

IAAP 2010 Education Seminar

The International Association of Administrative Professionals (IAAP)[®] began as the National Secretaries Association in 1946.

Today the organization has evolved into administrative professionals who network, learn, & grow personally and professionally. IAAP gives you the administrative edge you need to succeed in your profession.



Harrisburg Chapter

Registration Fee \$20
Deadline March 5, 2010

Registration can be mailed to:
Penn State Neurosurgery
Attn: Angie Grove
30 Hope Drive, EC110
Hershey, PA 17033

Method of Payment

- Check
- Cash

Checks made payable to:
Harrisburg Chapter of IAAP

Cancellation Deadline: Cancellations will be accepted until Thursday, March 11, 2010. *Any cancellations or no-shows after the Cancellation Deadline will be charged.*

Phone: 717-531-0003 x 283088
E-mail: agrove2@psu.edu

Saturday, March 13, 2010

The Harrisburg Chapter invites you to join us for a morning of education that is designed with your success in mind. We are pleased to provide presenters with expertise from 3 local companies.

Administrative Professionals are the backbone of many companies. This educational opportunity will give you tips and tricks to keep your skills intact.

8:30 am Registration and
Continental Breakfast

9:00 am – 10:00 am
"Things You Heard in English Class,
but Thought You Would Never Use"
by: Kendra Ruhl

10:00 am – 11:00 am
"Effective Business Writing" by:
Megan Manlove

11:00 – 11:15 Break

11:15 am – 12:15 pm
"Resume Writing and Interview
Skills." by: Bob Wallace

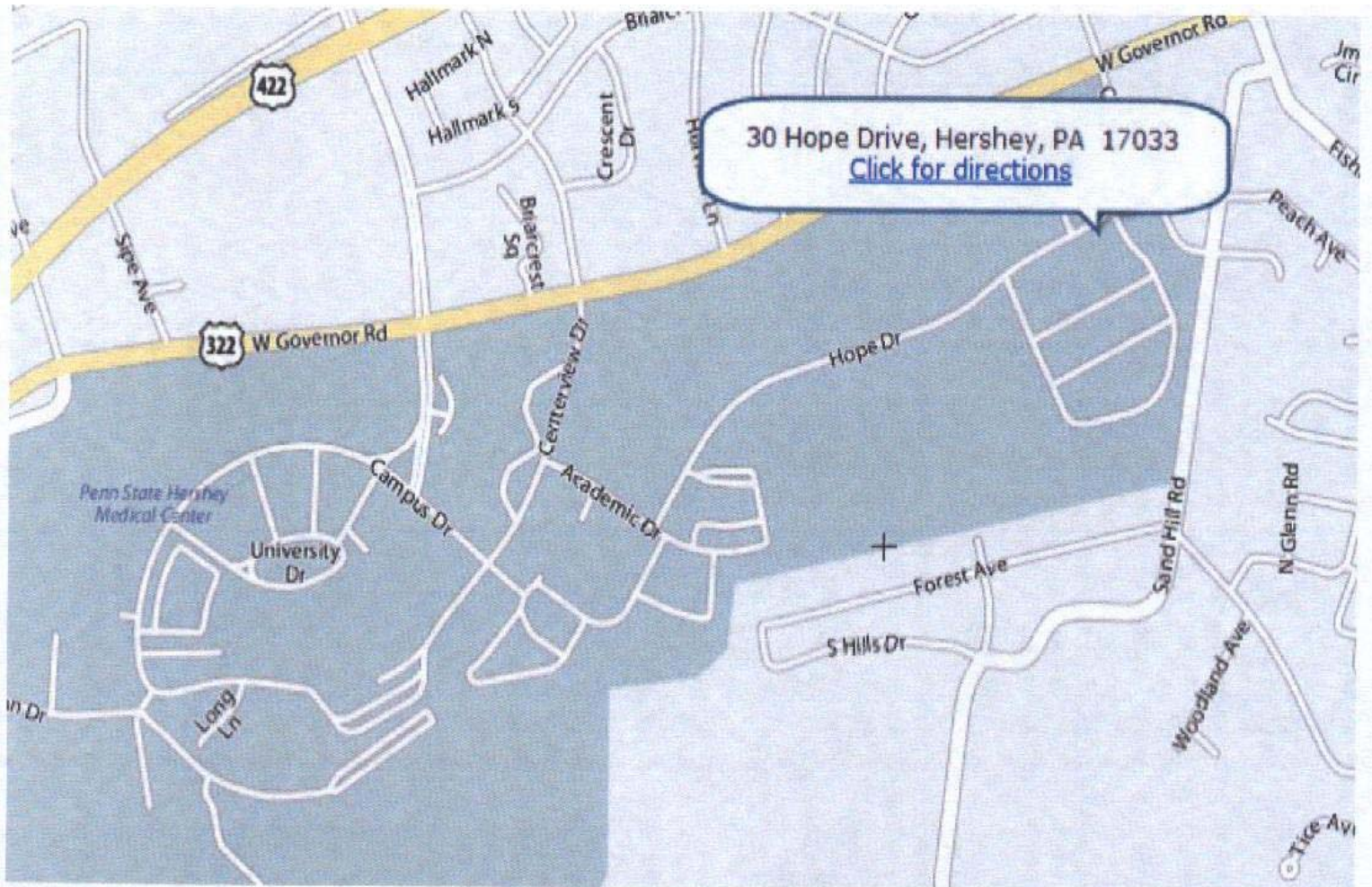
Name: _____

Address: _____

Phone: _____

E-mail: _____

Recertification Point will be awarded to
all CPS and CAP Program Attendees
(pending approval)



Penn State Milton S. Hershey Medical Center CAMPUS MAP

