



**2007 International Convention
and Education Forum
Tampa, FL**

**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 2007 International Convention and Education Forum. 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 2007 International Convention and Education Forum may not be used for Recertification Points.

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

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

Saturday, July 28, 2007

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

- 100 Moving to Office 2007
- 101 Projecting a Professional and Promotable Image
- 102 Making Generational Differences Work at Work

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

- 120 Access for Excel Power Users
- 121 Polished Presentation Skills without the Panic
- 102 Admin Adventures: A Business Day Camp to Nurture Your Natural Talents

Monday, July 30, 2007

- Keynote: (1 Recertification Point)
Rock Solid Leadership

Tuesday, July 31, 2007

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

- 400 Maximizing Outlook for Efficiency
- 401 Fundamentals of Facilities Management
- 402 Essentials of Workplace Security that Every Admin Needs to Know
- 403 Top Ten Secrets to Planning *Extraordinary* Meetings
- 404 The Power of Creating a Career Portfolio
- 405 The Administrative Superhero: Using a Coach Approach to Improve Relationships and Results
- 407 Honing Your Critical Thinking and Problem-Solving Skills: How to Get a Seat at the Decision-Making Table

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

- 421 Using Leverage as a Negotiation Technique
- 422 Keeping Your Identity Safe◆
- 423 Office Organization: From To Do... To Done
- 424 The AT-A-GLANCE® Outline™ Co-User Workshop
- 425 Fitting In, Standing Out
- 426 Ethical Dilemmas: Tools to Help You Make the Best Decisions

Thursday, August 2, 2007

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

- 600 Admins Rule: Applying Executive Strategies in the Admin Role

8:30–11:45 noon (1 Recertification Point)

- 601 Common Things Uncommon Ways

◆Session approved in the Elective Category

(Seminars not listed were not applicable to
CPS and/or CAP Recertification Points.)

Wednesday, August 1, 2007

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

- 500 Making, Managing, Enhancing and Using Digital Images
- 501 It's a Do-It-Yourself World: Who's Really Responsible for Achieving Our Dreams?
- 502 Rebuilding Your Fire and Focus: Healing and Laughing in a "Do More with Less" World
- 503 Seeing Past the Differences
- 504 Financial Analysis for Admin Professionals

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

- 520 If the Role Fits, You Don't Have to Wear It: Confining Roles People Play at Work
- 521 So You Want to be an Entrepreneur
- 522 Organizing Your Office and Your Life: Surviving Information Overload

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

- 530 The Business of Boundaries: Protecting Yourself at Work
- 532 Managing Successful Projects: Secrets for Productive Goal Setting and Planning

11:00 am–12:00 noon (1 Recertification Point)

- 540 Haven't we Met Before? Identifying and Unhooking from Fatal Attractions at Work
- 541 Working in Today's Multigenerational Workforce
- 542 Concentrating on Your Work: How to Maintain Your Focus in Distracting Environments

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

- 550 Cool New Software (and More)
- 551 The Risk Not Taken: Often the Risks You Don't Take Cost Your More!
- 552 Turning Power Struggles into Productive Collaboration: Or When Going Postal is Not Your Best Career Move
- 553 Moving into Management
- 554 Communicating Your Project Status to Your Boss

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

- 560 The Ten Principles of Managing Up: Taking Control of Your Work Life
- 561R Avery Software & Formatting Solutions
- 562 Understanding Time and Work Styles: Working Together Productively as a High-Performance Team

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

- 570 Difficult and Extreme Bosses: How to Keep Your Sanity
- 571R Avery Software & Formatting Solutions
- 572 Looking at Time Through the Lens of Leadership: Becoming a More Productive Leader