



ASSOCIATION OF
ADMINISTRATIVE
PROFESSIONALS

Hamilton Branch 2019-20 Meeting and Speaker Series
Learn | Grow | Thrive

6:00 p.m. *Hors d'oeuvres* & Networking
6:30 p.m. Presentation and Meeting to follow in applicable

Members - \$10 – *Hors d'oeuvre* & Presentation **Non-Members - \$20** -
Hors d'oeuvres & Presentation

Students - \$5 – *Hors d'oeuvres* & Presentation

PayPal: <http://www.aaa.ca/hamilton.php> or; E-Transfer:
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RSVP: aap.hamilton.treasurer@canadianadmin.ca

NOTE: CCAP RECERTIFICATION POINTS

**2 POINTS CAN BE EARNED TOWARDS PROFESSIONAL TRAINING
SESSION/WEBINAR 1-2 HOURS IN LENGTH**

DATE	LOCATION	TOPIC	GUEST SPEAKER / SOCIAL EVENT DETAILS
September 19, 2019	SHERWOOD LIBRARY 467 Upper Ottawa St, Hamilton, ON L8T 3T3	BRANCH MEETING What AAP Can Do for You! Member Meet N Greet	Katherine Vaillancourt, AAP National President Branch Executive Learn about AAP: Member Benefits, CCAP Program, hidden GEMS!
October 24, 2019	FORTINOS HAMILTON 65 Mall Rd, Hamilton, ON L8V 5B5	Microsoft Word	Carol D.Rice Essentials Computer Training Tips & Tricks
November 21, 2019	FORTINOS HAMILTON 65 Mall Rd, Hamilton, ON L8V 5B5	BRANCH MEETING Events Exposed!	Natalie Marino CSMLS – Marketing and Events Specialist Trade secrets of event planning.

December 2019	N/A	N/A	N/A
January 23, 2020	WEBINAR Learn from the comfort of your home!	Resilience	Dr. Mary Ritz Founder & Owner, Almenta International, LLC Certified John Maxwell Speaker & Trainer Resilience – Develop stress hardiness and enhance your personal power!
February 20, 2020	FORTINOS HAMILTON 65 Mall Rd, Hamilton, ON L8V 5B5	BRANCH MEETING Virtual Assistant	Michelle McAlpine Virtual Assistant Panel Session – Learning the PROS & CONS of becoming a Virtual Assistant
WEDNESDAY , March 25, 2020	SANDMAN HOTEL 560 Centennial Pkwy N, Hamilton, ON L8E 0G2	Professional Development Day	AM session: Effective Business English By Rhonda Scarf PM session : Supercharge Your Self-Esteem, Confidence and Assertiveness! By Michael Lewis
April 16, 2020	FORTINOS HAMILTON 65 Mall Rd, Hamilton, ON L8V 5B5	BRANCH ANNUAL GENERAL MEETING	Annual General Meeting Annual General Meeting to approve By-law changes and Budgets
May 21, 2020	FORTINOS HAMILTON 65 Mall Rd, Hamilton, ON L8V 5B5	Microsoft Excel	Carol D. Rice Essentials Computer Training Presentation building i.e. analyze, organize and present in a meaningful way
June 18, 2020	FORTINOS HAMILTON 65 Mall Rd, Hamilton, ON L8V 5B5	BRANCH MEETING	Social (Topic TBD)