



Monday, September 9, 2019

### *Navigating Your Career Journey*

**Norma Wood**

Senior Program Officer, Alberta Health Services

Norma shares her personal journey of career and personal twists and turns that lead her to find her intrinsic self.

Monday, October 7, 2019 (CCAP Grad Celebration)

### *Change Management and the Evolving Workforce*

**Dr. Marvin Washington**

Associate Dean and Professor, University of Alberta

Technological and economic changes are happening faster than ever before. Change management is the new leadership skill all professionals must engage in.

Monday, November 4, 2019

### *Speaker TBD*

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

December 2019

### *Exact Date TBD*

*Class of '63: A Rockin' Reunion*

*Mayfield Dinner Theatre*

Monday, January 6, 2020

### *The Key to Successful Modern Business*

**Luigi Scornaienchi**

Director of Customer Experience, Alberta Blue Cross

Organizations are increasingly becoming virtual with online services and fewer "bricks and mortar" style service. Learn how to increase your presence and impact with stakeholders in a virtual world.

Monday, February 3, 2020 (Random Acts of Kindness)

### *Executive Presence and the Secrets of Persuasion*

**Lauren Sergy**

Professional Speaker and Coach, Up Front Communication

Learn how to increase confidence and improve your communication skills becoming more effective, impactful, and resilient in your role.

Monday, March 2, 2020

### *Maintaining Your Competitive Edge*

**Sarah Stevenson Tweddle**

Account Manager, Corporate and International Training, NAIT

Admins are challenged more than ever to learn new skills and always be in the "know". What are the trends and how do you keep up to pace?

Monday, April 6, 2020 (Annual General Meeting)

### *The New Rules of Business Dress*

**Lori Mcconnell**

Executive Director, Suit Yourself

In the 80's it was all about the power suite, the 90's shoulder pads were the rage, in the 2000 pencil skirts with peacoats. What are the latest trends to watch for and the rules of business dress today?

May 27-30, 2020

### **National AGM Conference and Professional Development Workshop**

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

June 2020

### *Event TBD*

We're working on getting someone great!  
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Association of  
Administrative  
Professionals

# Edmonton Branch Information

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!

## 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/>.



Canadian Certified  
Administrative Professional

Learn | Grow | Thrive