

# 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](mailto: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.



**[www.iaap-kydivision.org](http://www.iaap-kydivision.org)**

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