

**ANNUAL
EDUCATIONAL
FORUM &
58TH ANNUAL
CALIFORNIA
DIVISION MEETING**

**JUNE 11-13, 2010
PLEASANTON, CALIFORNIA**

HOSTED BY LAS POSITAS CHAPTER



**International Association of
Administrative Professionals
California Division, Inc.**



**International Association of
Administrative Professionals®
Las Positas Chapter**



Message from the California Division President

The California Division Board is delighted with the plans Las Positas has for the 2010 Annual Educational Forum and 58th California Division Meeting.

This year the focus is on the core values of IAAP – Commitment, Respect, Adaptability, Communication, and Integrity. (Just a hint – that is the order in which you will hear speakers.)

Friday's AEF will start the weekend and Vice President Debra Burruss CPS/CAP has planned an exceptional educational experience. For anyone who was in Riverside in June, 2009, you will remember **Susan (Leahy) Patrick** – she is back as our kickoff Keynote speaking on Commitment. This year the schedule has been mixed up – CPS/CAP recognition will follow the Keynote before lunch. Speaking to the core value Respect, **Jeffrey Washington** will keep us awake after lunch. To end our education, we will hear **Susan Afan** speaking on Adaptability.

Friday evening will open the California Division Meeting as we all experience the Exhibitor Expo Grape Crush.

Saturday will begin the 2010 Annual Meeting. Once again – check the schedule – there have been some changes to the day. **Preston Ni** will be speaking on Communication following the morning business session and before the Networking Luncheon. Community Service Awards will be presented during the Networking Luncheon – be sure to get your chapter report submitted by the deadline. The afternoon will see the completion of the business meeting, including the International Report by Karlana Rannals CAP, International Treasurer.

Saturday will conclude with our Annual Installation Banquet for the 2010 – 2011 Board of Directors and the opportunity to recognize our Top Recruiter for 2009 – 2010.

Sunday morning, after a nourishing breakfast, **Dr. Lynn Fraley** will speak to Integrity as she explains “**Boundless Energy**.” Our second speaker on Sunday is for everyone, not just chapter leadership – **Lee Silber** will address the concept of “**The Wild Idea Club**” – come find out what that means.

The California Division Board is looking forward to seeing you in Pleasanton in June 2010!

Barbara Murphy

Barbara Murphy CPS/CAP, President
California Division, Inc. of the International
Association of Administrative Professionals

Annual Educational Forum Schedule

Thursday, June 10, 2010

3:00 – 7:00 pm Registration and Hospitality Hours

Friday, June 11, 2010

8:00 am Welcome and Introductions

8:30 am Keynote: Susan Patrick, "Power of Commitment"

11:00 am Certification Recognition

11:30 am Photo Op

12:00 noon Luncheon

1:00 pm Speaker: Jeffrey Washington, "Power of Respect"

2:30 pm Speaker: Susan Afan, "Power of Adaptability"

4:00 pm Closing Remarks, Evening Schedule

4:30 pm Exhibitor Expo

Highlights

Certification Recognition

This event recognizes those who have received the Certified Professional Secretary® (CPS®) or Certified Administrative Professional® (CAP®) rating, or who recertified during 2009. Please join us to recognize the achievement of our recipients.

Exhibitor Expo Grape Crush

If you're looking for the latest technology or ways to improve your professional and personal life, then look no further. The Exhibitor Expo Grape Crush is just what you've been looking for! After an educational day of workshops, just stomp over to the Grape Crush where you'll find all these things and more.

Thursday Trips and Tours

Dinner & Bocce Play – Savor a "family style" Italian dinner with unlimited non-alcoholic beverages (beer & wine available at additional cost). From 7:30 – 9 you will have fun playing bocce. Casual attire, but please wear low-heeled or flat shoes due to the special materials used on the bocce courts. \$40

Visit these websites to create your own mini vacation:

TriValley Convention & Visitors' Bureau: www.TriValleyCVB.com

City of Pleasanton: www.PleasantonDowntown.net

City of Livermore: www.LivermoreDowntown.com

Livermore Winegrowers: www.LVWine.org

Livermore Rodeo (The World's Fastest Rodeo): www.LivermoreRodeo.org

Annual Education Forum Keynote Speaker

Susan Patrick "Power of Commitment"



Commit to Communicate—Feel the Power

Communication is not natural. It is a learned skill that takes practice and those who are committed to honing this skill will experience a higher level of success both personally and professionally. Come and enjoy this interactive, informative and fun session that will challenge you to up your commitment when it comes to how you choose to communicate.

Susan Patrick is a communication expert and the founder of SpeakFearFree.com, a powerful coaching program that supports individuals as they discover how to drive the full power of their voice in all of life's situations. As a keynote speaker and personal coach, Susan works with business professionals who desire to build their confidence when communicating. Susan helps her clients to: Eliminate personal fear and boost self-confidence, avoid embarrassing situations while gaining the respect of peers and increase personal productivity to experience career advancement

Susan earned her Masters in Applied Behavioral Science with an emphasis in coaching and consulting from Bastyr University in Washington State. She is a member of NSA (National Speakers Association) as well as NAP (National Association of Parliamentarians). Susan and her Canadian husband, Jared Patrick, are the co-creators of an audio publishing company called FastLaneLearning.com. Her FastLaneLearning audio series can be found in libraries nationwide and have been featured in Library Journal, Overdrive and Audio File magazine. Susan is a native Southern Californian and is very proud of the unique fact that she was raised by a mother who was a professional clown and a father who was a career Marine.

Annual Education Forum Luncheon Speaker

Jeffrey Washington "Power of Respect"



As our workplace continues to diversify, the need to treat others with respect is critical. We're exposed to many differences, and all are deserving of our respect. But just what is respect? Does respect mean the same thing to everyone? How do we learn to give and command the respect we all deserve? Disrespect for others in the workplace creates an atmosphere of negativity, which leads to suspicion, stress and unproductive employees. Find out how to remove barriers that prevent us from achieving greater respect for each other. Learn how respect leads to better understanding. Discover ways an organization or individual can develop – through respect - more productive relationships at work or home.

A motivational speaker and trainer from Los Angeles, CA, Jeffrey is an entertaining and engaging presenter. Jeffrey began his speaking career more than 15 years ago working in a corporate training environment. He is an active member of Toastmasters and devotes much of his time motivating and inspiring others to realizing their professional and personal goals. Jeffrey is an award winning speech writer who approaches his craft earnestly believing that each of us can make this world a better place, one person at a time. Today he's putting that belief into action by sharing how the power of respect can work for us.

Annual Education Forum Workshop Speaker

Susan Afan "Power of Adaptability"



Going From Unsung Hero to Superhero

Companies need help recovering from the recession, especially if budgets are tight or hiring freezes remain in place. But employers have a secret weapon that can come to their rescue: you! Today's administrative professionals can take on new and exciting roles to help their companies battle various business challenges, embrace new developments and improve the bottom line. In this presentation, based on recent research from OfficeTeam and IAAP, you'll learn how to go from unsung hero to superhero.

Susan Afan joined Robert Half International in 1983, and has held positions of increasing responsibility since that time and is currently a District President. Susan graduated with a degree in Communications from Ateneo de Manila University in Manila, the Philippines, and is a highly-regarded career expert who frequently speaks on career management issues with the local and national media, as well as on panel discussions at major conferences and events. Most recently, Susan was named one of the top 100 Most Powerful and Influential Women in California by California Diversity Magazine for 2010.

California Division Meeting Schedule

Saturday, June 12

- 8:00 am** Division Member At Large meeting
- 8:15 am** Parliamentary Briefing
- 9:00 am** Opening Ceremony
- 9:15 am** Morning Business Session
- 11:15 am** Keynote: Preston Ni, "Power of Communication"
- 12:30 pm** Networking Luncheon
- 2:15 pm** Afternoon Business Session
- 6:00 pm** Reception/Chapter Photo Op
- 7:00 pm** Banquet

Sunday, June 13

- 8:00 am** Plated Breakfast
- 9:00 am** Keynote: Dr. Lynn Fraley, "Power of Integrity"
- 10:45 am** Educational Workshop: Lee Silber "The Wild Idea Club"
- 12:15 pm** Close

California Division Meeting Highlights

Networking Luncheon

Share your ideas, your successes and goals for yourself and your chapter while meeting new colleagues from throughout the state. Community Service Awards are presented to chapters that have exhibited exemplary service to their communities during the year.

Installation & Awards Banquet

This event is the culmination of a dynamic year. Celebrate our successes and recognize the members and chapters who have created an awesome future by achieving their goals. Discover who will be named "Top Recruiter" and recap the year with Barbara Murphy CPS/CAP, 2009 - 2010 Division President. Begin the coming year and celebrate with the newly-installed Board of Directors.

California Division Meeting Keynote Speakers



Preston Ni "Power of Communication"

The Promotable Leader

Are you aspiring to greater success? Are you recognized for your contributions as well as your potential? Would you like to enhance your image and leadership charisma? Come learn how you too can be a promotable leader.

Preston Ni is a professor, coach, trainer, and course designer in the areas of professional communication, cross-cultural understanding, interpersonal effectiveness, and organizational change. Since 1990, thousands of participants have benefited from his dynamic and powerful courses. He has worked with companies including Fortune 500 stalwarts Microsoft, Hewlett-Packard, Sun Microsystems, Intel, Visa, and eBay, as well as coached executives, managers, and private individuals on identifying the catalyst for igniting organizational and personal success.

Professor Ni received a Master of Science Degree in Business Administration and is tenured faculty of the Communication Studies Department at Foothill College in Silicon Valley, California. He holds a certificate in the Management Development Program at Harvard University. Preston is the featured columnist of Asian Week's Leadership Success Series, appeared twice on the television show China Crosstalk, and has been featured on the KTSF evening news. He is the recipient of the Diversity Leadership Award in Teaching and Learning, and the inaugural recipient of the Silicon Valley Speak-Up Distinguished Speaker of the Year Award.

Professor Ni is the author of "How to Communicate Effectively and Handle Difficult People" and "Communication Success with Four Personality Types." He is also keynote speaker on the DVD program Cross-Cultural Communication: East and West, featured on the Business and Technology Network and the National Technological University Network. For more information on Prof. Preston Ni and his courses, workshops, and private consulting, write to commsuccess@nipreston.com, or visit www.nipreston.com.



Lynn Fraley, RN, MN, DrPH "Power of Integrity"

The Power of Endless Energy

Experience how to use endless energy to sustain the power within you. In this session you will learn how to take your power of commitment and work with practical strategies to create a stronger, richer, more resilient life. Dr. Fraley will give you tips on nutrition, mindfulness, and ways to protect and conserve your energy. Endless energy is the result of good self-care that refreshes the mind, body and spirit. You can even submit questions to her at drlynnfraley@mac.com prior to the program. Plan to leave this entertaining and informative session with strategies you can implement immediately!

Lynn Fraley, BSN, RN, MN, DrPH, an expert in self-care, addresses audiences nationally in the areas of wellness, personal energy, and stress management. She has a BSN from Wayne State University, a Masters in Nursing from UCLA, and Doctorate in Public Health from UC Berkeley. An author of two books, one on nutrition and a second on Breast Wellness, Lynn is also certified in natural vision care. Lynn is an educator and consultant who works with individuals and companies to help them be prudent and conservative consumers of health care services. Using a variety of strategies, Lynn helps her clients gain endless energy in both their personal and professional lives. She welcomes questions and wants to be of service to people who also want to make a difference. Be prepared for a program that is stimulating, entertaining and informative, and one you will leave with renewed energy.

Educational Workshop Speaker



Lee Silber "The Wild Idea Club"

The Wild Idea Club concept is all about harnessing the collective creativity of a group to come up with as many crazy ideas as possible, and then turning the best ones into workable solutions to problems - rather than complaining about them. It's also about selling your ideas in a win/win/win way and getting them implemented.

Lee Silber is the award-winning author of 13 books, including the popular "Creative Person" series for Random House. Silber owns a successful corporate training company and maintains a busy speaking schedule for clients ranging from Aetna to Wells Fargo. Lee resides in San Diego with his wife and two boys. He can often be caught surfing at Pacific Beach.

2010 Annual Educational Forum & 58th California Division Meeting Friday through Sunday, June 11-13, 2010

REGISTER

On-Line:

Go to <http://www.iaap-ca.org>. Visa or MasterCard accepted.

Checks:

Make payable to CA Div., Inc., IAAP and mail to:

Angie LaCarte
1015 Fulton Rd.
San Marcos, CA 92069

Stimulus Plan:

Mail Registration Page to Angie LaCarte at address above.

AEF/CDM COMPLETE PACKAGE—Friday/Saturday/Sunday

	MEMBER	NON-MEMBER
Postmarked by March 31, 2010	\$380	\$430
Postmarked by April 30, 2010	\$430	\$480
Postmarked after April 30, 2010	\$500	\$550

Package includes:

All events except trips & tours

ANNUAL EDUCATIONAL FORUM (AEF)—Friday

	MEMBER	NON-MEMBER
Postmarked by March 31, 2010	\$195	\$205
Postmarked by April 30, 2010	\$225	\$235
Postmarked after April 30, 2010	\$255	\$265

Package includes:

Keynote, luncheon, afternoon speakers, and Exhibitor Expo

58th ANNUAL CALIFORNIA DIVISION MEETING (CDM)—Saturday/Sunday

	MEMBER	NON-MEMBER
Postmarked by March 31, 2010	\$205	\$245
Postmarked by April 30, 2010	\$235	\$275
Postmarked after April 30, 2010	\$265	\$305

Package includes:

Friday Exhibitor Expo & Buffet, Saturday & Sunday Division Meeting, Networking Luncheon, Keynote Speakers, Installation & Awards Banquet & Educational Workshop

AIRLINE INFORMATION:

Fly into Oakland (OAK) or San Francisco (SFO) Airport

HOTEL INFORMATION:

Hilton Pleasanton at the Club
7050 Johnson Drive
Pleasanton, California 94588

RESERVATIONS:

1-800-HILTONS (1-800-445-8667), group code CAI

ROOM RATE:

\$79 per night (single or double occupancy) + Room Tax
Reserve by May 28, 2010 for discounted rate

TRANSPORTATION:

BART—Bay Area Rapid Transit, \$6.60 from Oakland Airport (AirBART (\$3.00 exact change) from OAK to BART Station then BART to Dublin/Pleasanton Station).

BART—Bay Area Rapid Transit, \$10.55 from San Francisco Airport (BART Station within SFO to Dublin/Pleasanton Station).

Hotel will pick you up at Dublin/Pleasanton BART station at no charge

Shuttle— \$50.00 per trip with group code: DFEWC www.supershuttle.com

Hotel Does Not Provide Shuttle Service To/From Airport

PARKING:

Self-Park at no charge.

ATHLETIC CLUB:

ClubSport privileges are included in your Hilton room rate. For more information about Club Sport, visit www.clubsports.com

Las Positas Chapter IAAP
Attn: Barbara L. Rambow CPS/CAP
P.O. Box 883
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