



# ASSOCIATION OF ADMINISTRATIVE ASSISTANTS

*'Professionalism Through Education'*

[www.aaa.ca](http://www.aaa.ca)

*THE ASSOCIATION OF ADMINISTRATIVE ASSISTANTS is a chartered, non-profit Canadian organization, founded in April 1951.*

*The Edmonton Branch of the Association was re-inaugurated in 1992.*

*The Association is proactive in encouraging its members to further their education and enhance their career opportunities.*

*This workshop is part of our ongoing commitment to assist those in administration to enhance their skills and abilities in a changing and increasingly competitive world.*

*Our motto is, appropriately, "Professionalism through Education".*

*The Edmonton Branch is Pleased to Present its Annual Professional Development Workshop*

## ***P.A.T.C.H.***



### ***FIVE STRATEGIES TO LIVING YOUR LIFE WITH PURPOSE***

How to live with **P**assion, **A**ction, **T**enacity, **C**haracter, & **H**eart in every area of life

We all have a purpose, yet millions die without finding theirs. What if there was a way of putting the meaning back into everything you do – creating the fulfilling abundant life of purpose you have, up to now, only dreamt about.

Facilitator

## ***ALAN GOFF***



**Thursday, April 22, 2010**

**8:30 a.m. – 4:00 p.m.**

Chateau Louis Conference Centre – Grand Ballroom  
11727 Kingsway Avenue  
Edmonton, Alberta

*Conference Centre is Located Behind the Hotel  
Free Parking is Available in the Centre's Parking Lot*

Dress Code – Office Attire ... Dress in Layers!

# *Agenda*

April 22, 2010

## ***Eliminate the mundane from life with Passion***

Release the trigger necessary to ignite you into performance with **Action**  
Strengthen that one quality that every successful person possesses with **Tenacity**  
Build a foundation of moral strength with **Character**  
Tap into your deepest emotion to control your destiny with **Heart**

***Apply the P.A.T.C.H and learn how to restore those challenging areas and live your life on purpose with Passion, Action, Tenacity, Character, & Heart***

- 8:00 a.m.           Registration / Coffee–Juice–Danish
- 8:45–9:00 a.m.   Welcome and Introductions
- 9:00 a.m.           **Session 1 – Passion (Eliminating the Mundane)**
- 10:15 a.m.         Comfort Break/Networking Opportunities
- 10:45 a.m.         **Session 2 – Action (Igniting Performance)**
- 12:00 p.m.         Hot Lunch (Included in Workshop Fee)
- 1:00 p.m.           **Session 3 – Tenacity/Character (Persevering with Moral Strength)**
- 2:30 p.m.           Comfort Break/Networking Opportunities
- 2:45 p.m.           **Session 4 – Heart (Controlling Destiny with Emotional Control)**
- 4:00 p.m.           Adjournment

**Pre–registration is Required – Please Use Registration Form on Back Page**

# Facilitator

## Alan Goff

DYNAMIC RENOWNED SPEAKER AND TEAMBUILDER



Alan Goff is a multi-gifted, award-winning Motivational Teacher, Keynote Speaker and Corporate Trainer who has been called “The most passionate speaker on the planet”. His message conveys the perfect blend of ‘been there – done that’ real life experiences and proven success strategies with wisdom, humor and fun.

Alan not only Entertains, Educates and Energizes audiences with dynamic signature programs on Legendary Leadership, Powerful Performance, The Time Management Myth, Purpose/Vision/Goals and more, but ‘Hits Hard’ and ‘tells it like it is’ with his life-changing and character-building personal story.

As an Enthusiastic Catalyst, Alan provides you with proven tools, and teaches you how to use them to achieve Remarkable Results.

Alan has spoken throughout Canada, the United Kingdom, England, Hong Kong and China. He has been featured on the CBS Network program *‘Leading Experts’* and interviewed on numerous radio and internet broadcast stations.

“  
Moving you from where you are  
to where you truly want to be.  
”

# Registration

2010 ANNUAL PROFESSIONAL DEVELOPMENT WORKSHOP

PLEASE CLEARLY PRINT ALL INFORMATION

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Employer/Organization \_\_\_\_\_

Where did you learn about this workshop? \_\_\_\_\_

**Seminar Fee**  AAA Member \$125.00  Non-Member \$149.00

*(Includes Refreshments and Hot Lunch - Please alert Workshop Registrar of any Dietary Concerns)*

**Amount Enclosed** \_\_\_\_\_ *Fees are GST Exempt*

*Only cheques and money orders are accepted.*

I cannot attend this workshop - please send me information on the Association.

## Payment in Full is Required for Confirmation of Registration

1. **By April 16, 2010, fax 780-458-1974 your completed registration form to the Workshop Registrar as pre-notice of your intent to attend.**
2. An invoice will be faxed/e-mailed to YOU (for you to submit to your employer if required to facilitate reimbursement). IF YOU DO NOT RECEIVE YOUR INVOICE WITHIN FIVE WORKING DAYS, PLEASE CALL THE WORKSHOP REGISTRAR.
3. Forward your completed original registration form with cheque or money order made payable to *Association of Administrative Assistants* (sorry...credit card processing is not available).
4. 'Confirmation of Registration' will be faxed/e-mailed to you if your cheque is received by April 21, 2010.
5. **CANCELLATION POLICY** -- cancellations must be submitted to the Registrar in writing via fax/e-mail by **April 16, 2010, to qualify for partial refund** - a \$25.00 processing fee will be applied ('substitute' registrants are permitted). All refunds will be issued following the workshop.

**If you submit a written cancellation notice by April 16, 2010, and receive no response to it, ensure that you avoid being charged the entire registration fee by calling the Workshop Registrar to confirm your cancellation has been received.**

Send registration with payment to:

Association of Administrative Assistants

c/o Carol Ethier, Workshop Registrar

5 St. Anne Street

St. Albert AB T8N 3Z9

☎ (780) 459-1745 / ☎ 780-458-1974

✉ [cethier@st-albert.net](mailto:cethier@st-albert.net)

**Please Note:** National Board of the Association of Administrative Assistant investigated **credit card payment** options and reported at the 2008 Annual General Meeting that the implementation costs were too high at this time for the Association.

If prompted, please choose "Desktop Email Application"