



Pikes Peak Chapter IAAP

Invites you to join us in honoring
Administrative Support Professionals



2010 Administrative Professionals Day®

Professional Education Seminar and Luncheon

Wednesday, April 21, 2010

The Crowne Plaza Hotel

2886 S. Circle Drive, Colorado Springs, CO

Seminar and Luncheon Keynote Speaker Sponsored by:



Crystal Jonas, M.A.

Motivational Speaker and Author

Recertification/Continuing Education Units (CEUs) Seminar

Registration starts at 8:30 a.m.

Seminar 9:00 – 10:30 a.m. / \$30 per person

“How to Boost Your Self-Esteem and Project Gracious Self-Confidence.”

Discover the first step to positive and lasting transformation. What to say to yourself whenever you are having self-doubt, it will turn your life around! Essential and subtle nuances of admirable, self-confident professionals, from body language to overt actions.

and

Administrative Professionals Day Luncheon

Registration starts at 11:00 a.m.

Luncheon 11:30 a.m. – 1:00 p.m. / \$30 per person

“Your #1 Success Factor”

- Find out: *The key to being the kind of person others truly enjoy being around
- *How to bounce back quickly from an especially challenging day
- *How great people (like you!) keep getting even better

Join us for our Annual Program Honoring:

Executive of the Year • Administrative Professional of the Year •

Member of the Year • Pikes Peak Chapter Scholarship Award Recipient

MENU: Garden Salad, Fresh Rolls and Dessert with your choice of either Chicken Catalina, Wild Rice Blend and Squash Medley; London Broil, Roasted Baby Reds and Buttered Broccoli; or Vegetable Wellington with Wild Rice Blend

(Cut along dotted line and return bottom portion to the address listed below)

April 21, 2010 Administrative Professionals Day Seminar / Luncheon Reservation

Each person attending must complete a reservation form. Please make extra copies of this form as needed. **Sorry credit cards cannot be accepted.** Deadline for Reservations is Friday, April 16, 2010.

No refunds after April 16, 2010

MENU SELECTION (Please check one entrée choice) Chicken Beef or Vegetarian

Enclosed is a check for \$30 Seminar Only \$30 for Luncheon Only \$50 for Luncheon & Seminar

Attendee _____
 Company _____
 Address _____ Phone _____
 E-mail _____ Fax _____

Make check payable to Pikes Peak Chapter, IAAP and mail with reservation form to:

Dee Ross c/o Northrop Grumman, 3535 Northrop Grumman Point, Colorado Springs, CO 80916
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