Association of Administrative Professionals

NATIONAL	BARRIE/SIMCOE	CALGARY	EDMONTON	OTTAWA	RED DEER	TORONTO	MALS
January 26 12 - 2 pm EST Online **The Stack Method: Manage Your Email Better, Forever** **Speaker** Double Gemini	**January 12, 2024** 6:30 - 8:30 p.m. Virtual **Excel Excellence: Elevate Your Skill Set Part 2** **Speaker** Melissa Bowers	**April 25, 2024** 7:30am In Person **Canadian Administrative Professionals Summit (CAPS)** **Speakers** Manjit Minhas Lisa Webb Megan Golightly Brenda Beckedorf Jimmy-Lee Vennard	**March 5, 2024** 5:30 p.m. Online **A.I. for Admins** **Speaker** Jessica McBride	**February 27, 2024** 7 p.m. Online **Navigating Success in the Virtual Realm as a Virtual Executive Assistant** **Speaker** Heather Gronek	**January 17, 2024** 6:00 - 7:30 p.m. Online **Collaborative Programs** **Speaker** Kevin Moffat	**March 21** 7 - 8 pm EST (Online) **What Your Boss Isn't Telling You** **Speaker** Amal Candido	**March 6** 1 - 2 pm EST (Online) **Virtual Info Session: Co-Operators Insurance Lunch and Learn** **Speaker** Denae Mancini and Team
February 2 12 - 2 pm EST Online **The Stack Method: Set Up Session** **Speaker** Double Gemini	**February 8, 2024** 6:30 - 8:00 p.m. Virtual **CareerBoost: Mastering Resumes, Cover Letters & Career Development** **Speaker** Shannon Grant	**May 13, 2024** 5:30 p.m. In Person **Branch AGM**	**April 9, 2024** 5:30 p.m. Online **Mindfulness in the Workplace & Edmonton Branch AGM** **Speaker** Tammy Prince	**April 23, 2024** 7 p.m. Online **Branch AGM**	**April 17, 2024** 5:00 - 7:30 p.m. In Person **Mindfulness in the Workplace and Red Deer Branch AGM** **Speaker** Tammy Prince	**April 20** TBD (In Person) **Future of AI & Branch AGM** **Speaker** Matthew Jelavic	**April 29** 2 - 3 pm EST (Online) **TBD** **Speaker** TBD

* Refer to the Event webpage for additional program information and registration details.

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March 8 **12 - 2 pm EST** **Online** **The Vision Method: Digital Filing Technique** **Speaker** Double Gemini	**April 24, 2024** **5:30 p.m.** **In person, location tbd** **Annual Members Social (AGM)**	**June 20, 2024** **5:30 p.m.** **In Person** **June Windup**	**June 6, 2024** **5:30 p.m.** **In Person** **GREASE** **Mayfield Dinner Theatre**		**May 15, 2024** **6:00 - 7:30 p.m.** **TBD** **Leveraging Master Communication in a Hyper-Connected World** **Speaker** Glynis E. Devine	**May 30** **7 - 8 pm EST** **Online** **Q&A with Jeremy Burrows** **Speaker** Jeremy Burrows	**May 29** **2 - 3 pm EST (Online)** **TBD** **Speaker** TBD
April 10 **3 - 4:30 pm EST** **Online** **Microsoft 365: Managing Tasks & Projects with Planner, To Do, Outlook & Teams** **Speaker** Dawn Bjork, The Software Pro	**June 14, 2024** **8 am - 4 pm** **In Person** **EmpowerED: Power Up and Taking Charge!** **Speakers** Bonnie Low-Kramen Michael Lewis				**June 8, 2024** **12:00 - 3:00 p.m.** **In Person** **Windup**	**June 20** **7 - 8 pm EST** **Online** **Building Trust-Based Relationships w/ Storytelling** **Speaker** Shannon Peel	**September 16** **2 - 3 pm EST (Online)** **TBD** **Speaker** TBD

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Admin Giveback Week **April 22** **1 - 2:30 pm EST** **Online** **Microsoft OneNote: The Power of OneNote Made Easy** **Guest Speaker** **Dawn Bjork, The Software Pro**							
Admin Giveback Week **April 24** **12 - 1 pm EST** **Online** **Setting Boundaries & Finding Balance in Team Dynamics** **Speaker** **Dr. Mary Ritz, Almenta**							

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June 1 **9 am - 12 pm** **Online** **AAP National AGM** **Guest Speaker** **Lucy Brazier**							
June 14 *(rescheduled from May 17)* **12 - 2 pm EST** **Online** **The Unite Method: Design and Run Great Meetings** **Speaker** **Double Gemini**							

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