



International Association of Administrative Professionals
Clear Lake / NASA Area Chapter presents



"Toot Your Own Horn...Loudly"

by **Charlene D. Kesee, CPS/CAP**
2009/2010 Texas - Louisiana
Division Member of the Year (DMOTY)

November 15, 2010

1 CPS Educational Recertification point will be awarded.

Cost: \$22.50 program & dinner
\$10.00 program only

Online Pay Pal payment option available.

Dinner:

- Caesar salad w/croutons & parmesan
- Roulade of chicken breast stuffed w/ Swiss cheese and smoked ham, Dijon cream and roasted potatoes
- Chef's choice of small dessert

Time:

5:45 Networking / Dinner
6:45 Program
7:45 Good of the Order
8:00 Adjourn

Location:

Cullen's Grille
11500 Space Center Blvd
Houston, TX 77059

This program will cover:

- Defining and analyzing your skills
- Keeping track of your successes inside and outside the company
- Recognizing what should be documented on your performance evaluation
- Maximizing your potential and setting yourself up for future opportunities
- Creating a career portfolio that speaks volumes

Reservations: Please make your reservation via our web site, www.iaap-club.org by Thursday, November 11 at 5:00 p.m. For more information, contact Rita Boyer at 281-910-2297, or e-mail reservations@iaap-club.org. Payment accepted at the door.

Please be advised you are obligated to pay for dinner when you make a reservation. All reservations and cancellations are due by Thursday, November 11 at 5:00 p.m. If you do not attend or cancel your reservation by the designated deadline, you will receive an invoice.