



Committed to Excellence

Administrative Professionals Day

Friday, April 23, 2010

8:30 am—3:00pm (Check-in: 7:45—8:30 am)

**The Merle S. Elliott Continuing Education and Conference Center
Career Programs Building, Hagerstown Community College**

Program Agenda

7:45—8:30 am

Continental Breakfast with the Vendors

Enjoy our complimentary breakfast while visiting with small business owners from our local community.

Keynote speaker Rick Allen has over 25 years of experience enthraling audiences from coast-to-coast. His zany cast of characters and hilarious props leaves an indelible impression on his audiences. Rick will share entertaining tips and techniques that he has gained over his many years in management and the broadcasting business.

8:30— 10:00 am

Do You Have Passion for Excellence? Rick Allen

Does your EGO get in the way?

How does INTEGRITY play a part in achieving excellence?

10:00— 10:15 am

Coffee Break & Vendor Visitation

10:15 - 11:45 am

How Well Do You Adapt to Change? Rick Allen

Do you limit your possibility?

How much joy do you have with your job?

11:45—12:45 pm

Complimentary Lunch & Vendor Visitation

12:45—1:45 pm

The Art of Schmooze: Become a Confident Public Speaker

Beth Mende Conny, M.A., is a nationally recognized presenter and author of more than four dozen books and collections including the *Art of Schmooze* series of books and workshops designed to give professionals the conversational edge in the workplace.

1:45—2:45 pm

Self-defense: Protecting Yourself in Compromising Situations

Paul Cote, MS, PhD is the director of Academic Training Traditions, scientist, professor, and martial arts expert with over 35 years of experience. In addition, Paul is an adjunct instructor of self-defense and tai chi for HCC.

PRD 770 A

*A Collaborative Program
between the International
Association of Administrative
Professionals (IAAP),
Hager Chapter and
Hagerstown Community
College*



***Lots of
Exciting Prizes!***

The Administrative Professional

There are more than 4.1 million administrative assistants in the US with approximately 90% of them working in service-providing industries such as education, healthcare, government agencies and retail trade. They are the backbone of most organizations and are often asked to perform a variety of responsibilities many of which were once reserved for managerial and professional staff. This program, in recognition of the contributions of administrative professionals, is designed to be fun, relaxing and informative day in honor of what they do!

Seminar Fee: \$79.00

Fee includes continental breakfast, lunch, .5 continuing education units (CEUs), handouts, certificate of attendance and the chance to win lots of prizes. To register, complete the registration form on the back side of this flyer or call 301-790-2800, ext 236 or visit www.hagerstowncc.edu/coned/seminars.

