



**2009 International Education Forum
and Annual Meeting
Minneapolis, MN**



**REQUEST FOR
CPS® and/or CAP® RECERTIFICATION POINTS**

The International Association of Administrative Professionals offers you the opportunity to receive Recertification Points for your participation in IAAP's 2009 International Education Forum and Annual Meeting. To receive Recertification Points, complete this form and sign the statement attesting to the correctness of the reported attendance.

Please Type or Print

Name _____ IAAP ID# _____

Address _____ Date(s) Certified _____ / _____
CPS CAP

Country _____

City _____ State/Prov _____ Zip/PC _____

E-Mail _____

Bus Telephone # (____) _____ Fax # (____) _____

Please keep this form in your files until you are ready to submit your completed recertification application to the IAAP Certification Department.

As a certified professional, I hereby attest that I have attended (in its entirety) each of the educational programs noted on the reverse side of this form.

Signature _____ Date _____

NOTE: The CEU Certificate received at the 2009 International Education Forum and Annual Meeting may not be used for Recertification Points.

**For additional recertification information, visit
www.iaap-hq.org, Professional Development, Certification.**

**Only those sessions listed below are
approved for CPS and/or CAP Recertification Points.**

Saturday, July 25, 2009

8:30 am–11:45 am (3 Recertification Points)

- 100 Word 2007 For Power Users
- 101 Taking Minutes: A Guide To Recording, Writing, And Relating The Relevant
- 102 Problem Solving: Using The *Salvage* Strategy To Tackle Any Problem

1:15 pm–4:30 pm (3 Recertification Points)

- 120 Access Reports And Queries
- 121 Time-Tested Techniques For Truly Effective Meetings: Easier Than Herding Cats
- 122 Risk Management: Taking The Risk Out Of Taking A Risk

Monday, July 27, 2009

- Leadership Luncheon (1 Recertification Point)
Let's Make A Deal: A Different Kind Of Motivation

Tuesday, July 28, 2009

- Keynote (1 Recertification Point)
The Future: Take It Or Make It

1:00 pm–3:00 pm (2 Recertification Points)

- 400 Surviving Your Move To Office 2007
- 401 Going Green In The Workplace◆
- 402 Does Age Matter? Life Stage— Career Stage— And A Job You Love
- 403 Blowing The Whistle On Corporate Wrongdoing: An Overview Of The Rights And Responsibilities Of Employees And Employers
- 404 The Mind Rules◆
- 405 Understanding Financial Statements: Making Sense Of The Numbers
- 406 Essentials Of Human Resources And The Law

3:30 pm–4:30 pm (1 Recertification Point)

- 420 Data On The Move: Mobile Options For Data And File Management
- 421 What Every Employee Needs To Know About Having A Safe, Healthy And User-Friendly Workplace
- 422 How To Write A Great Newsletter
- 423 Get The Recognition You Deserve!
- 424 Pathways To Power: Strategic Influence
- 425 Fundamentals Of Money Management◆
- 426 Records Retention And Destruction: What To Keep And For How Long
- 427 Becoming Indispensable In A Disposable Workplace◆

Thursday, July 30, 2009

8:30 am–11:45 am (3 Recertification Points)

- 600 A Picture Is Worth A Thousand Words

8:30 am–11:45 am (2½ Recertification Points)

- 601 From Competence To Confidence: The Art Of Being Unstoppable

Wednesday, July 29, 2009

8:00 am–11:15 am (3 Recertification Points)

- 500 Change: Obstacle Or Opportunity?
- 501 From Memos To MySpace: Mastering Your Message
- 502 Excel 2007: Pivot Tables And Pivot Charts
- 503 The *Nonverbal* Advantage: Reading Body Language At Work
- 504 Going Through The Emotion: Emotional Resiliency In The Changing Workplace

8:00 am–9:00 am (1 Recertification Point)

- 520 What Will You Do Next? Becoming A Virtual Assistant (VA)◆
- 521 Maintaining Energy Through The Workday: Take The Exhaustion Cure ◆
- 522 Delegation: Your Secret Weapon

9:30 am–10:30 am (1 Recertification Point)

- 531 Focusing On Your Work: Maintain Your Concentration In An Environment Of Distractions
- 532 Fostering A Creative And Postive Work Climate

11:00 am–Noon (1 Recertification Point)

- 540 Strategies For Recession Proofing Your Career
- 541 Building Speed And Agility: Be More Efficient And Get More Done In Less Time
- 542 How To Give Feedback That Changes Behavior

1:30 pm–3:30 pm (2 Recertification Points)

- 550 Success In The Workplace: It's A Matter Of Self-Esteem
- 551 Lessons From The Grammar Guru: Correcting The Most Common Grammar Mistakes
- 552 Outlook 2007: E-mail, Calendar And Tasks
- 553 The Silent Language Of Leadership
- 554 The Credibility Factor— Use It Or Lose It!

1:30 pm–2:30 pm (1 Recertification Point)

- 560 Avery Software And Formatting Solutions◆
- 561 Avoiding Procrastination And Becoming Self-Disciplined: Doing What You Should When You Don't Feel Like It
- 562 Learning To Lead So That Others Will Follow

3:00 pm–4:00 pm (1 Recertification Point)

- 570 Go Green With Avery◆
- 571 Planning And Executing Long-Term Projects: Project Management For Non-Project Managers
- 572 Maintaining Motivation, Guidance And Direction

◆Session approved in the Elective Category

Workshops not listed were not applicable to
CPS and/or CAP Recertification Points.