



ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS  
ASSOCIATION DES PROFESSIONNELS DE L'ADMINISTRATION

*Professionalism Through Education  
Le professionnalisme par l'éducation*

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*The Edmonton Branch is pleased to present our  
annual professional development workshop...*

## Reaching New Heights

The administrative profession is continuously evolving and we are faced with new challenges and opportunities all the time. Being responsive in our thinking and able to adapt to these challenges is a key to our continued success, the development of each of us individually and the advancement of our profession. Our 2018 professional development workshop focuses on ***Reaching New Heights*** and is built around the two years of planning and two months of climbing that went into making the dream of reaching the summit of Mount Everest a reality. Our facilitator, Alan Mallory, set a world record on Mount Everest in 2008, along with three members of his immediate family.

Throughout his program, he puts specific emphasis on adopting an agile mentality so that we are not too rigid in our thinking, reframing activities to focus on results rather than tasks, developing a level of trust in professional relationships, gaining alignment and commitment, embracing and working through change, recognizing strengths, managing our time, adopting an iterative approach to incorporate immediate feedback and effectively working together to achieve strategic goals.

Alan's message is about the passion, commitment and resilience that are needed to reach new heights in all that we do. We each have our own 'Everest' to climb in our personal and professional journeys, whatever that may be. The real story is much more than the climb; it is about a purpose-driven team that set an ambitious goal, committed to the planning and preparation, persevered and eventually achieved success. The powerful strategies and skills that contributed to this achievement, especially during the intense and at many times critical situations, can be applied to all aspects of life. The underlying message is about how we as leaders need to reach new heights in the way we think and the actions we take in order to continuously improve ourselves and our teams.

Alan creates a powerful and unforgettable journey for his audience by integrating captivating mountaineering and adventure stories with his innovative leadership and management experience.

Join us on May 3, 2018 to expand  
our horizons and reach new heights



### About Us

The Association of Administrative Professionals is a chartered, non-profit, Canadian organization founded in April 1951. The Association is proactive in encouraging its members to

further their education and enhance their career opportunities. This workshop is part of our ongoing commitment to assist those in administrative professions to enhance their skills and abilities in a challenging and increasingly competitive world.

# Annual Professional Development Workshop

We'll be sold out at 200 so register early!

Thursday, May 3, 2018

8:00 a.m. – 4:00 p.m.

Doors open at 8:00 a.m.; workshop begins at 8:45



Chateau Louis Hotel & Conference Centre – **Grand Ballroom**  
11727 Kingsway Avenue NW, Edmonton, Alberta

Workshop fees | Association members \$135 | Non-members \$165

Dress code is business casual/office attire. Dress in layers; temperatures fluctuate in the room.

**Register before April 26, 2018, 5 p.m.**

**Eventbrite**

<https://www.eventbrite.ca/e/2018-annual-professional-development-workshop-tickets-42207140694>

Refunds (less a \$50 transaction fee) are only available during the ticket sale and will not be accepted after ticket sales close. If you are unable to attend, you may transfer your ticket.

## *Reaching New Heights*

The first module is an engaging visual and educational journey that is supported by many of the stunning photos and short videos captured along the expedition. There is a lot of insight to be gained about personal development and finding the spark within each of us that drives us to do the things we do and how we can use this knowledge to improve our lives and the lives of those around us. By controlling our focus and concentrating on the areas we are most passionate about, we are capable of accomplishing great things.

## *Agile Leadership and Empowering People*

Throughout this interactive module, we will explore various elements and methodologies for empowering people from a unique perspective that encourages innovative thinking and application of agile techniques. This module focuses on nimble strategies and how to be more flexible in our thinking and approach. Through short group discussions and hands-on exercises, we will explore elements of building understanding, reframing activities and effectively adapting to changing requirements, which ultimately leads to a better understanding of the governing principals and knowledge areas that support an agile leadership approach.

## *Effective Communication and Gaining Alignment*

Communication problems can tear apart a team and cripple progress, so it is important to identify challenges early and work through them in an open and supportive environment. Some of the areas covered include transparency and integrity in the way we communicate, identifying communication barriers and challenges early, communication technology – the good, the bad and the ugly, two-way communication models and non-verbal communication, moral and ethical decisions we are faced with, the influence of technology and establishing a healthy, supportive environment.

## *Healthy Team Dynamics and Building Trust*

This module is built around the fundamentals of a healthy team, how to develop an effective team, and how to manage the human resource element of working with others. Developing healthy professional relationships between team members is essential for clarifying roles, breaking down barriers, getting agreement on team goals and effectively collaborating to find innovative solutions. Through hands-on activities and interactive discussions we will discuss roles and responsibilities of team members, working through conflicts and team building strategies.

# Agenda

- 8:00 a.m.\* Registration and Breakfast
- 8:45 a.m. Welcome and Introductions
- 9:00 a.m. **Reaching New Heights**
- 10:15 a.m. Comfort Break/Networking
- 10:45 a.m. **Agile Leadership and Empowering People**
- 12:00 p.m. Hot Buffet Lunch
- 1:00 p.m. **Effective Communication and Gaining Alignment**
- 2:15 p.m. Comfort Break/Networking
- 2:45 p.m. **Healthy Team Dynamics and Building Trust**
- 4:00 p.m. Adjournment

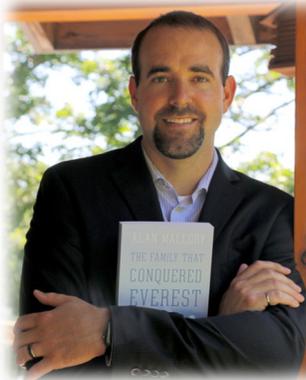
\* PLEASE NOTE: Doors to the Grand Ballroom open at 8 a.m.



## Our Facilitator

### *Alan Mallory*

Alan is an international speaker, author and professional development coach who is passionate about leadership and human performance. A Queen's University graduate, he has worked internationally with large organizations as a professional engineer and project manager. Living and working abroad has given Alan the opportunity to deepen his understanding of individual and team challenges, better appreciate cultural diversity and successfully adapt to different organizational structures. Through his work and life experiences, he has discovered that his true passion is helping people reach new heights by cultivating effective ways of thinking and taking action. Building experience through a lifestyle of adventure and



challenge, in the spring of 2008 Alan embarked on the journey of a lifetime: to attempt to reach the summit of Mount Everest. Along with three members of his immediate family, Alan climbed through some of the most challenging yet exciting conditions imaginable and set a world record when all four of them set foot on the summit. The expedition involved two years of planning and two months of climbing through immense challenges but they were able to overcome these obstacles through strategic planning, healthy team dynamics, self-awareness and perseverance. Alan delivers a number of exciting presentations and training programs designed to help individuals, team members and organizations reach new heights in the way we think and the actions we take in order to achieve breakthrough performance. For additional information on our facilitator, visit [www.AlanMallory.com](http://www.AlanMallory.com).