

**International Association of
Administrative Professionals®
Columbus Chapter**
P.O. Box 16053
Columbus, OH 43216
www.iaap-cols.com

Management Skills for Today's Admin

As the role of the administrative assistant continues to evolve with the dynamics of today's work environment, it is important to develop management skills. Join us on **March 23, 2010**, when Shirley Boyd SPHR will present an exciting, interactive workshop, where you will learn key management skills by exploring the following key areas:

Have a question about the meeting?

Contact: **Barb Jackson CPS/CAP**
Cell: 614-361-1856 or
Email: bjackson3@embarqmail.com

- The Basic Fundamentals of Management Skills
- The Framework to Establish a Personal Brand
- Successful Deployment of Anchoring Techniques
- Reality Checks — Creating a Professional Growth Plan



Registration deadline is **Tuesday, March 16, 2010**. Don't delay—register today!

Location: **Anheuser-Busch Training Facility, 700 Schrock Road**

March Chapter Meeting—Anheuser-Busch Training Facility

PROGRAM:	6:00 p.m.	LOCATION:	Anheuser-Busch Training Facility	700 Schrock Road	Columbus
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Menu: Tossed salad, assorted dressings, baked Lasagna, assorted cookies, assorted sodas and bottled water.

Dinner/Meeting Cost: \$15.00 Chapter Member \$21.00 Member at Large/Non-Member

Meeting Cost Only: \$5.00 Chapter Member \$15.00 Member at Large/Non-Member

There will be a \$30.00 charge for returned checks

Mail/Email Registration to:	—NEW—	Reservations/cancellation must be RECEIVED no later than Tuesday, March 16, 2010 . Deadlines will be adhered to
Please check all that apply: <input type="checkbox"/> Guest <input type="checkbox"/> Meeting ONLY <input type="checkbox"/> Past President <input type="checkbox"/> Vegetarian Meal	Claire Lacey CPS/CAP KPMG LLP 191 West Nationwide Blvd., Suite 500 Columbus, OH 43215 Email: clacey@kpmg.com	

Meeting Date: **March 23, 2010** **Make checks payable to:** **Columbus Chapter, IAAP**

Name: _____ **Company Name:** _____

Email: _____ **Phone:** _____

There will be a \$30.00 charge for returned checks

Check one: CHECK DISCOVER M/C VISA *Save my credit card number for future reservations*

Amount enclosed: \$ _____ **Expiration Date:** _____

Credit Card No:

Address for credit card: _____

Signature: _____