



ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS

Moncton Branch Meetings & National Webinars 2020 - 2021

Moncton Meetings:

- **CALENDAR OF EVENTS – 2020-2021 MONCTON BRANCH (2020 – virtual meetings, 2021 TBD)**
 - **October 21** -- Get to know your AAP! A Virtual Meeting with the Executive, a quick review on membership benefits and an opportunity to learn more about the PEI 2021 – AGM & Conference in PEI, organized by National & the Moncton Branch.
 - **February 17** -- “How to navigate the New Normal” (further details TBD)
 - **March 17** -- Katherine Vaillancourt, National AAP President (topic TBD)
 - **April 21** -- AGM & Meeting (location TBD)
 - **May 26-29** -- PEI Annual Meeting and Conference hosted by National and the Moncton Branch

IMPORTANT DETAILS:

- Location:** 2020 year we will be doing a virtual meeting, for 2021 – the location will be announced
- Fees & Times:** will be listed in the invite due to the meeting changes this year
- Eventbrite:** Eventbrite – will be used for meetings

If you have any suggestions or recommendations for speakers please email aap.moncton.president@canadianadmin.ca.

National Webinars for Members:

September 17	4:00 – 5:30 p.m.	<i>Event Blueprint Series - Set Your Foundation - Project Research + Strategy</i>	Lisa Gareau, Candy Event Consulting
September 21	8:00 – 9:00 p.m.	G-Suite Productivity Series Docs, Sheets & Slides Tips & Trick	Sandra Eamor, All About Systems, Inc.
October 7	8:00 - 9:30 p.m.	Social Media Platforms - How to choose the right one for your company?	Bob Minhas, The Expert's Expert
October 13	8:00 – 9:00 p.m.	Asana 101 Project Management on the Cloud	Sandra Eamor, All About Systems, Inc
November 17	8:00 - 9:30 p.m.	<i>Microsoft Office Productivity Series - Power of OneNote Made Easy</i>	Dawn Bjork, The Software Pro
November 19	4:00 - 5:30 pm	<i>Event Blueprint Series - Frame Your Event Experience - Event Planning + Logistics</i>	Lisa Gareau, Candy Event Consulting
December 02	1:00 - 2:00 pm	3 Elements to Improving Your Ability to Positively Influence	Glynis E. Devine, Currency-Driven Leadership Expert
December 15	8:00 - 9:30 pm	<i>Microsoft Office Productivity Series - Word - Simplify & Organize Long Documents</i>	Dawn Bjork, The Software Pro
January 19	8:00 - 9:30 pm	<i>Microsoft Office Productivity Series - Outlook Productivity Tips & Techniques with Calendar, Tasks and More</i>	Dawn Bjork, The Software Pro
January 21	4:00 - 5:30 pm	<i>Event Blueprint Series - Fill Your Room With Friends - Marketing + Communications</i>	Lisa Gareau, Candy Event Consulting
February 16	8:00 - 9:30 p.m.	<i>Microsoft Office Productivity Series - Excel - Pivot Tables</i>	Dawn Bjork, The Software Pro
March 16	8:00 - 9:30 p.m.	Microsoft Office Productivity Series Spark Presentation Magic by Increasing Engagement with PowerPoint	Dawn Bjork, The Software Pro
March 18	4:00 - 5:30 pm	<i>Event Blueprint Series Express Your Event Purpose - Creative Services + Support</i>	Lisa Gareau, Candy Event Consulting

National website: www.canadianadmin.ca

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