



# ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS 2021 NATIONAL WEBINAR SERIES

## 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*

## 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

71<sup>st</sup> 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*

## June 15

7:00 pm – 8:30 pm ET

Microsoft Office Productivity Series

Leveraging the Power of Microsoft Teams

**Speaker**

*Dawn Bjork  
The Software Pro*

## 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 14

7:00 pm – 8:30 pm ET

Adobe Acrobat Training  
Time-Saving Tips & Tricks Everyone Should Know

**Speaker**

*Dawn Bjork  
The Software Pro*

Updated Sept 13, 2021

All sessions are eligible for:



2

CR credits for CCAP and CCAP<sub>A</sub> holders

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# ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS 2021 NATIONAL WEBINAR SERIES

## 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 07

12:00 pm – 1:00 pm ET

Goals Setting Series  
So tell me what you  
want...what you really really  
want: An interactive  
session to ignite your vision

**Speaker**

Jennifer Hadley  
Fierce Mom & Founder

## October 14

7:00 pm – 8:30 pm ET

Microsoft Office Productivity  
Series  
Changing Together:  
Leveraging Collaboration  
Tools in Microsoft Word

**Speaker**

Dawn Bjork  
The Software Pro

## October 19

7:00 pm – 8:00 pm ET

Project Management Series  
Managing Projects for  
Admins

**Speaker**

Sandra Eamor  
All About Systems

## October 27

12:00 pm – 1:00 pm ET

Communications Session  
Core Motive: Why We Do  
What We Do!

**Speaker**

Glynis E. Devine  
Emotional Currency Performance Expert

## November 04

12:00 pm – 1:00 pm ET

Goals Setting Series  
Eyes on the Prize – Goals:  
How to set them, how to  
get them!

**Speaker**

Jennifer Hadley  
Fierce Mom & Founder

## November 09

7:00 pm – 8:00 pm ET

Project Management Series  
PM Tools & Templates for  
Admins

**Speaker**

Sandra Eamor  
All About Systems

## November 16

7:00 pm – 8:30 pm ET

Microsoft Office Productivity  
Series  
How to Visually  
Communicate Data with  
Charts & Graphics

**Speaker**

Dawn Bjork  
The Software Pro

## December 02

12:00 pm – 1:00 pm ET

Goals Setting Series  
This is how we do it –  
Putting your plans into  
action

**Speaker**

Jennifer Hadley  
Fierce Mom & Founder

## December 07

7:00 pm – 8:30 pm ET

Microsoft Office Productivity  
Series  
Microsoft Outlook:  
Productivity Tips & Tricks  
with Email

**Speaker**

Dawn Bjork  
The Software Pro

Updated Sept 13, 2021

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are eligible for:



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