



Association of  
Administrative  
Professionals

## AAP's 2023 National Webinar Series

Date	Time	Webinar Title	Sponsor/Partner
January 17	Completed	Microsoft Teams: Leveraging the Power of Teams, Part 1	Dawn Bjork, The Software Pro
February 2	12:00-2:00 P.M. EST	Pulse Workshop #2	Double Gemini
February 16	11:00 A.M. CET/12:00 EST	Global Skills Matrix	Helen Monument, Chair-World Administrators Alliance & Lucy Brazier, OBE, CEO of Marcham Publishing
March 1	12:00-2:00 P.M. EST	Stack Workshop #2	Double Gemini
March 2	12:00-2:00 P.M. EST	Stack Setup #2 (implementing concepts from March 1)	Double Gemini
March 9	12:00-1:00 P.M. EST	Meeting Events & Trends	Joe Nishi, Meeting Encore
March 14	7:00-8:30 P.M. EST	Microsoft Teams: Leveraging the Power of Teams, Part 2	Dawn Bjork, The Software Pro
Admin Giveback Week	Dawn Bjork - April 25 Time: 12:00 P.M. EST "MS Time-Saving Microsoft Power Point Tools & Techniques"	TBD: April 26	Lucy Brazier: April 27 Time: 12:00 P.M. EST Webinar - to be announced
May 16	7:00-8:30 P.M. EST	Microsoft 365: Managing Tasks & Projects with Planner, To Do, Outlook & Teams	Dawn Bjork, The Software Pro

*Details subject to change - an email with full details of sign up to be sent prior to the scheduled webinar(s).*

Summer Break - webinars will resume in the fall.			
September 5	12-1 P.M. EST	Career Changing Mindset	Dr. Mary Ritz
September 12	7:00-8:30 P.M. EST	Adobe Acrobat: How to Create Interactive Forms	Dawn Bjork, The Software Pro
October 3	7:00-8:00 P.M. EST	Assertiveness for the Administrative Professional	Dr. Mary Ritz
November 7	7:00-8:30 P.M. EST	Microsoft OneNote	Dawn Bjork, The Software Pro

Signup - You will receive an email for a sign up ahead of the meeting.

Changes will be made to the National Webinar Series as needed. Please watch your emails and the website.

[www.canadianadmin.ca](http://www.canadianadmin.ca)