

Edmonton Branch

Program Schedule

January – June 2023



Association of
Administrative
Professionals

January

Tuesday, January 10, 2023

Virtual event



Kevin Moffitt
Director, Ancillary Services
University of Alberta

Tech Talk – Make Outlook Work for YOU!

Tired of feeling overwhelmed with emails? Want to learn how to make your time in Outlook easier and more efficient? This session will look at features in Outlook that everyone should use that are often overlooked. From using rules and the zero-inbox strategy, to flags and categories, participants will learn how to tame Outlook and save time in their everyday operations.

February

Tuesday, February 7, 2023

Virtual event



Rhonda Scharf, CSP, HoF
Global Speaking Fellow - Certified Speaking
Professional, Hall of Fame
ON THE RIGHT TRACK - Training & Consulting Inc.

2023 Road Map for Admins

This new webinar has been pre-recorded. The webinar is filled with the info you need to see the future and the map to navigate the path.

- Staying relevant in uncertain times
- Building Business Partnerships
- Becoming self-aware to ensure you are keeping up
- Maximize your cognitive flexibility. Are you creative and adaptable?

March

Tuesday, March 7, 2023

In person event



Edmonton Food Bank
11508 120 St NW, Edmonton, AB T5G 2Y2
5:00 pm – 8:00 pm

Volunteer Experience

Come join us to help us give back to our wonderful community and this worthwhile organization. We will offer a helping hand at our local food bank with organizing food on shelves, sorting food items for hampers and other tasks that they need done. Many hands make light work and working together is fun!

April

Tuesday, April 4, 2023

Hybrid event



Annual General Meeting
11120 178 Street NW, Edmonton
5:30 pm – 7:00 pm

Join us for the Edmonton Branch's AGM!

Be involved in the Branch by attending the annual general meeting, where the budget and bylaws for the next fiscal year will be approved and a new Executive Committee will be voted in. The venue is hosted by the College of Registered Nurses of Alberta.

May

Wednesday, May 3, 2023

In person event

SAVE THE DATE

Administrative Professional Conference

Watch our social media and your email for announcements!

June

June 2023 Wrap-up Social Event

In person event

Fun Social Team Building Event

Watch your email for the date and final details, as well as for how to get your tickets! It's going to be a great year-end wrap up event!