel Reservations

Ocala Hilton, 3600 SW 36th Avenue, Ocala, FL 34474, 352.854.1400

Room Rates: \$109 (up to 2 per room); \$119 per night (up to 4 per room)

Breakfast is included in room fee.

(offer for rooms good March 25-27th, based on availability)

Reservations can be made by calling 352.854.1400 and ask for the

IAAP group rate

Deadlines for room reservations: March 4, 2010

To register for the Spring Seminar please print and mail your information on the registration page to Jodie McGregor CPS/CAP

For any questions or comments please contact the Spring Seminar Coordinator:
Jodie McGregor CPS/CAP (jmcgregor@jonesedmunds.com) or phone at 352.377.5821

Deadline for Registration: March 19, 2010

Ways & Means tables will be available to show off or sell your items during this event.

Tables will be available at \$10 per table.

Raising the Roof on Your Career Expectations

Florida Division Spring Seminar

2010 Spring Seminar Registration

Name: _____ CPS/CAP: _____

IAAP Member Chapter: _____

Chapter/Division Officer Position: _____

Chapter/Division Committee Chair Position: _____

Luncheon Preference: Vegetarian (pasta) Tuscan Chicken

Street Address: _____

City, State and Zip _____

Phone (_____) _____ Work Home Cell

Email address: _____

Payment Method: Cash Check PayPal*

Number	Description	Amount
_____	\$49 per person Seminar Fee (member or non-member)	\$ _____
_____	\$10 Ways & means table	\$ _____
	Total Payment	\$ _____

Make checks payable to: *Florida Division, IAAP* and mail payments to:

Jodie McGregor CPS/CAP
3720 NW 170 Street
Newberry, FL 32669

*Please note that if paying by PayPal, be sure to use the Florida Division website:

<http://www.iaap-floridadivision.org/>

Follow the link to the Programs & Events tab, then Spring Seminar. A link for PayPal will be at the bottom of the page. Once you have completed your payment online, send your completed registration form to Jodie McGregor CPS/CAP via email (jmcgregor@jonesedmunds.com) or fax (352.377.3166).

International Association of Administrative Professionals®
2010 Spring Seminar
Saturday, March 27, 2010

Agenda

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|-------------------------|---|
| 7:00 a.m. | Registration / Coffee and Tea service will be available
Ways & Means set-up |
| 8:00 a.m. | Welcome & Introductions
Joanne MacKenzie CPS/CAP — 2009/2010 Florida Division President |
| 8:15 a.m. — 10:15 a.m. | <i>The Spirit of Leadership</i>
Anita Kinsler, Marion County Training and Recruiting Manager |
| 10:15 a.m. — 10:30 a.m. | Break |
| 10:30 a.m. — 11:30 a.m. | <i>Excel Shortcuts and Tips</i>
Gabrielle Spurlin, CH2M Hill |
| 11:30 a.m. — 11:45 a.m. | Break |
| 11:45 a.m. — 1:00 p.m. | NETWORKING LUNCH
Ways & Means Sharing |
| 1:00 p.m. — 1:15 p.m. | Break |
| 1:15 p.m. — 2:15 p.m. | <i>People Reading: The Vital Role That Active Listening
Plays in Effective Communication</i> , Sandra P. Chandler CPS |
| 2:15 p.m. — 2:30 p.m. | Break |
| 2:30 p.m. — 3:30 p.m. | Helen Adams |
| 3:30 p.m. — 3:45 p.m. | Break |
| 3:45 p.m. — 4:45 p.m. | <i>Handling Negative People — Are you one?</i>
Betty Green |
| 4:45 p.m. — 5:00 p.m. | Break
Ways & Means Prizes/Announcements/Door Prizes |