

Pathways to Professional Excellence

Fifteenth Annual Seminar
and
Education Forum



International Association of
Administrative Professionals™

hosted by
Redstone Arsenal Chapter
International Association of Administrative
Professionals

Monday
February 8, 2010

Redstone Officers' and Civilians' Club
Building 130 Golf Course Road
Redstone Arsenal, AL

Directions: Off-post visitors must enter Redstone via Gate 9
on Rideout Road. Exit 14A from the east or west on I-565.

Redstone Arsenal Chapter
Proudly Presents
Its Keynote Address

The Art of Self Leadership



Part I

The Art of Self Leadership
If I'm the leader, why is everyone laughing!

Part II

Dealing with Difficult People
My job would be easy if it weren't for other people!

Presented by
CPT (R) Ron Woods
Seminar Leader
Motivational Speaker

Leading others begins with self-leadership: Character, Connection, Competence, and Commitment. This topic includes leading by example; bringing people together; getting the most positive results; and overcoming obstacles and achieving goals.

AGENDA

February 8, 2010

Redstone Officers' and Civilians' Club

- 7:00 - 7:50 Registration
Continental Breakfast
Exhibitors 2010
- 7:50 - 8:00 Welcome/Announcements
Opening Remarks
- 8:00 - 9:30 Keynote Address
- 9:30 - 10:15 Break/Exhibitors 2010
- 10:15 - 11:45 Keynote Address (continues)
- 12:00 - 1:20 Luncheon/Fashion Show, Belk
- 1:20 - 1:30 Break
- 1:30 - 2:30 Concurrent Workshop
Session I
- 2:30 - 2:45 Break
- 2:45 - 3:45 Concurrent Workshop
Session II
- 3:45 Adjourn

SPECIAL NOTE: Meeting room temperatures and personal comfort zones vary widely. It is recommended that you bring a sweater or jacket to the sessions.

Registration Fee: \$125.00

Student Fee: \$ 50.00 (*full-time students*)

Registration fee includes: Keynote speaker; Continental breakfast; Office Expo; Lunch/Fashion Workshop; Afternoon workshops; Breaks.

CONCURRENT WORKSHOP SESSION I:

A: Professional Development and Strategies for Advancement.

The workshop provides insight into professional development opportunities in the Federal government and various strategies for advancement.

Diane V. Helser, SPHR;

Strategic Workforce Planning Proponent

G-1 (Human Resources)

B: Staying the Course – Reacting to the Current Financial Climate

Today people's investment needs are growing more complicated. Planning for retirement, a child's education, or simply trying to outpace inflation can be an overwhelming process. This seminar will cover what happens on the Financial Rollercoaster, Tips for Staying Focused and the Top Retirement Bloopers.

Lara Beene

Investment Executive

Redstone Brokerage Services

Redstone Federal Credit Union

CONCURRENT WORKSHOP SESSION II:

A: Dealing with Day to Day Stress

We all experience stress from time to time. When stress gets to be too much, it can take a toll on our health and wellbeing. That's why effective stress relievers are essential in restoring inner peace and physical health.

Distractions are everywhere. As work demands grow, our inclination is to continue to try to do more things more quickly, to fit everything in. We push ourselves and our co-workers to keep up the intense pace, but in so doing, we leave ourselves without adequate time to stop, reflect and focus.

Imogene Tilson, MA, OTR/L

Occupational Therapy

Behavioral Health Services

Huntsville Hospital

B: Control Your Time...Change Your Life!

Do you ever find yourself in a situation where there's too much to do and too little time to do it? If so, this workshop's for you! "Control Your Time...Change Your Life!" is a participative workshop that allows you to explore how you are currently spending your time and the results that you are getting. You will identify effective and ineffective patterns and learn tools that will help you increase your productivity, enhance the quality of your life, reduce stress and give you a personal sense of satisfaction and accomplishment.

Ms. Melissa G. Kilgore

Human Capital Development Specialist

Analytical Services, Inc.

.5 CEUs/ 5CPS Recertification points for this seminar.

2010 Redstone Arsenal Chapter, IAAP
Annual Seminar and Education Forum
“Pathways to Professional Excellence”
February 08, 2010 - Redstone Arsenal, AL
REGISTRATION FORM

Register Early -- Limited Space Available

Name: _____ **Email:** _____

(E-Mail Address Required for Registration Confirmation)

Address: _____

Phone: (work) _____

Employer/Office Symbol: _____

IAAP Chapter Number: _____ **IAAP Member Number:** _____

CPS/CAP: () Yes () No **Year Certified:** _____

Indicate special needs, i.e., hearing impaired/wheelchair/inability to climb stairs _____

Annotate any health or religious dietary restrictions _____

Please check ONE choice for each concurrent session.

(The sessions you choose will be noted on your name badge.)

CONCURRENT

SESSION I:

A

B

CONCURRENT

SESSION II:

A

B

Course Vendor/Code: IAAP/PPE

Registration Fee: \$125 .00

Student Fee: \$ 50.00

No refunds after February 4, 2010

Make Check payable to: RSA, IAAP

Amount Enclosed: _____

Credit Card Number: _____

(Visa, MasterCard, & Discover Cards Accepted)
(Please type or print clearly credit card number for clarity)

Expiration Date: _____

Credit Card Holder: _____

Cardholder Telephone: _____

Cardholder E-Mail Address: _____

"Attendees who do not possess a Redstone Arsenal employee badge must have a valid form of photo identification. The driver of each vehicle entering post is reminded to have your driver's license, vehicle registration, and proof of insurance available when you reach the gates. Please be prepared for a 10-15 minute wait to enter post."

Check this box if you need a visitor badge to get on post.

Mail check or credit card information & Registration Form to:

RSA, IAAP
P.O. Box 8232
Redstone Arsenal, AL 35808

FAX: 256-842-4369 (ATTN: Susan Douglas) (only for credit card payments) **or** ****Call** 256-313-2079 if you prefer to call in your credit card number.

If you have any questions concerning this Seminar and Education Forum, please contact:

Gala Horry, 256-842-8389/FAX 955-7999, gala.horry@us.army.mil

Ellen Mahathey CPS, 256-842-9888/FAX 876-2430, ellen.mahathey@.us.army.mil

Welcome to Redstone Arsenal Chapter IAAP 2010 Annual Seminar and Education Forum

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Redstone Arsenal, AL 35808