



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

“Professionalism Through Education”

2017 Professional Development Workshop

EMBRACING THE CHALLENGE



When: Thursday April 27th, 2017
8:30am - 4:00pm

Where: Deerfoot Inn & Casino
1000, 11500 – 35 Street SE
Sundance A Meeting Room
****FREE PARKING****

Dress: Business Casual

Registration

Early Bird

Member \$100

Non-Member \$125

After March 24th

Member \$125

Non-Member \$150

Annual General Meeting

April 27, 2017 at 8:00am

MEMBERS ONLY

REGISTRATION DEADLINE: April 20, 2017

THE ASSOCIATION OF ADMINISTRATIVE ASSISTANTS is a chartered, non-profit Canadian organization, founded in April 1951. The Association is proactive in encouraging its members to further their education and enhance their career opportunities. This workshop is part of an ongoing commitment to assist those in the administrative field to enhance their skills and abilities in a challenging and increasingly competitive world.

DR. JUNE DONALDSON



Dr. June Donaldson, best-selling author and international business consultant provides keynotes, workshops, retreats and lunch and learn sessions on a wide variety of workplace issues. Her work has taken her throughout North America, the Asia Pacific and Caribbean.

June started her career with the Government of Alberta and then moved to an extensive career in the IT industry – primarily IBM Canada. Team that with her far reaching academic credentials, her mediation and conflict management background and her motivating and encouraging style and it results in June providing realistic, common sense perspectives and remedies to her clients.

June has had, and is having, a dynamic and successful career having been one of the first women sales representatives with IBM Canada. She then became one of the first women managers in the IT industry and later established her company to provide cost-effective, content rich and practical learning and development opportunities. June is proud of her many long term client relationships in a wide variety of industries and organizations - some of which go back over 20 years.

Academically, June has a Diploma in Adult Education from St. Francis Xavier University; a Diploma in Conflict Management from the Alberta Arbitration and Mediation Society; a Master of Business Administration (MBA) degree from Gonzaga University in Spokane, Washington; and a Doctor of Education (EdD) degree with a specialization in adult learning.

Navigating Personal & Professional Change

Do you love it? Or hate it?

For some, navigating through change is exciting, invigorating and fun! For others, it is anything but! Knowing how your behavioural style and interpersonal flexibility links to managing the four phases of change can help lessen the emotional upheaval that often takes place in changing environments.

Dr. June Donaldson will identify why it is absolutely necessary to move through the phases of change as fluently and quickly as possible so as to maximize one's energy, contribution and outcomes.

FAITH WOOD



Ms. Wood is a communication and presentation specialist. She holds the designation of Certified Professional Speaker (CSP) – a title earned by less than 10% of professional speakers worldwide. She is also an internationally recognized consulting hypnotist.

Faith became interested in Behavior Psychology while she worked as a law-enforcement officer. It occurred to her, if she knew what people really wanted and what the motives behind their actions really were, she could reduce conflicts and perform her job more efficiently.

Since hanging up the handcuffs, she has traveled the world, helping people all along the way better understand their behaviors, and how they impact others. Wood has revealed to thousands how to tap into the area of the brain that controls actions, which in turn, offers a new way of thinking and a more fulfilling life.

There is no doubt that she leaves a lasting impression on everyone she touches.

Faith is a mother of four and grandmother of two. She lives with her husband in Coldstream, B.C.

The Accidental Audience

Stories grab us. They take us in, transport us and allow us to live vicariously and visually through another's experience. But have you ever considered how the stories you tell yourself are impacting your ability to lead, communicate and even believe in yourself and your own identity. People are attracted to stories, "because we're social creatures and this is how we relate to other people." It is also how we influence and/or are influenced by others. It's no surprise.

We humans have been communicating through stories for upwards of 20,000 years, back when our flat screens were cave walls. Centuries ago, people passed information from one person to another via storytelling long before they could read or write. As a result, today our brains are hardwired to listen to and respond to stories.

Stories form the very fabric of what we think and how we think and if you are not telling the story, then you are likely the audience of someone else's – perhaps even accidentally...

AGENDA

8:00AM	Annual General Meeting & Breakfast Location: Sundance A Meeting Room
8:30AM	Registration & Networking
9:00AM	OPENING REMARKS
9:15am	<i>“Navigating Personal & Professional Change”</i> Presented by: Dr. June Donaldson
10:30AM—10:45AM	BREAK
10:45AM—12:00PM	Continuation of: “Navigating Personal & Professional Change”
12:00PM	LUNCH & TRADESHOW
1:00PM—1:30PM	Networking
1:30PM— 3:30PM	<i>“The Accidental Audience”</i> Presented by: Faith Wood
3:30PM	DOOR PRIZES & SILENT AUCTION
3:45PM	CLOSING REMARKS



Early Bird Registration:

Member \$100

Non-Member \$125

Regular Registration (After March 24, 2017)

Members \$125

Non-Member \$150



ATTENTION: If you would like to graciously donate a silent auction item, please email Krystal Markiewicz at calgaryaaa@gmail.com

Thanks in advance for your kind donation!

AAA Executive Board of Directors



CALLING ALL TRADESHOW VENDORS!

If you would like to participate in the tradeshow please contact Christa Hiebert at calgaryaaa@gmail.com to reserve your table!

Cost: \$100 per table (includes lunch)



WEAR YOUR ADMINISTRATIVE PROFESSIONALS T-SHIRT!

Please contact Krystal Markiewicz at calgaryaaa@gmail.com to order your shirt (\$20)

{special}
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Happy Administrative Professionals Week

PDW & AGM REGISTRATION

2017 Professional Development Workshop & Annual General Meeting

"Embracing the Challenge"

Thursday April 27th, 2017

Name:	Employer/Organization:
Address:	City/Province:
Postal Code:	Telephone:
Email:	

<p>Annual General Meeting</p> <p>8:00am</p> <p>MEMBERS ONLY</p>	<p>FREE</p> <p>Breakfast Included</p>	<p>Attending?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>2017 Professional Development Workshop</p> <p><i>(Lunch & Refreshments Included)</i></p>	<p>EARLY BIRD RATES</p>	<p><input type="radio"/> Member \$100</p> <p><input type="radio"/> Non Member \$125</p>
	<p>REGULAR RATES</p> <p>(after March 24, 2017)</p>	<p><input type="radio"/> Member—\$125</p> <p><input type="radio"/> Non Member—\$150</p>
	<p>TOTAL</p>	<p>\$</p>

***Note: There is an administration fee when paying with PayPal*

PAYMENT OPTIONS:

- Cheque**—Please complete the registration form and mail or bring to the next dinner meeting
Krystal Markiewicz c/o Association of Administrative Assistants
539 Boulder Creek Green, Langdon, AB, T0J-1X3
- PayPal**—Please visit our website <http://www.aaa.ca/branches/calgary/> to complete and email your registration form to calgaryaaa@gmail.com
- Cash at Door**
- Credit Card at Door**