



Hamilton Branch 2016 – 2017
Meeting and Speaker Series
"Professionalism Through Education"
5:30 p.m. Cocktails -- 6:00 p.m. Dinner

Members - \$25 – Dinner & Presentation / **Members - \$10** Presentation
Non-Members - \$30 - Dinner & Presentation / **Non-Members \$15** – Presentation Only
Students - \$25 – Dinner & Presentation / **Students - \$5** – Presentation Only
PayPal: <http://www.aaa.ca/hamilton.php> or;
Cheques Made Payable To: Association Of Administrative Assistants – Hamilton Branch
RSVP: hamilton-treasurer@aaa.ca

NOTE: QAA RECERTIFICATION POINTS
2 POINTS CAN BE EARNED TOWARDS PROFESSIONAL TRAINING SESSION/WEBINAR
1-2 HOURS IN LENGTH

DATE	LOCATION	TOPIC	GUEST SPEAKER / SOCIAL EVENT
September 15, 2016	COURTYARD BY MARRIOTT 1224 Upper James St, Hamilton ON L9C 3B1 Dundurn Room	Conflict & Leadership	LAURA COLE Latitude BusinessGroup
October 20, 2016	COURTYARD BY MARRIOTT 1224 Upper James St, Hamilton ON L9C 3B1 Hamilton Room	Microsoft Series: Intermediate/ Advanced Word	CAROL RICE Essentials Computer Training Learn about the advanced features of Microsoft Word in this first session of a 3-part Microsoft series.
November 17, 2016	COURTYARD BY MARRIOTT 1224 Upper James St, Hamilton ON L9C 3B1 Hamilton Room	Social Media	JULIE McKEON SB Partners LLP Learn how to leverage various forms of social media in order to network with your peers.
December 15, 2016	Free WEBINAR – can be done from home – participants' logins are muted so no need to be in a quiet room!	Intro to Project Management for Admins	RHONDA SCHARF On-The-Right-Track Learn the importance of planning, how to develop achievable plans, work well with all members of the team and achieve credibility.
January 19, 2017	Free WEBINAR – can be done from home – participants' logins are muted so no need to be in a quiet room!	3 Essential New Year's Resolutions	ANNE BERMINGHAM 2WA Consulting Inc.
February 16, 2017	COURTYARD BY MARRIOTT 1224 Upper James St, Hamilton ON L9C 3B1 Hamilton Room	Microsoft Series: Intermediate/ Advanced Excel	CAROL RICE Essentials Computer Training Learn about the advanced features of Microsoft Excel in this second session of a 3-part Microsoft series.
WEDNESDAY, March 22, 2017	MICHAELANGELO EVENTS & CONFERENCE CENTRE 1555 Upper Ottawa St, Hamilton ON L8W 3E2	Professional Development Day	PROFESSIONAL DEVELOPMENT DAY (Full Day) DETAILS TO FOLLOW
April 20, 2017	COURTYARD BY MARRIOTT 1224 Upper James St, Hamilton ON L9C 3B1 Hamilton Room	BRANCH ANNUAL GENERAL MEETING IT for Admins	KATHERINE VALLAINCOURT AAA National Vice President In this session we will learn about various IT solutions for Admins such as calendaring applications, event management and other applications that are useful for Admins.
May 18, 2017	COURTYARD BY MARRIOTT 1224 Upper James St, Hamilton ON L9C 3B1 Hamilton Room	The Almost Perfect Interview	LIDIA SIINO Placement Advisor, Humber College Learn how to keep your cool, be confident and ask the right questions to achieve a great interview.
June 15, 2017	COURTYARD BY MARRIOTT 1224 Upper James St, Hamilton ON L9C 3B1 Hamilton Room	Microsoft Series: Intermediate/ Advanced Publisher	CAROL RICE Essentials Computer Training Learn about the advanced features of Microsoft Publisher in this third session of a 3-part Microsoft series.