



## CALLING ON ALL OTTAWA AREA ADMINS!

Register now and join the Ottawa Branch AAP members for a Networking Dinner/Webinar on **Wednesday, October 24, 2018** at the SNC-Lavalin office, located at 1145 Hunt Club Road, Suite 300, Ottawa (near Bank Street). **Members, non-members and students are welcomed!**

*Looking to meet like-minded administrative professionals, personal/professional development events and networking opportunities...well this is the place to be!*

### **AAP mission:**

We strive to provide administrative professionals the opportunity to learn, grow and thrive, by encouraging all members to add to their individual competencies, advance their leadership skills, realize their value in the workplace and community, and have confidence to excel in their careers.

## **The 4 Habits of Empowered Assistants Webinar** Presented by: **Lisa Olsen, Professional Development Specialist and Co-Founder of Admin to Admin**



Every administrative professional has their own professional strengths – whether it's being a savvy communicator or an expert organizer. However, there are four key areas that can be challenging for even the most knowledgeable and experienced assistant: negotiation, risk, conflict and competition. This webinar will help you develop greater confidence in these areas by evaluating the habits of others, and discovering motivations, strategies, and tools that will lead to better self-awareness.

**Wednesday, Oct. 24, 2018**  
**Homemade beef & veg chili dinner**

5:30 pm Networking Dinner  
6:00 pm Welcome & Intros  
6:15 pm Webinar

Free parking

**Seating limited (RSVP early!)**

RSVP to: [aap.ottawa.reg@gmail.com](mailto:aap.ottawa.reg@gmail.com)

*payment at the door (cash only)	\$5 members
	\$5 non-members (special fee)
	Students free

**Are you a certified (CCAP) member?**  
Obtain 2 renewal credits for your attendance.

**FUNDRAISER:** We are selling "gently used" books for \$2 each at the event! If you have any you would like to "donate", please bring them along!