



iaap
Local Area
Network

Northern California
Northern Nevada

Technology to Advance Your Career

Saturday, June 18, 2016

Location: Rancho Cordova City Hall, American River Room
2729 Prospect Park Dr., Rancho Cordova

Time: 8:30 a.m. to 1:00 p.m.

COST — \$25 per person

Includes morning Connections & Coffee, training from three of the top professionals in their markets today, all training materials and lunch! You can't match this quality of training at any price!



Investing in Your Career by Advancing Your Technology Skills

Today's administrative professional needs to stay on top of advancing technology. In today's era of company meetings held via Skype, marketing campaigns pushed across Facebook and work files reviewed from mobile devices, it's hard to imagine the workplace without these new technologies. Administrative professionals, the backbone of any smoothly running office, increasingly need to be tech-savvy in order to support day-to-day office activities across a myriad of technology platforms. — *Presented by Stacy Leitner, CAP-OM, Admin to Admin*



Use WordPress to Activate Your Business

Use WordPress to create a powerful beautiful website to get the word out about your organization and build your business. Learn the tried-and-true technology of WordPress and how with no HTML knowledge required and little or no cost you can easily keep your website fresh and vibrant and track your success. — *Presented by Susan Spreitzer, CAP-OM, CAW, Susan Henley Designs*



Essential Business Apps: Evernote, OneNote, Slack, and More

Today's business world involves much more than standard office software. There are apps for the web and mobile devices to cover a range of business services. In this session, we'll cover foundational note-taking and collaboration apps, as well as a number of other useful tools. — *Presented by Neil Malek, Knack Training*

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Leading Administrative Professionals