

October 2011



International Association of
Administrative Professionals®

Lehigh Valley Chapter

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LEHIGH VALLEY CHAPTER
ALLENTOWN, PA 18105

Visit our website at
<http://www.iaaplehighvalley.org>

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Dear Members,

Well, Autumn is officially here. Soon we will feel that chill in the air and will be busy putting away summer furniture, raking leaves, and perhaps jumping into our Fall schedule of social activities. Speaking of jumping, you have already seen our new IAAP logo for 2011-2012, ***Making the Leap to Remarkable***. We hope you will consider making the leap to remarkable by getting involved in our chapter's activities.

Ways & Means Fall Fundraiser

RADA Cutlery Sale – Order forms are due at our next chapter meeting, October 24. Items can be picked up at our November 28 meeting in time to give as holiday gifts.

Community Day at South Mall, Saturday, October 8

I hope you can spend some time with us to help promote IAAP. It is up to ALL of us to bring in new members and promote our fine organization. Check out the article in this newsletter.

Attend our chapter meetings

For those of you who attended our September meeting, I'm sure you enjoyed listening to our speaker, Cherry Woodburn, who showed us why we sometimes say "yes" instead of "no" to avoid conflict and how we can learn to assert ourselves and improve our communication skills.



At our October meeting, Anita Krick of Right Management will give us great advice on effective networking. Yes, you may think you know all about networking, but as an active member and past president of the Society of Human Resource Management, Anita will provide some helpful insight to use in your current as well as future business relationships.

Attend the Northeast Council Meeting on Saturday, October 29 hosted by the Wyoming Valley Chapter

And finally, consider making a commitment to become a Member of Excellence. Information on the Pathways to Excellence program is included in this newsletter. It is also on our website, as well as International's website. Our Board members will be happy to help you if you have any questions.

Think about **Making the Leap to Remarkable!**

My best regards,

Gayle

Gayle F. Gunderman
President, Lehigh Valley Chapter