



ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS

Hamilton Branch

2017 - 2018 Meeting and Speaker Series

"Professionalism Through Education"

5:30 p.m. Cocktails -- 6:00 p.m. Dinner – 7:00 p.m. Presentation*

Members - \$30 – Dinner & Presentation / **Members - \$10** Presentation
Non-Members - \$35 - Dinner & Presentation / **Non-Members \$15** – Presentation Only
Students - \$30 – Dinner & Presentation / **Students - \$5** – Presentation Only

PayPal: <http://www.aaa.ca/hamilton.php> or;

Cheques Made Payable To: Association Of Administrative Assistants – Hamilton Branch

RSVP: hamilton-treasurer@aaa.ca

NOTE: QAA RECERTIFICATION POINTS

**2 POINTS CAN BE EARNED TOWARDS PROFESSIONAL TRAINING SESSION/WEBINAR
 1-2 HOURS IN LENGTH**

| DATE | LOCATION | TOPIC | GUEST SPEAKER / SOCIAL EVENT DETAILS |
|-------------------------------------|---|---|--|
| September 21, 2017 | COURTYARD BY MARRIOTT 1224 Upper James St, Hamilton ON L9C 3B1 Dundurn Room | BRANCH MEETING Lean Communication | JASMINE GRAHAM City of Hamilton Learn about simple writing, professional writing styles and get some general writing tips. |
| October 19, 2017 | COURTYARD BY MARRIOTT 1224 Upper James St, Hamilton ON L9C 3B1 Hamilton Room | Lean Overview | SANDY CLARK GE Healthcare Learn about Lean and how to cut out the extra "fat" in your work tasks and processes. |
| November 16, 2017 | COURTYARD BY MARRIOTT 1224 Upper James St, Hamilton ON L9C 3B1 Hamilton Room | Rapid Improvement Using Kaizen | SANDY CLARK GE Healthcare Learn how to apply the principles and use the tools discussed in October's session. |
| December 2017 | N/A | N/A | N/A |
| January 18, 2018 | Free WEBINAR – can be done from home – participants' logins are muted so no need to be in a quiet room! | Professional Effectiveness | RHONDA SCHARF On-The-Right-Track Training Learn how to prioritize everything at work so that you can work smarter, not harder. |
| February 15, 2018 | COURTYARD BY MARRIOTT 1224 Upper James St, Hamilton ON L9C 3B1 Hamilton Room | BRANCH MEETING Meeting Planning | FLAVIA ST. CLAIR PCM & Associates Learn about a company that can help you effectively plan meetings for your organization, locally and afar. |
| WEDNESDAY, March 21, 2018 | TBD | Professional Development Day | PROFESSIONAL DEVELOPMENT DAY (Full Day) DETAILS TO FOLLOW |
| April 19, 2018 | COURTYARD BY MARRIOTT 1224 Upper James St, Hamilton ON L9C 3B1 Hamilton Room | BRANCH ANNUAL GENERAL MEETING Work Life Integration...Not Balance | ANNE BERMINGHAM 2WA Consulting Learn how to integrate work and life in a way that works for everyone involved. |
| May 17, 2018 | COURTYARD BY MARRIOTT 1224 Upper James St, Hamilton ON L9C 3B1 Hamilton Room | Microsoft Outlook | CAROL RICE Essentials Computer Training Learn tips and tricks to more effectively manage your email, calendar, notes, etc. in this first of a two-part Microsoft series. |
| June 21, 2018 | COURTYARD BY MARRIOTT 1224 Upper James St, Hamilton ON L9C 3B1 Hamilton Room | BRANCH MEETING Microsoft Power Point | CAROL RICE Essentials Computer Training Learn how to make an outstanding presentation in this second of a two-part Microsoft series. |

*Unless otherwise stated there will be dinner and presentation only (no meeting).