



Association of
Administrative Assistants
- Hamilton Branch -

*Professionalism
Through Education*

Visit us @ www.aaa.ca

or

Facebook Address:
Association of Administrative
Assistants – Hamilton Branch

Who We Are

The Association of Administrative Assistants is a Canadian chartered non-profit professional organization founded in April 1951. The Association is proactive in encouraging its members to further their education and enhance their career opportunities by continuously upgrading their skills and professionalism. Our Motto is "Professionalism Through Education."

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.

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.

Benefits To Employers

- ABILITY – to manage people, situations and equipment.
- FLEXIBILITY – to embrace new challenges in business and new technology.
- COMPATIBILITY – to work as a productive member of a team.
- RESOURCE – to provide instant access to valuable information resources and networks.
- VALUE – of educated personnel committed to continued self-improvement.

Benefits To Members

- PRESTIGE – of being a member of a National organization setting the standard for excellence in business administration.
- INTERACTION - with others who share similar career aspirations.
- PROFESSIONAL GROWTH – by participating in the Association's Qualified Administrative Assistant program.
- NETWORK – of contacts in many business sectors.
- SKILLS DEVELOPMENT – by active participation as a member of the Association's Executive Board and by sitting on its various committees, practicing such skills as organization, delegation and communication.
- INFORMATION - on subjects of current business interest through guest speakers and newsletters.

Association of Administrative Assistants - Hamilton Branch -

presents ...

Jane Cooper

Today's Multi- Generational Workforce

Tuesday, April 20th, 2010

8:30 registration & continental breakfast
9:00 seminar start
10:30 break
12:00 adjournment

Scottish Rite Club

4 Queen Street South – Hamilton 905.522.1622

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Website: www.aaa.ca

Facebook: Association of Administrative Assistants - Hamilton Branch

Contact Information:
hamilton-branch@aaa.ca
or
hamilton-president@aaa.ca

We encourage you to become a member of the Hamilton branch, for membership opportunities contact:
hamilton-membership@aaa.ca.

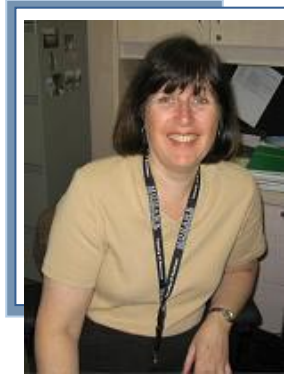
Hamilton branch meetings are held on the third Thursday of each month at the Scottish Rite Club. Members and guests meet with their professional peers at 5:30 pm, followed at 6 pm by dinner, guest speaker and a brief meeting.

The Scottish Rite Club of Hamilton, located at 4 Queen Street South - on the corner of King and Queen streets - in downtown Hamilton, is a magnificent and historical building encompassing the exquisite combination of modern day amenities and classic elegance and provides free parking.

A portion of your registration fee is donated to our annual charity.

**King William Learning Centre
- The Childminding Program**

The Childminding Program provides a nurturing and educational environment provided by caring and qualified ECE teachers.



Jane Cooper

Jane is currently an Associate Dean in the School of Business at Mohawk College. In addition to her responsibilities at the College, Jane is on the Executive of Heads of Hospitality and Tourism Ontario. A proud graduate of Mohawk College, she is constantly dealing with generational differences both at work and at home and will share her knowledge and wisdom with our registrants.

Presentation Overview

For the first time in the history, four generations are working side by side in the workplace. This presentation will explore the defining characteristics of each generation and will lead to a discussion of how the individual strengths of each generation can lead to a happy, productive workforce.

Today's
Multi-Generational
Workforce

Name _____

Professional Designation: _____
(if applicable)

Company _____

Address _____

City _____ Postal Code _____

Phone _____

E-mail _____

Register by: April 7th, 2010

A portion of your registration fee is donated to our annual charity. This year's charity is:
"King William Learning Centre
- The Childminding Program".

- \$75 per person
- Cheques payable to:
Association of Administrative Assistants
(sorry, no credit card processing available)
- Send cheque & registration form to:
Association of Administrative Assistants
- Treasurer
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