

# Calendar of Events

## Will Rogers Chapter, IAAP

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YEAR 2008-2009



### September 9

The Value of an Administrative Assistant  
*Matt Bremer - Bama Companies*

### October 14 - EXECUTIVE NIGHT

Special Presentation by: Colleen J. Payne-Nabors,  
MCI Diagnostic Center, Director of Operations  
Author of: *I Did It My Way - and It WORKED!*

### November 11

Are You Prepared to File Your Taxes?  
*Charlie Chung*

### December 9

Community Event  
*Speaker from American Cancer Society*

### January 13

White Elephant Auction WRC Member

### February 10

“Overview of the “MCAS Certification”  
(Microsoft Certified Application Specialist)  
Eden Moore - Instructor Office Management  
Tulsa Tech – Peoria Campus

### March 10 IMPACT MEETING

The 7 Habits of Highly Effective People  
*Habit #6: Synergize*  
*Jerry Jackson – IBM*

### April 14

Time Management  
*Todd Saxton - Tulsa Technology Center*

### May 12

Election of 2009-2010  
Officers & Directors

### June 9

Installation of 2009-2010  
Officer & Directors



International Association of  
Administrative Professionals®  
*Will Rogers Chapter*



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