



CAPITAL CHAPTER

2010 ANNUAL EDUCATIONAL SEMINAR

TUESDAY, APRIL 20, 2010



International Association of
Administrative Professionals®
Capital Chapter

Capital Chapter was established May 25, 1974 and is one of over 600 chapters worldwide and the ONLY chapter in the Austin area.

The chapters' membership is a mix of local industry: high-tech, state government, non-profit, financial and educational institutions such as Dell, the University of Texas, IKON Office Solutions, the Lower Colorado River Authority, IE Discovery and the Texas Hospital Association.

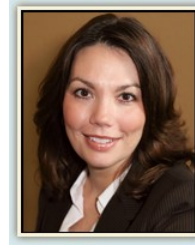
Capital Chapter strives to provide quality training to professionally educate and develop its members.



Allison Goral
The Learning Pad



Lynn Campbell
LMC Consulting



Dr. Monica Scamardo
Variate Consulting



Jody Conradt
Former UT Women's
Basketball Coach

INVEST IN YOURSELF

REAP THE REWARDS

by joining **Capital Chapter** for a full day of education and inspiration.



Date: Tuesday, April 20, 2010

Location: SEMATECH
2706 Montopolis Drive
Austin, TX 78741

Time: 8:00 a.m. to 4:30 p.m.

Who should attend:

- Office Managers
- Administrative Assistants
- Executive Assistants
- Administrative Managers
- Executive Secretaries
- Office Coordinators
- Key Support Staff
- Information Specialists
- Administrative Coordinators
- Receptionists



Keynote Speaker

Jody Conradt

Hall of Fame Member and Former UT Women's Basketball Coach

Jody Conradt grew from roots nurtured by the values of the small town of Goldthwaite, Texas, to become one of the giants of women's college basketball and athletics administration. As only the second woman ever inducted into the Naismith Memorial Basketball Hall of Fame in 1998, she was not only a pioneer, but a durable and dynamic leader who gave credibility and stature to her sport during 31 years as head coach at The University of Texas.

Her 1985-86 team finished an unbeaten season as NCAA Champions, and 99 percent of her letter winners went on to earn their college degrees. In 38 years as a head college coach (UT 1976-2007, UT Arlington 1973-76, Sam Houston State 1969-73) and dual role as UT women's athletics director (1992-2001), Conradt earned her reputation as a change agent, a willing, witty, classy ambassador, and a passionate leader for women's opportunities in sports and education. Her teams won 900 games, making her the second all-time winningest coach in collegiate men's and women's basketball history when she retired following the 2006-07 season. She continues to work half-time at UT as a special assistant to the women's athletics director in a fundraising and public relations capacity.

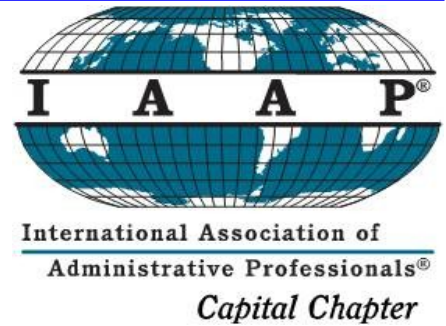




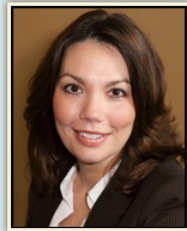
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POWER
of
Commitment
Texas-Louisiana Division



Dr. Monica Scamardo, President, Variate Consulting

Emotional Intelligence for Complete Success

IQ gets you the job. Emotional Intelligence (EI) makes you successful in your job with others or not. EI is the ability to accurately recognize our own emotions and those of others, for the purpose of motivating ourselves, and successfully managing our reactions and interactions with others. Knowing your strengths and the key competencies of EI will leverage your success at work and in life.

Objectives:

- What exactly is Emotional Intelligence?
- Learn the EI competencies and how they impact your success
- Apply some best practice strategies for improving your EI

Dr. Monica Scamardo is the founder and president of Variate, a consulting company specializing in organizational and people development. Monica holds a doctorate degree in psychology, specializing in working within organizational systems. Her area of expertise is applying research-based human behavior principles to workplace challenges. As an executive coach for Cornerstone Austin, Monica works with leaders to develop and implement strategies for organizational and leadership success.

Some of her past clients include The University of Texas at Austin, Samsung, Houston Chronicle, Texas Lottery Commission, Cisco Systems, Texas Comptroller of Public Accounts, and the National Association of Development Organizations.

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Agenda:

8:00-8:30: Registration & Networking

8:30-10:00: Technical Training
— Outlook

10:15-11:30: Technical Training
— Word

11:30-12:45: Networking Lunch

1:00-2:00: Lynn Campbell

2:15-3:15: Dr. Monica Scamardo

3:15-4:30: Jody Conratt

4:30: Adjourn



Lynn Campbell, LMC Consulting

Are you an Activator, WOO, Deliberative? Know your Strengths

Knowing and communicating your strengths is often a challenge. Learn more on how to take responsibility to develop, communicate and put your strengths to work. Invest in your life by learning to contribute your strengths to teams, projects, or new adventures you take on and build a 75/25 lifestyle that will help you love life and enjoy those around you much more.

Lynn M. Campbell brings 15 years solid experience and expertise in International Human Resource Management. She has worked in highly matrixed environments, leveraging internal and external resources to align and/or meet industry competitiveness including benchmarking international employee compensation packages and stock options. Since 2002 she has maintained a leadership development practice coaching individuals. Lynn brings her coaching and development skills into her HR Business Partner roles to build strong relationship and bridge communication for globally diverse teams.





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Pricing:

- **\$89** Members & Non-Members
- **\$39** Students
- **\$99** All at the Door
- **\$10** Optional Box Lunch
- StrengthsFinder 2.0 by Tom Rath included!

Door Prizes: Door Prizes will be given away throughout the day.*

50/50 Raffle: Drawing will be held at the end of the day. Winner takes home half!*

* You **MUST** be present to win.

***** To honor our 36 years of operation, the first 36 people to register will be placed into a special drawing to receive a Coaching Session with Dr. Monica Scamardo.**

Cancellation Policy: Cancel by March 31, 2010 to receive a full refund minus a \$10 processing fee. Sorry, no refund if canceling after March 31, 2010.

6 Recert Points Pending



Allison Goral, Instructor, The Learning Pad

Allison Goral is a seasoned trainer, instructional designer and consultant. She has worked in many industries including banking, insurance, consulting, technology, and education. Her simple, straightforward approach to learning has been used by companies such as Dell, Ernst & Young, First Union, Temple University, Parsons School of Design and many others. She is passionate, engaging and knowledgeable. You can expect a fun and informative session filled with techniques to improve your productivity and skills in Microsoft Word and Outlook.

Invest a day with Capital Chapter. Start the morning with **The Learning Pad** for an intensive deep dive into advanced features of Microsoft Office 2007 Word and Outlook. This segment is for the admin professional seeking to develop or hone their skill set in two of the most commonly used office programs in the world.

Allow your strengths to shine. **Lynn Campbell's** workshop is based on the StrengthsFinder 2.0 method to identify strengths and assign "Ideas for Action".

Appled knowledge is power. **Dr. Monica Scamardo** will teach the ability to accurately recognize our own emotions and those of others, for the purpose of motivating ourselves, and successfully managing our reactions and interactions with others.

Power up your attitude with a motivational speech from the Keynote Speaker, Hall of Fame Member and Former UT Women's Basketball Coach, **Jody Conradt**.

Registration and Payment Options:

Register and pay online. Visit www.iaap-austin.org or click [here](#) for the Seminar Page.

Register and pay by check. Print out the attached form and make checks payable to Capital Chapter, IAAP, mail to: Capital Chapter, P.O. Box 80786, Austin, TX 78708-0786 *** Checks **must be** post marked by March 31, 2010.

Register and pay at the door. All pay-at-the-door sales will be \$99.00.

Door Prizes will be drawn throughout the day. You **MUST** be present to win. Each attendee will receive one ticket with their registration. Additional tickets may be purchased for \$1 each or 6 for \$5 with a limit of 6 additional tickets per person. 50/50 tickets will be sold in blocks of 10 tickets for \$5. No limit on blocks of 50/50 tickets. The 50/50 Drawing Winner will receive half of the proceeds.

Is your company interested in sponsoring this year's Annual Seminar? Please contact Jessica Crabtree at jessicacrabtree@rocketmail.com. We have 3 levels of sponsorship to choose from Emerald (\$250), Ruby (\$500) and Diamond (\$750).





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Capital Chapter, IAAP, Seminar Registration Form

Name: _____ CPS ___ CAP ___

Address: _____

City/State/Zip: _____

Home/Cell Phone: _____

Employer: _____ Business Phone: _____

Title: _____ Email: _____

Are you an IAAP member? YES ___ NO ___ If yes, IAAP Member ID#: _____

If yes, list chapter & location: _____

If no, would you like to know more about IAAP? YES ___ NO ___

Are you a former IAAP member? YES ___ NO ___

Are you a student? YES ___ NO ___

If yes, list school and student ID#: _____ **Students must show Student ID at the door.**

Would you like to purchase the optional \$10 Box Lunch? YES ___ NO ___ (drink, chips and cookie included)

If yes, choose one: Turkey Sandwich ___ Ham Sandwich ___ Chicken Salad ___ Veggie Wrap ___

Member & Non-Member **\$89** | Student **\$39** | Optional Box Lunch **\$10**

Enclosed is a check or money order for: \$ _____

Please mail registration form with payment to:

Capital Chapter IAAP

Attn: Seminar

P.O. Box 80786

Austin, TX 78708-0786

Checks must be post marked by March 31, 2010



If you need to pay by credit card, register online at <http://www.iaap-austin.org> using PayPal.