



International Association of
Administrative Professionals®

Location:

Best Western Hotel
1111 Range St., North Mankato, MN
(Highway 169 North)



**FREE
Parking!**

Registration Fee:

\$99/participant

**Meals & Breaks
Included**

Discount Fee Options:

- **IAAP Members = \$69/participant**
- **Full-Time Student = \$89/participant**

*Participant substitutions may be made at any time.
Sorry, no refunds for no shows OR cancellations after April 15.*

Join IAAP now!

Membership fees waived in April 2008

for chapter and division dues.

Go to www.iaap-katoland.org for a membership form.

Membership types: professional, association, and student

Seminar Time: 8:00 a.m.—3:30 p.m.

Schedule of Events:

8:00 a.m.—9:00 a.m.

Registration and Breakfast Buffet

9:00 a.m.—12:00 p.m.

The 100% Factor: Living Your Capacity

Keynote Speaker—Jodee Bock

12:00 p.m.—1:00 p.m.

Luncheon

1:00 p.m.—3:30 p.m.

Seminar continues with Jodee Bock

There will be a morning and an afternoon break.

Door Prize Drawings

will be held throughout the seminar.



Katoland Chapter IAAP
PO Box 773
Mankato, MN 56002-0773

Administrative Professionals Week®—April 20-26, 2008

**CELEBRATE ADMINISTRATIVE
PROFESSIONALS WEEK!**

Administrative Professionals Seminar

...for all office support personnel



Tuesday

April 22, 2008

**Register TODAY as
space is limited!**

“ The 100% Factor: Living Your Capacity”

Keynote Speaker—Jodee Bock

There's a huge distinction between potential and capacity. Potential is somewhere off in the future. Capacity is right now - today. The 100% Factor will inspire people at any stage of their lives to consider the opportunities they can create when they re-examine their capacity - and become mindful about how much of that capacity they choose to bring - to work, to relationships, to families.

During this interactive seminar, we will be examining various areas of our lives, both personally and professionally, and determining where we are compared to where we want to be. We'll be using the principles from Jodee Bock's book, *The 100% Factor: Living Your Capacity* and will allow each participant to create an individualized development plan for identifying greatness and increasing capacity.



Jodee is committed to making small talk bigger, and supports people in practicing "riskful" thinking as opposed to merely "wishful" thinking. Her educational and inspirational workshops and seminars create new perspectives and new ideas around ordinary concepts that leave audiences with new ways to think about challenges and goals for their own lives.

Within her local community, Jodee hosts a local radio show called "You Already Know This Stuff" and is a co-founder and current president of the Women's Business Exchange, a not-for-profit organization that connects women who want to take their businesses or careers to the next level of success through networking, communication and mentorship.

Jodee has more than 15 years of experience in Corporate America in the areas of corporate communication, media relations, executive coaching, and training and development. She holds certifications in life coaching, Job Relations Training (JRT), Bob Proctor's Life Success Consulting®, and Accelerated Innovation training and coaching from SolutionPeople in Chicago. She is the author of the book *The 100% Factor: Living Your Capacity* and co-author of the book *Don't Miss Your Boat: Living Your Life With Purpose in the Real World*. She has spoken all over the United States in various capacities and has designed and delivered customized workshops and seminars for dozens of clients.



IAAP

International Association of Administrative Professionals

**Door Prizes
and
Free
Office
Supply
Samples!!!**

**Ask for IAAP
information regarding the
opportunities and benefits of our
organization or check out these websites:**

Katoland Chapter:

www.iaap-katoland.org

IAAP Headquarters:

www.iaap-hq.org

MN-ND-SD Division:

www.iaap-mnndsd-division.org

Seminar Registration Form

Seminar — Tuesday, April 22, 2008

#: _____ \$99 each #: _____ \$69 IAAP member #: _____ \$89 Full-Time Student

Information about IAAP (International Association of Administrative Professionals) and Its Benefits

Membership Application for IAAP—Form is available at www.iaap-katoland.org

Please PRINT (or type) clearly

Participant Name(s): _____

Company/Employer Name: _____

Company Address: _____

City, State, Zip: _____

Work Phone: (____) _____

Other Phone: (____) _____

Email(s): _____

**MAKE CHECK PAYABLE TO:
KATOLAND CHAPTER IAAP**

Mail to

**Katoland Chapter IAAP
PO Box 773
Mankato, MN 56002**

For more information,

call Bobbi N. at 507-386-6689 or
email to IAAP-Katoland@charter.net