

## ADMINISTRATIVE PROFESSIONALS' WEEK

April 21-25, 2008

In observance of this year's Administrative Professionals' Week, the Athens Chapter of International Association of Administrative Professionals (IAAP) is coordinating several activities for the week. (1) The week begins with the Administrative Professionals' Week Kick-Off Reception at the Ohio University Inn and Conference Center in Athens on Monday, April 21 from 4:30 to 6:30 pm. (2) On Wednesday, April 23, the AmeriHost Inn & Suites in Athens is hosting a "Pamper Yourself" event from 4:30 to 6:30 pm.

The above activities are free for administrative professionals, but pre-registration is required.

The Athens Chapter of International Association of Administrative Professionals (IAAP) will sponsor a lunch and seminar on Thursday, April 24 from noon until 4:00 pm in Nelson Commons. The keynote speaker is **Mike Bartrum, retired NFL football player**. The former Philadelphia Eagles star will present "Making the Goal: What It Takes to Achieve Your Goals and To Be a Team Player." The registration fee is \$50 and open to all administrative professionals.

Deadline for registering is Thursday, April 17. Contact Jamie Remy, 226 Irvine Hall at Ohio University, phone 740 593-2530 or [remyj@ohio.edu](mailto:remyj@ohio.edu) to obtain details on how to register.

An NFL Philadelphia Eagles football autographed by Mike Bartrum and an autographed photo of Mike as a Philadelphia Eagle will be raffled during the luncheon. Tickets are \$1 each or 6 for \$5 and are available from any IAAP member and will be available at the luncheon. You do not need to be present to win. Proceeds to benefit charity of Mike Bartrum's choice.

It is the suggestion of IAAP that employers observe Administrative Professionals Week by providing relevant training for their administrative staff through seminars, continuing education courses or self-study materials. Another suggestion is to make a commitment to delegate responsibilities that better utilize the full complement of skills possessed by administrative professionals.