

Membership Benefits

Education: Our Association offers a professional accreditation attained through university-level courses available in post-secondary institutions across Canada. This accreditation can lead to greater opportunities and financial remuneration to those who have achieved the Qualified Administrative Assistant (Q.A.A.) designation.

Professional Development: Branch Speaker Series / Meetings focus on topics that are current and relevant to office professionals.

Networking: Branch meetings offer members an opportunity to share information on their place of employment including resources, services and job opportunities available, providing value to the employer as well as the member. Members also take the opportunity at meetings to share challenges, current issues affecting their roles and workplace, brainstorm solutions, and problem-solve.



Program / Facility Coordinators:

Lorena Icton

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Karen Butkowski

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Edmonton Branch meets monthly
(usually the first Monday of each month)
at:

Edmonton Petroleum Club
11110—108 Street
Edmonton, AB T5G 2T2

Pre-registration is required, email:
Carol: cethier@st-albert.net

Cost of the dinner meeting is:
\$25 for members
\$30 for guests

5:30 pm Networking
6:00 pm Dinner
7:00 pm Guest Speaker
7:30 pm Business Meeting



Our Mission: To assist members in the continuing development of administrative skills, underlying knowledge and professional growth, thus enhancing employment opportunities and contributions to both the workplace and the community.

Our Vision: The Association envisions itself being widely recognized, both by its professional peers and by the broader business community. Its members will demonstrate, through consistent, excellent performance in the workplace, the value of the professional designation—Qualified Administrative Assistant (Q.A.A.). This designation will become an important criterion in the hiring and promotion of key personnel.



Association of
Administrative
Assistants

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Edmonton Branch



2009-2010 Program Schedule

Visit our website:
www.aaa.ca

Professionalism Through Education



2009–2010 Year-At-A-Glance

Edmonton Branch Meetings

Monday, September 14, 2009

IGNITE THE MAGIC WITHIN

In this entertaining, inspiring, and informative session you will learn three simple steps to mentally program yourself for success both personally and professionally. At the end of the session you will feel....relaxed, reprogrammed, and recharged to produce outstanding results.

Wayne Lee

The Peak Performance Hypnotist

Wayne Lee Enterprises Inc.

Monday, October 5, 2009

BE UNREASONABLE AND EXTRAORDINARY

An inspired look at how to put the power of attitude and excellence to work for you in order to accelerate your professional career and personal life. Learn what the traits, skills and habits are that motivate anyone to higher contribution & success along with how to retain staff so productivity goes up.

Bruce Lee

Encore Seven Inc.

(QAA Graduation Recognition)

Monday, November 2, 2009

WHAT SHOULD I WEAR?

Discover why image is important to your professional presence; Explore what you should wear to reflect your capabilities, skills and talents;

Learn that just because you can doesn't mean you should!

Hear the Top 5 Camouflage Dressing tips; and

Prioritize 3 key areas of your image that need immediate attention

Shirley Borrelli, B.Ed

Looking Your Best Inc.

Wed. December 2, 2009

JUBILATIONS DINNER THEATRE



Luck Be A Lady takes you back to the glorious days of Vegas in the 50's and 60's with the timeless music of Frank Sinatra, Dean Martin, Sammy Davis Jr. and many other Vegas standards.

It was a time of showgirls, late nights, single malt scotch, good friends and laughter!

Monday, January 11, 2010

RE-THINKING YOUR WORK: THE KEY TO SPIRIT AT WORK

Imagine being inspired and looking forward to your work each day.

When we get to the heart of what matters about our work, everything changes. Join Dr. Val Kinjerski as she shares proven ways to foster spirit at work and helps us to rethink our work.

Dr. Val Kinjerski

Kaizen Solutions for Human Services

Monday, February 1, 2010

QUILTING A MEMORY

Every quilt has a story to tell. Have you ever wondered why someone would cut a whole bunch of fabrics into little pieces and then sew them back together again?

Come laugh and cry with Marg as she tells you the stories behind her internationally award winning quilts.

Marg Layton

(wife of Bob Layton—TV/Radio Personality)

I Quilt For You (Quilting Service)

Monday, March 1, 2010

UNDERSTANDING PERSONALITY TYPES

Imagine how much more successful we'd be if we just had the owners-manual to understanding our four very different personality types. What if we had the tools

Join us to gain a whole new set of powerful, fun and practical communication tools to strengthen the bonds, loyalty, teamwork, cooperation and interactions with staff, management, clients and others?

George Boelke

Vantage Seminars

Monday, April 12, 2010

TRANSIENT VERSUS OFFICIAL FILES THE ELECTRONIC STORY

Defining various files and emails. Discovering various ways of creating file structures that will allow you to weed out old files. This is an open discussion and participants are free to express some of their challenges in electronic file storage and possible solutions provided by the presenter.

Kathy Rondeau

Zephyr Software Training Ltd.

Monday, May 3, 2010

WHAT WOULD YOU DO IF YOU WEREN'T AFRAID?

Janet's topic deals with real life situations and events that hold us back from love, success and living a healthy balanced lifestyle. We all go through life with many obstacles and challenges, how we deal with them is what will ultimately make a difference! To live your life with truth, gratitude and joy is living life.

Janet James

Motivational Speaker & Business Owner

Friday, June 11, 2010

BOWLING / PIZZA NIGHT

To Be Announced

If you have any suggestions or recommendations for speakers, please contact either
Lorena Icton @ 780-427-0769 or
Karen Butkowski @ 780-422-8202

Thursday, April 22, 2010
Annual Professional Development Workshop
Chateau Louis Conference Centre

Alan Goff (AchievingGoals Inc.)

P.A.T.C.H. ~ 5 Strategies to Living Your Life With Purpose

- * 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!