



Valley Of The Sun Chapter, IAAP
Presents
Monday, April 12, 2010 Chapter Meeting

Going From Unsung Hero to Superhero

PRESENTED BY AMANDA WISTROM

Date:

Monday, April 12, 2010

Time:

5:15pm Networking

6:00pm Speaker Presentation

7:00pm Business Meeting/Nominations

Location:

SCF Tower

3030 N. 3rd St.

14th Floor, East Wing

Phoenix, AZ 85012

RSVP to

Pam Vitalone

hostess@valleyofthesunchapter-iaap.org.

Or call 602-743-8069

By Friday, April 9, 2010

Companies need help recovering from the recession, especially if budgets are tight or hiring freezes remain in place. But employers have a secret weapon that can come to their rescue: you! Today's administrative professionals can take on new and exciting roles to help their companies battle various business challenges, embrace new developments, and improve the bottom line. In this presentation, based on recent research from OfficeTeam and IAAP, you'll learn how to go from unsung hero to superhero. Topics we'll discuss include:

- Asking for and receiving new responsibilities in the areas of technology and social media, cost control, hiring, corporate events, and social responsibility;
- Honing your superpowers and getting the resources you need to succeed;
- Battling workplace villains like burnout, confidence shortfalls, and lack of visibility;
- Tips from real-life super admins that you can use to advance your career.

As Branch Manager for Robert Half International, the parent company of OfficeTeam, Amanda oversees operations for the company's Phoenix office. Amanda joined the company in April of 2000 and has over ten years of experience in the staffing industry, including additional roles managing multiple business units throughout the Phoenix area. She has also been recognized with numerous awards for her professional achievements during her tenure with the organization.

This month's raffle is a 50-50.
Tickets are \$1.00 per ticket or
6 tickets for \$5.00

POWER
of
Commitment
Valley of the Sun Chapter

