

# Reposition Yourself for the Year 2000 and Beyond

Join administrative staff from around the world for IAAP's second-annual 2½-day conference. With "Future Perfect," you'll hone your skills in people management, daily office tasks, and technology.

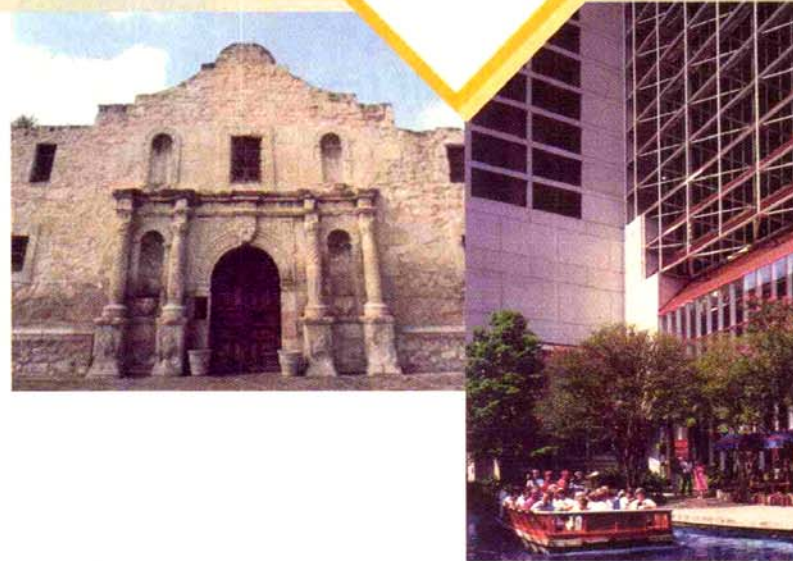
March 15-17, 1999

## Future Perfect

Hyatt Regency on  
the Riverwalk  
San Antonio TX

As you enter the new millennium, you can't depend on what worked in the past. Look into the future and redesign your role for the 21st century as project manager, communications coordinator, and technology specialist. The "Future Perfect" administrative professional:

- ❖ Effectively uses technology to maximize limited resources
- ❖ Negotiates with finesse and determination
- ❖ Delegates with authority and motivates by influence
- ❖ Masters relationship building—inside and outside the office
- ❖ Juggles tasks and projects without missing a single deadline
- ❖ Creates networks for troubleshooting and problem solving
- ❖ Redesigns office role and expands contributions affecting the bottom line
- ❖ Harnesses the power of the Internet as a competitive advantage
- ❖ Steps into the future and lets go of the past



**Cost:** Full 2½-day seminar \$399 for IAAP members, \$479 for nonmembers. For registration information, call Cheri Ditsch at 816/891-6600 ext. 245.

**Registration includes:** 2½ days of non-stop education, networking, and expert advice; 1.5 CEU and 15 CPS recertification points for the actual seminar; a notebook filled with supplementary material; a free copy of *The New Executive Assistant: Advice For Succeeding in Your Career* by Melba J. Duncan and eligibility for .5 CEU and 5 CPS recertification points after the seminar; one complimentary continental breakfast, two networking lunches, and five refreshment breaks; the latest research on changes in administrative roles and corporate restructuring; and much, much more.

## Featured Speakers

### Jeff Davidson, MBA, CMC

A leading authority on 21st century career and lifestyle strategies, Davidson combines high-content with humor, flair, and inspiration, leaving his audiences supercharged and ready for action. He is the author of *Breathing Space*, *Joy of Simple Living*, and *Complete Idiot's Guide To Managing Time*.

### Rusty Groos

A nationally known speaker on the impact of the Internet (and once-aspiring comic), Groos is director of sales and marketing for TeleVoice Inc., developing interactive voice response software and technology integrators to provide telephone callers with access to computerized information, home banking services, and caller-specific marketing materials.

### Nancy Miller

As the leader of *Administration 2000* at the Norrell Corporation, Miller is responsible for product line research for administrative and clerical employee job skill classes and stays closely linked with workplace trends affecting administrative staff. She is completing a benchmarking study on administrative practices in leading U.S. companies.

### Avery Dennison Corp.

Founded in 1935 with the invention of the first self-adhesive label, Avery Dennison is one of the world's leading office products manufacturers.

### OfficeTeam

One of the industry's foremost resources on hiring and employment issues, OfficeTeam is noted for providing value-added temporary employment services.



International Association of  
Administrative Professionals™

1.5 CEU and 15 CPS® recertification points have been awarded for participation at this conference, held March 15-17, 1999 in San Antonio, Texas. Attendees:

- ✓ Explored the workplace trends for year 2000 and beyond.
- ✓ Analyzed the impact of technology on meetings and presentations.
- ✓ Discovered how information, education, and communication can be integrated through technology.
- ✓ Identified simple systems that can be created to reduce office clutter.
- ✓ Investigated the art of juggling multiple tasks and balancing various personalities.
- ✓ Learned how to accept new challenges to improve their careers.
- ✓ Examined ways to sharpen and refine their existing networking activities.

Susan Fenner PhD  
Education and Professional Development  
CEU Director



Billie M. Willey CPS  
International President