

TCB PRESENTS: SHARING BEST ADMINISTRATIVE PRACTICES

WHEN

Wednesday, May 22, 2019
6:00 PM networking/6:30 PM speaker

At this session, Bryan Brooker will present and discuss his 'tried and true' methods, toward providing expert professional administrative support, at all levels, in office services. The presentation will conclude with a Q&A segment, where Bryan will answer your questions. Come prepared with some of your toughest questions!

MEET THE SPEAKER...

The *Association of Administrative Professionals, Toronto Charter Branch* welcomes: **Bryan Brooker, CCAP!**



Bryan Brooker

Bryan currently holds the position of Executive Assistant to the Chief Accounting Officer at Manulife Financial. He joined the company in 1982 and throughout his 37-year career has held various positions and roles within the administrative field - from his start as a word processing operator, junior secretary and up through the ranks to office management, providing executive support.

To build on knowledge learned, while working on the job, he attained his QAA certification (May, 2003) and Human Resources Management designation, geared toward Training & Development (December, 2009).

Outside of work, Bryan earned his certification as a fitness instructor specialist from CanFit Pro, the largest provider of fitness industry education, and, until recently, regularly volunteered as leader of lunch-hour fitness sessions at Manulife for its employees.

Bryan joined the AAP in 2002 and also held the position of Treasurer for two terms, 2003 & 2004.

RSVP:

Reply to Kimberly Smith

aap.toronto.programcoordinator@gmail.com

GAIN POINTS!

This event qualifies toward your re-certification points.

YOU'LL LEARN:

- Valuable "on the job" tips from a seasoned administrative professional and fellow member of the AAP
- Ways you can take charge of your career, to get where you want to go

WHERE:

Toronto General Hospital
200 Elizabeth Street,
Toronto
Astellas Room #190, 11th Floor
Peter Munk Building

PRICE:

Free for Members
\$7 Guests