



North Shore Chapter
www.iaap-northshore.org

POWER
of
Commitment
North Shore Chapter

Thursday – September 10, 2009
5:30pm to 8:00pm
Beverly Cooperative Bank
Community Room
87 Lafayette Street
Salem, MA 01970

"Successful Relationships Between Managers and Administrative Professionals"

Matthew Macdonald from OfficeTeam will update us on this important area. One of the keys to building strong teams is maintaining effective work relationships between administrative personnel and the people they support. But do supervisors and administrative professionals agree on what makes a good partnership? OfficeTeam and IAAP conducted a survey of managers and support staff to find out. This presentation highlights the survey findings and offers insight into issues that affect today's administrative professionals, including how to enhance communication, ensure optimal use of tools and resources, and prepare for increased responsibility.

Meetings are open to both members and non-members!
Our meeting fee is \$20 for members and \$25 for non-members.

You may pay in advance by sending a check to:

North Shore Chapter IAAP
P.O.Box 484
Salem, MA 01970

Payments may also be made at the beginning of the meeting by cash, check or charge.