



**International Association of
Administrative Professionals®
Lehigh Valley Chapter**

**Administrative Professionals Week®
Special Event Honoring Office Professionals**

Details: **Monday, April 25, 2011**
 5:30 p.m. Networking
 6:15 p.m. Dinner
 7:15 p.m. Program

Location: **Bravo! Italian Restaurant**
 Lehigh Valley Mall Campus
 950 Lehigh Lifestyle Center
 Whitehall, PA 18052

\$35 Per Person (Cash Bar)

**Guests are welcome! Invite your boss,
a friend, co-worker, or student!**

Menu, served family-style, includes: Salad: Caesar Classico, Insalata Della Casa; Pasta/Entrée: Pesto Tortelloni, Shrimp Fra Diavolo Campanelle, Chicken Marsala; Roasted Vegetables; Dessert; Refreshments: Coffee, Tea, or Soft Drink

One week in April every year, businesses all over the world stop to recognize the Administrative Professionals in the office. As the hub of information and communication in the office, we typically take time to honor our profession and celebrate ourselves. For Administrative Professionals Day® 2011, however, we're veering away from the traditional celebration of the week which is centered on administrative professionals. Downsizing has forced all of us to pull together and work harder, not just the administrative professionals. IAAP recognizes the hard work and sacrifice of everyone. This year we celebrate and honor all office professionals!

Program: **Navigating the Global Workplace**
Presented by Rebecca L. Bechtel

Do you coordinate visits from employees, clients, or customers from other countries? Do you schedule meetings across time zones? Do you work with team members from diverse countries and cultures? If you answered "Yes!" to these questions, come along on a global journey with Becky and learn more about how to build your cultural competence and work effectively across cultures. If you answered "No" to these questions, knowledge of multi-cultural business and social etiquette is increasing in necessity. Living in such an electronically connected time, when Internet and telephone access to the farthest reaches of the world are reasonable, one can speak to or correspond with someone from another hemisphere (and that doesn't include blogging!). As manager of Global Human Resources Development and People College (part of Air Products' Corporate University), Becky leads a team of people who provide a wide variety of development products and services for employees in the 40+ countries around the globe where Air Products does business. Join us, and after hearing Becky you will find yourself to be more culturally intelligent. "It's a small world" will certainly have new meaning. Fascinating!

Reservations may be made on-line (www.iaaplehighvalley.org) or via the form below
 Reservation/Cancellation Deadline: Friday, April 15, 2011
 Contact Lynn Nocera 610-868-5020; LNOCERA@RCN.COM
 or Pat Leibensperger at 610-402-8152

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Reservation Form: Monday, April 25, 2011 – Office Professionals Celebration Event

Name: _____	Company: _____
Telephone: _____	Email: _____
Name: _____	Company: _____
Telephone: _____	Email: _____
Name: _____	Company: _____
Telephone: _____	Email: _____

Enclosed is a check in the amount of \$ _____ Check if you need a receipt

Checks payable to: IAAP Lehigh Valley Chapter. Mail reservation form and check by April 15 to:
 Lynn Nocera, 3451 Fox Drive, Bethlehem, PA 18017