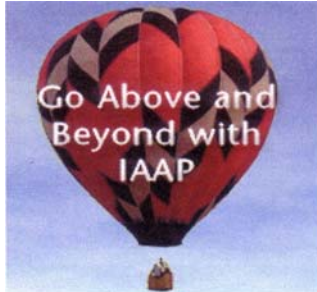


**International Association of
Administrative Professionals®
Columbus Chapter**
8 East Long Street, Room 428
Columbus OH 43215
www.iaap-cols.com



Managing You Team – Who’s Really in Charge!
Elsa Pagliery CPS
January 21, 2009

Tired of being pulled in different directions? Can’t seem to keep on track, never have enough time to get everything done? Too many last minute projects you can’t possibly get to? Then it’s time for you to take charge and learn how to manage your team!

This January, start off the New Year with a better comprehension of the people around you and how four basic colors can improve your work environment, plus change your productivity.

**Meeting Registration
January 21, 2009**

NETWORKING: 5:30 p.m. **MEETING:** 6:00 p.m. **PROGRAM:** 6:15 p.m.

LOCATION: LifeCare Alliance
670 Harmon Ave, Columbus, OH 43222
Phone: 614/324-5930

MENU: Mixed Green Salad with assorted dressings, Baked Swiss Steak, Roasted Potatoes, Honey Glazed Carrots, Dinner Rolls & Butter. Apple Pie served with Coffee, Tea, Sodas and/or Water.

Check here if you would like a vegetarian meal.

DINNER/MEETING COST: \$22.00 Chapter Member \$26.00 Member at Large/Non-Member
MEETING COST ONLY: \$ 5.00 Chapter Member \$15.00 Member at Large/Non-Member

MAIL TO: Joanne Eitel CPS
9050 Water St.
Orient, OH 43146
(w) 614.445.2830 (c) 614.309.8687
(f) 614.445.2817
E-mail: EitelJ@Grangeinsurance.com

Please check all that apply:
 Guest
 Meeting ONLY
 Past President

*Reservations/Cancellations must be RECEIVED no later than **Wednesday, January 14, 2009.**
(Deadlines will be adhered to—your cooperation is appreciated—There will be a \$30.00 charge for returned checks)*

**January 2009 Meeting
Make all checks payable to COLUMBUS CHAPTER, IAAP**

NAME: _____
COMPANY NAME: _____
PHONE: _____
Email: _____
ADDRESS: (Billing address is required for credit card processing)

CHECK DISCOVER M/C VISA

Amount Remitted: \$ _____

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Signature _____ Expiration Date _____

Save my credit card number for future reservations