

Providence IAAP Chapter

LIMITED SEATING

SATURDAY, SEPTEMBER 11, 2010
10 a.m. - Noon

Be the Ultimate Assistant – Strategies for Success for 2010 and Beyond



Featuring:
Bonnie Low-Kramen

Assistant to actress Olympia Dukakis and author of the book "Be the Ultimate Assistant"
A celebrity assistant's secrets to working with any high-powered employer.

Presentation Includes:

- What's changed in our profession in the past 5 years
• What celebrity assistants and all administrative professionals have in common
• What it means to do "whatever it takes" and to be on call 24/7
• Ways to build healthy, positive relationships between admins and managers and admins and fellow staff
• Importance of mentoring as a key to success
• Discussion of our profession's "image" problem and solutions
• The importance and power of involvement in IAAP
• Personal stories and anecdotes

To learn more: www.BonnieLowKramen.com



CAP/CPS Recertification Points for attending

9:00 a.m. - 10:00 a.m. Registration / Check-in / Continental Breakfast
10:00 a.m. - Noon Presentation, Q&A, Book-Signing
Cost: \$25/person early bird rate* must be postmarked by July 16, 2010 or \$35/person after July 16
Cost includes a copy of Bonnie's book!

Location: AiPSO Headquarters, 302 Central Avenue, Johnston, RI 02919
(At security gate, ring buzzer for admittance. Park in second parking lot on left.)

*Deadline for early bird registration is July 16, 2010. Sorry, no refunds!



Make check payable to IAAP

Full Name: _____ Chapter: (if applicable) _____
Daytime Phone: _____ Evening Phone: _____
Email: _____ IAAP Member #: _____