



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).