



ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS 2022 NATIONAL WEBINAR SERIES

January 11

7:00 pm – 8:00 pm ET

Tech Tools Series

Track Anything with Trello

Speaker

*Sandra Eamor
All About Systems*

January 18

7:00 pm – 8:30 pm ET

Microsoft Office Productivity Series

More Ways to Leverage the Power of Microsoft Teams

Speaker

*Dawn Bjork
The Software Pro*

January 25

2:00 pm – 3:00 pm ET

Leadership & Communications Series

Tackling 2022 Like a Boss!

Speaker

*Jackie Rafter
Higher Landing*

February 08

7:00 pm – 8:30 pm ET

Microsoft Office Productivity Series
Microsoft Forms

Speaker

*Dawn Bjork
The Software Pro*

February 22

12:00 pm – 1:00 pm ET

Mindset Series

The Winter Blues – Tips & Tricks on How to Relax & Rejuvenate

Speaker

*Beverly Beuermann-King
Work Smart Live Smart*

March 01

7:00 pm – 8:00 pm ET

Tech Tools Series

Getting Creative with Canva

Speaker

*Sandra Eamor
All About Systems*

March 08

7:00 pm – 8:30 pm ET

Microsoft Office Productivity Series

Microsoft Excel – Linking & Sharing Data

Speaker

*Dawn Bjork
The Software Pro*

March 24

12:00 pm – 1:00 pm ET

Leadership & Communications Series

Communication & Influence for Today's Administrative Professional

Speaker

*Glynis E. Devine
Emotional Currency Performance Expert*

April 05

7:00 pm – 8:30 pm ET

Microsoft Office Productivity Series

Microsoft Word: Tips & Tricks Everyone Should Know

Speaker

*Dawn Bjork
The Software Pro*

April 13

12:00 pm – 12:45 pm ET

Networking Session

AAP & IMA: Laugh, Link & Learn

Hosted By

Switchboard Games

April 25

12:00 pm – 1:00 pm ET

Admin Giveback Week

Building a Powerful Business Partnership with your Executive

Speaker

*Lucy Brazier
Executive Support Media*

April 26

12:00 pm – 1:00 pm ET

Admin Giveback Week

Adobe Acrobat Forms

Speaker

*Dawn Bjork
The Software Pro*

Updated Nov. 8, 2021

All educational sessions are eligible for:



2

CR credits for CCAP and CCAP_A holders

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ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS 2022 NATIONAL WEBINAR SERIES

April 27

12:00 pm – 1:00 pm ET

Admin Giveback Week

Microsoft Productivity Tips

Speaker

Vicki Sokol Evans
Red Cape Academy

April 28

12:00 pm – 1:00 pm ET

Admin Giveback Week

Cloud Applications

Speaker

Sandra Eamor
All About Systems

April 29

12:00 pm – 1:00 pm ET

Admin Giveback Week

The Admin Energy Check

Speaker

Jennifer Lyall
Chief Energy Optimizer

May 10

7:00 pm – 8:30 pm ET

Microsoft Office
Productivity Series

Leveraging the Power of
OneNote

Speaker

Dawn Bjork
The Software Pro

June 02

AAP Professional
Development Day

Rodd Crowbush Resort
Prince Edward Island

June 08

12:00 pm – 1:30 pm

The Leader Unleashed Series
Leading Self: Reframing
and Understanding
Behavioral Styles

Speaker

Dr. Mary Ritz
Almenta International

June 15

12:00 pm – 1:00 pm ET

AAP TRIFECTA PANEL
Back by popular demand!

Panelists

Beverley Beuermann-King
Glynis E. Devine
Rhonda Scharf

June 28

7:00 pm – 8:00 pm ET

Networking Session

AAP Virtual Summer Fun

Hosted By

Switchboard Games

July 13

12:00 pm – 1:30 pm

The Leader Unleashed Series

Leading Others: Motivating
Teams

Speaker

Dr. Mary Ritz
Almenta International

August 10

12:00 pm – 1:30 pm

The Leader Unleashed Series

Leading Others: The Art of
Influential Communication

Speaker

Dr. Mary Ritz
Almenta International

August 16

7:00 pm – 8:30 pm ET

Tech Tool Series

Advanced Adobe Acrobat
Tips & Tricks

Speaker

Dawn Bjork
The Software Pro

August 23

12:00 pm – 12:45 pm ET

Networking Session

AAP & IAAP: Laugh, Link &
Learn

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ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS 2022 NATIONAL WEBINAR SERIES

September 13

7:00 pm – 8:00 pm ET
Tech Tool Series

What's New in Google
Workspace?

Speaker

*Sandra Eamor
All About Systems*

September 20

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

Tools & Techniques with
PowerPoint

Speaker

*Dawn Bjork
The Software Pro*

September 27

12:00 pm – 1:00 pm ET
Mindset Series

The Energy of your Past
affects the Energy of your
Future

Speaker

*Jennifer Lyall
Chief Energy Optimizer*

October 04

12:00 pm – 1:00 pm ET
Leadership & Communication

So you think you're
strategic...what does that
mean?

Speaker

*Lucy Brazier
Executive Support Media*

October 18

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

Outlook in October

Speaker

*Dawn Bjork
The Software Pro*

October 25

12:00 pm – 12:45 pm
Networking Session

AAP Halloween Link, Laugh
& Learn

Hosted By

Switchboard Games

November 01

7:00 pm – 8:00 pm ET
Tech Tool Series

Zoho One – What is it and is
it worth it?

Speaker

*Sandra Eamor
All About Systems*

November 15

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

Microsoft Office Shortcuts
for Today's Admin
Professional

Speaker

*Dawn Bjork
The Software Pro*

December 07

12:00 pm – 1:00 pm ET
Leadership & Communications
Series

Creating Better Admin
Leaders

Speaker

*Glynis E. Devine
Emotional Currency Performance Expert*

December 13

12:00 pm – 1:00 pm ET
Mindset Series

The Winter Blues – Tips &
Tricks on How to Relax &
Rejuvenate

Speaker

*Beverly Beuermann-King
Work Smart Live Smart*

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