



ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS 2021 NATIONAL WEBINAR SERIES

January 13

2:00 pm – 3:00 pm ET
Career Transformation Series
Understanding Your Value
as an Administrative
Professional in a Post
Pandemic Economy

Speaker
Jackie Rafter
Higher Landing

January 19

7:00 pm – 8:30 pm ET
Microsoft Office Productivity
Series
Outlook Productivity Tips &
Techniques with Calendar,
Tasks & More

Speaker
Dawn Bjork
The Software Pro

January 21

3:00 pm – 4:30 pm ET
Event Blueprint Series
Fill Your Room with
Friends – Marketing +
Communications

Speaker
Lisa Gareau
Candy Event Consulting

February 04

12:00 pm – 1:00 pm ET

AAP TRIFECTA PANEL
Back by popular demand!

Panelists
Beverley Beuermann-King
Glynis E. Devine
Rhonda Scharf

February 16

7:00 pm – 8:30 pm ET
Microsoft Office Productivity
Series
Excel – Pivot Tables

Speaker
Dawn Bjork
The Software Pro

March 02

7:00 pm – 8:30 pm ET
Start Up Success as a Virtual
Assistant Series
How to use Marketability to
create the PERFECT VA
Package that SELLS OUT!

Speaker
Bob Minhas
Expert Entrepreneur

March 16

7:00 pm – 8:30 pm ET
Microsoft Office Productivity
Series
Spark Presentation Magic
by Increasing Engagement
with PowerPoint

Speaker
Dawn Bjork
The Software Pro

March 18

3:00 pm – 4:30 pm ET
Event Blueprint Series
Express Your Event
Purpose – Creative Services
and Support

Speaker
Lisa Gareau
Candy Event Consulting

April 06

7:00 pm – 8:30 pm ET
Start Up Success as a Virtual
Assistant Series
How to establish Credibility
to switch from LOOKING for
sales to FILTERING
INCOMING leads!

Speaker
Bob Minhas
Expert Entrepreneur

April 19

2:00 pm – 3:00 pm ET
Admin Professionals Giveback
Week
Career Branding for
Administrative Professionals
in 2021

Speaker
Jackie Rafter
Higher Landing

April 20

12:00 pm – 1:00 pm ET
Admin Professionals Giveback
Week
Microsoft Office Keyboard
Shortcuts

Speaker
Dawn Bjork
The Software Pro

April 21

12:00 pm – 1:00 pm ET
Admin Professionals Giveback
Week
Mindset & Our Inner
Battery for the Admin
Professional

Speaker
Jennifer Lyall
Chief Energy Optimizer

Updated January 6, 2021

All sessions
are eligible for:



2

CR credits for CCAP and
CCAP_A holders

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ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS 2021 NATIONAL WEBINAR SERIES

April 22

12:00 pm – 1:00 pm ET
Admin Professionals Giveback
Week
Free Systems & Tools for
Admins

Speaker
Sandra Eamor
All About Systems

April 23

12:00 pm – 1:30 pm ET
Admin Professionals Giveback
Week
Discover our “Currency
Value” as an Admin
Professional

Speaker
Glynis E. Devine
Emotional Currency Performance Expert

May 04

7:00 pm – 8:30 pm ET
Start Up Success as a Virtual
Assistant Series
How to Grow and Scale your
VA business without LOSING
YOUR LIFE!

Speaker
Bob Minhas
Expert Entrepreneur

May 29

11:00 am ET
71st Annual General Meeting

Keynote Speaker

Lucy Brazier
Executive Secretary Magazine

June 08

7:00 pm – 8:00 pm ET
Tech Session
Canva – More Than Just
Graphics

Speaker
Sandra Eamor
All About Systems

August 25

2:00 pm – 3:00 pm ET
Career Transformation Series
Understanding Your Value
as an Administrative
Professional in a Post
Pandemic Economy

Speaker
Jackie Rafter
Higher Landing

September 21

7:00 pm – 8:00 pm ET
Project Management Series
Project Management Basics
for Admins

Speaker
Sandra Eamor
All About Systems

September 28

12:00 pm – 1:00 pm ET
Mindfulness Session
Energy & Mindset

Speaker
Jennifer Lyall
Chief Energy Optimizer

October 18

7:00 pm – 8:00 pm ET
Project Management Series
Managing Projects for
Admins

Speaker
Sandra Eamor
All About Systems

November 09

7:00 pm – 8:00 pm ET
Project Management Series
PM Tools & Templates for
Admins

Speaker
Sandra Eamor
All About Systems

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