



## Join EFAM Keynoter Vernice **“FlyGirl”** Armour For Two “Take Off From Where You Are” Teleseminars!

Did you want to come to Boston and participate in the 2010 EFAM but couldn't? Well, you can still join in the excitement of hearing keynoter Vernice **“FlyGirl”** Armour, the America's first African-American female combat pilot and champion of administrative professionals. Author of the action guide *Who Needs A Runway? Take Off From Where You Are! The Ultimate Action Guide To Creating Breakthroughs For The Administrative Professional!*, she knows the issues admins face in the workplace every day – and they are no less daunting than implementing a combat mission. She can tell you how to take your career to the next level and achieve your dreams. Join her for two up-close-and-personal post-EFAM webinars for just \$47 total and get 2 recertification points. To see more and get a taste of what you'll be signing up for from **“FlyGirl”**.....

**REGISTER NOW!**

**If you attended the conference and bought the Book/CD package, you are entitled to the teleseminars for free!** The postcard stub turned in to the cashier after purchasing your package was all that was needed to sign you up. An email will be sent that contains a **link** and **special code** unique to the email address provided on the stub, one week prior to the teleseminar. Per IAAP policy, you must be on the live call in order to receive the two recertification points. If you cannot make the live call, the recording will be available for you to download.

The evening time slots were chosen due to the fact that we are working with four time zones and lunchtime in one zone would be working hours in another. Since many individuals would not be able to take an hour out of their work schedule if the teleseminar wasn't during lunch, we decided to go with an evening time slot. After the completion of each live call, a certification email stating the completion of the 1 hour teleseminar will be sent to each participant.

Please review the information below and call or email with any questions or concerns. I look forward to continuing to be of service. Now, go and Take Off From Where You Are!

### **August 23, 2010**

Part One – Organizational Planning and Advanced Administration

1.0 Hour of Instruction

Time: 6:00PM PDT/9:00PM EDT

1 recertification point with verification of attendance at the live event

This instructional call will address the key components of FlyGirl's "Breakthrough" critical thinking, decision making, strategic planning, mentoring, training and delegating. When planning for success, you have to understand how to empower your team to move to the next level. This is done in large part by giving everyone access to mentoring and training. Delegating responsibilities creates a sense of trust and value within the team. When you create a plan using a strategy keeping the entire team in mind, you increase your chances of success!

**August 30, 2010**

Part Two – The Importance of Team Skills and Communication

1.0 Hour of Instruction

Time: 6:00PM PDT/9:00PM EDT

1 recertification point with verification of participation in the live event

This instructional call will address the key components of FlyGirl's "Breakthrough" presentation and provide techniques on how YOU can benefit from using them at home and at work! Team building, team leading and resolving conflict will be discussed. As an administrative professional, communicating to your team is essential. If everyone on the team has an opportunity to truly understand and execute on the mission and values of the organization, milestones and objectives can be efficiently and productively attained. The best part about this training is that the strategies discussed can be easily implemented with the home team as well!

**REGISTER NOW!**

Take off from where you are!

**FlyGirl,**



You're battle-tested speaker, taking **YOU** from...

**Zero to Breakthrough™!**