

# CELEBRATE ADMINISTRATIVE PROFESSIONAL'S WEEK APRIL 25<sup>th</sup>–29<sup>th</sup>



**THE INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS (IAAP),  
NORTHERN VIRGINIA CHAPTER, IS PLEASED TO HONOR  
ALL ADMINISTRATIVE PROFESSIONALS WITH TWO PROFESSIONAL SELF IMPROVEMENT EVENTS!**

## TEN SECRETS TO GETTING PROMOTED

April 25, 2011 (Monday)

5:30 PM – 8:00 PM | Networking and Registration 5:30 PM – 6:00 PM

**Argy, Wiltse & Robinson P.C.** 8405 Greensboro Drive | Suite 700 | Mclean (Tysons Corner)

**Workshop Speaker:** Carolyn Thompson, Executive Recruiter and Coach

For more information about our speaker visit, [www.carolynthompson.net](http://www.carolynthompson.net)

**Note to Attendee:** Discover how to take your career to the next level. Utilize your strengths to establish the path to a lucrative career. Let Carolyn Thompson share the knowledge she has gained from 23 years as a successful career coach by providing you with the tools necessary for career advancement and polishing your professional image. Be ready to hear insightful discussions from executive management and recruitment on promotion tips and interview tactics that work! You can learn more about Carolyn Thompson by checking out her [bio](#) on our website.

**\*\*Refreshments, Snacks, Door Prizes and FREE Parking\*\***



## WINE TASTING MIXER – “Communicating with Confidence”

April 27, 2011 (Wednesday)

6:00 PM – 8:30 PM | Networking and Registration 6:00 PM – 7:00 PM

**AVE Dulles Station** 2323 Dulles Station Blvd | Herndon

**Speaker:** Allison Walker, U2 Can Speak Toastmasters

**Note to Attendee:** Come to this event to mingle, enjoy good wine and food – but best of all, discover some great tips in public speaking! Every administrative professional should feel confident when speaking to their management team. Find out how to continue feeling confident when you need to address an individual or team. Whether you work in a small firm or around many different levels of management; meeting your peers and boosting your esteem will make for a better you!

**\*\*AVEDA Gift Bags for Attendees, Door Prizes, Refreshments, Hor'dourves, and FREE Parking\*\***



**Please RSVP** if you plan to attend one or both of our events! Specify which event you would like to attend. Registration is FREE to **all** attendees. We welcome you and your colleagues/friends to join us!! Membership information will be available, but is not necessary to attend the event.

When you attend an IAAP NOVA Chapter event, you will meet and network with many strong professionals in the area. Our organization is available to boost your career, contacts and skills. Please join us and see what you have been missing!

**RSVP's and Questions regarding these events should be sent via email to [novalAAP@gmail.com](mailto:novalAAP@gmail.com)**

Visit our website <http://www.nva-iaap.com/>

The first official period of celebration was proclaimed by the U.S. Secretary of Commerce, Charles Sawyer, as "National Secretaries Week," and was held June 1–7, 1952, with Wednesday, June 4, 1952, designated National Secretaries Day. The current designation of "Administrative Professionals Week" was adopted in 2000.