

CAREER★CONNECT Networking Reception

FREE

Office & Administrative Personnel

**Join
Us!**

Friday, August 13, 2010

5:30—7:00 p.m.

Holiday Inn

140 Osborne Way • Georgetown

RSVP: jacky@iaap-kydivision.org

Other Opportunities

7-8pm Leadership Seminar
Speaker—Mayor Karen Tingle Sames

8-9pm Computer Seminar
Speaker—Jacky Ammerman, CAP



Get the Professional Edge

Networking • Education
Leadership • Certification
Professional Development

Today's office professional does more than type and file. To get ahead, an administrative professional requires a wide variety of skills including project management, computer applications, organization, scheduling, communications, research, filing and electronic recordkeeping, customer service and event planning. These disciplines are changing so rapidly that it makes it difficult to keep pace with the changing face of the office on your own.

With admins handling a wider variety of duties beyond strictly clerical roles, it's essential to learn the latest in office trends, culture and technology. That's where IAAP comes in. We offer office professionals industry-recognized certification and up-to-date training to help you keep the competitive edge in today's tough economic times.



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