

## Conference Agenda 2009

8:00 a.m.	Coffee, Office Expo and registration
9:00 a.m.	Welcome and Introductions
9:30 a.m.	Keynote Speaker Pam Mood- Let's have some <b>FUN!</b>
9:45 a.m.	"Mirror... Mirror" & "Precious Personalities"
10:45 a.m.	Nutrition break and Office Expo
11:00 a.m.	"You said WHAT?!!!" -Effective Communication
12:00 p.m.	Lunch and Office Expo
1:15 p.m.	"The ABCs of <b>WE not ME!</b> " - Team Building
2:15 p.m.	"Bringing back the balance" and "From Distressing to De-Stressing"
3:15 p.m.	The Heart of the Matter
3:30 p.m.	IAAP Wrap-Up

## Administrative Professionals' Week<sup>®</sup>

Administrative Professionals' Week<sup>®</sup> is observed by the International Association of Administrative Professional (IAAP). The Administrative Professionals' Conference celebrates the important role of administrative professional in our organizations.

### **Who should attend this conference?**

This conference is for everyone in administrative support roles. Participants will learn tips and techniques to enhance their professionalism and productivity. Participants will enjoy networking opportunities and receive special recognition for their important contributions to the workplace.

## **WHO IS PAM MOOD? SHOWCASE SPEAKER**

**CEO - Mood Coaching and Consulting**

Dynamic, energetic and humorous, Pam Mood's "tell- it-like-it-is" approach has made her a much sought-after workshop facilitator and motivational speaker! Pam has the wonderful ability to connect with audiences and firmly believes that laughter and honesty break down walls, allowing much-needed information into our lives.

CEO of Mood Coaching & Consulting, Pam has traveled throughout Canada and the U.S. delivering hundreds of workshops with outstanding results. Pam's messages are invariably catalysts for the positive changes we've been seeking in our lives!

As Pam's clients can attest, her passion and excitement are contagious in the most positive way, encouraging participants to reach new levels of effectiveness and happiness in both their personal and professional lives.

From students to CEOs of major corporations, Pam ensures the aim behind Mood Coaching & Consulting – "Challenging Your Potential" - is delivered!

For more info visit Pam at <http://www.moodcoaching.com/main.php>



## **Mood Coaching & Consulting Presents**

### **MIRROR... MIRROR...**



**a fun-filled, life-changing workshop  
for your personal AND professional life!!**

Let's be honest: we'd be hard pressed to find someone whose life is truly in balance, every day, through all life has to offer! Today we'll look at the past 50 years as it relates to balancing life and work – how things have changed AND how they have stayed the same. We'll take a very close look at ourselves and identify those places in our personal and professional lives that need to either lose or gain a bit of "mass" when it comes to bringing us back into the balanced lives we were meant to live. Laugh, cry, look puzzled, laugh some more, and come out refreshed, more on track, and mostly, more BALANCED! Ready????!!!!!!...

**REGISTER TODAY!!!!!!!**