



**Association of  
Administrative  
Professionals**

# Edmonton Branch Program Schedule 2018-2019

**Monday, September 10, 2018**

## An Everyone Culture

An everyone culture is founded upon a simple yet powerful insight: that the best way to unleash an organization's power is to realize the full potential of its individual employees.

**Linda Sahli**

*City Clerk, City of Edmonton*

**Monday, October 1, 2018** (CCAP Grad Celebration)

## The Key to New Leadership

New leadership incorporates many key factors. Come join an interesting conversation on mentor vs. connector and the importance of diversity in the workplace.

**Tetyana Khramova, PhD, MBA**

*Career Mentorship Program Director,  
Edmonton Region Immigrant Employment Council*

**Monday, November 5, 2018**

## Love Your Brain!

What is a concussion? Who can be affected? Concussions are the most common form of traumatic brain injury in workers today. Learn about symptoms and how to support co-workers who may be suffering from a concussion.

**Samantha Bahan**

*Concussion Service Program Coordinator, Brain Care Centre*

**Tuesday, December 4, 2018**

## Canada 151

Attention all HOSERS! Canada 150 is old news - Canada 151 is where the party is! Join us for the festive season to celebrate all things Canadian.

**Mayfield Dinner Theatre**

*16615 109 Avenue NW*

**Monday, January 7, 2019**

## Generations - An HR Perspective

Silents, Baby Boomers, Generation X, and Millennials are the four generations in the workforce today with their own distinct attitudes toward work. Join the discussion on how to successfully integrate these diverse generations at work.

**Heather J. Morrison, CPHR**

*Strategic Coordinator*

**Monday, February 4, 2019** (Random Acts of Kindness)

## Framing Wellness for Professional Development and Mastering the Five Keys to Stress Reduction

Learn how organizational health and wellness programs are becoming a key element in a business's strategic plan.

**Dr. Thomas Barker, PhD**

*Professor, University of Alberta Faculty of Extension*

**Monday, March 4, 2019**

## Access and Privacy

In today's digital world, many of our activities leave a trail of data. With companies like Facebook and Google collecting so much of our private information, do we really know what that information is being used for and who it is shared with?

**Kristan Cook, MA, MAS. CIAPP**

*Corporate Information Governance*

**Monday, April 1, 2019** (Annual General Meeting)

## Mobile Massage YEG

Learn how massage therapy in the workplace can help your company increase moral, increase employee retention and decrease sick days. Hands-on stretching demo for healthy ergonomics at your desk.

**Camille Wallach, RMT**

*Owner and Mobile/Workplace Therapist*



**Thursday, May 2, 2019**

## Professional Development Workshop

We're working on getting someone great! We'll let you know who as soon as we can!

**Monday, June 10, 2019**

## Plant Nite

Heard of Paint Nite? This is with plants. Create a tabletop garden for your favourite spot, whether home or office. Your nite will bloom. Stay tuned for the details.

Venue: TBD

The Edmonton Branch meets ten times per year. Seven of our meetings include speaker presentations, one is the all-day professional development workshop and two are fun events, to celebrate the holidays in December and to wrap up our program year in June.

The cost of our dinner meetings is generally:

- \$30 for members (partially subsidized by the Edmonton Branch as a member giveback)
- \$35 for non-members/guests

### Meeting location:

Chateau Louis Hotel & Conference Centre  
11727 Kingsway Avenue NW  
Edmonton AB T5G 3A1

### Our standard meeting schedule:

5:30 – Registration and networking  
6:00 – Dinner  
7:00 – Speaker presentation  
7:45 – Business meeting

## Our vision

The **Association of Administrative Professionals (AAP)** provides opportunities for growth through education and community building, giving our members a better understanding of how important their role is to any business. Being widely recognized across Canada, our membership increases year after year and members are engaged in the AAP.

## Our 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.

## Our core values

Learning, growth, integrity, respect, professionalism, passion, reputation, fairness, equality

## Our member benefits

- Demonstrate a commitment to lifelong learning by belonging to a professional association
- Learn new skills and concepts through branch events, professional development workshops and the CCAP designation (see below)
- Meet new people, expand your network and make new friends across the country
- Obtain access to a host of resources, services, discounts and information just for our members
- Increase your leadership and collaboration skills by participating at the local branch and national board levels
- Visit <https://canadianadmin.ca/members/get-aaa-working-for-you/> to learn more!



Association of  
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# Edmonton Branch Information



Canadian Certified  
Administrative Professional

## Our professional certification

The Canadian Certified Administrative Professional (CCAP) program, sponsored by the AAP, is an option available to those interested in advancing their professional development. The educational classes are available through distance, online and lecture courses from universities and colleges across Canada. The requirements for work experience and demonstrated core competencies provide validation of the mastery of skills related to the role of an administrative professional. For more information, visit <https://canadianadmin.ca/qaa-designation/overview/>.