

REGISTRATION FORM

“Excellence by Design: Leadership”
Speaker: John Spence

Thursday, April 22, 2004
Holloway Touchdown Terrace
@ Ben Hill Griffin Stadium
8:00 a.m. – Noon
Registration begins at 7:30 a.m.

(please type or print)

Name _____

Title/Position _____

Company _____

Address _____

City _____

State _____ Zip _____

Telephone _____

Email _____

Method of payment:

Check # _____ Cash _____

(Seminar attendance is open to all Administrative Professionals. Pre-registration is mandatory. Please make additional copies of this registration form if necessary.)

Early Bird Special:

The first 150 registrants will receive John Spence’s book “Excellence by Design: Leadership” (a \$20.00 value).

IAAP - Gainesville Chapter
PO Box 141172
Gainesville, FL 32614-1172

Making the
very **complex**
awesomely
simple

APRIL 22, 2004



UNIVERSITY OF
FLORIDA



Sponsored by:
The Gainesville Chapter of
International Association of Administrative
Professionals® in conjunction with the
University Athletic Association and the
University of Florida in celebration of
Administrative Professionals Week®



“Making the very complex awesomely simple” is no mere catch phrase, it is truly John Spence’s mission in life. Driven by an insatiable curiosity to understand the fundamental aspects of what it takes to achieve and sustain excellence in business and life, John Spence has earned a reputation as a leading

authority in the areas of Strategic Planning, High Performance Teams, Leadership Development, Advanced Interpersonal Communications, Consultative Sales and Life Management Skills, making him one of the most highly sought after executive educators and professional speakers in America. John Spence’s dynamic style and rare mix of rigorous scholarship with practical business experience leaves his audiences captivated, inspired, and prepared to achieve new levels of personal and professional success.

Respected and trusted as a knowledgeable advisor, John is the author of *“Excellence by Design: Leadership”* and has delivered workshops, speeches and consulting to more than 280 organizations worldwide including; AT&T, IBM, GE Capital, NCR, The US Navy, Alltel, Ameritech, Perot Systems, Lanier, Verizon, Merrill Lynch, Kinko’s, Ford, BankAmerica and dozens of private companies, government offices and not-for-profits.

Currently, John serves as *“Executive in Residence”* for the University of Central Florida’s Technology Incubator, as an adjunct professor for the University of North Florida’s Division of Continuing Education in their Executive Education Series and as a Special Advisor to the Rawls College of Business at Texas Tech University. John has also served on the Board of Directors for the University of Florida’s Center for Entrepreneurship & Innovation and as the senior instructor at the Cornell University Leadership Development School.

SEMINAR AGENDA

- 7:30 a.m. Registration/Breakfast Buffet
- 8:45 a.m. Welcome & Introductions
- 9:00 a.m. Speaker
- 9:45 a.m. Break
- 10:00 a.m. Speaker
- 11:00 a.m. Break
- 11:15 a.m. Awards/Closing/Door Prizes

Exhibitors’ booths will be available during breakfast, breaks, and after the seminar until 1:00 p.m.

Listed below is a very brief overview of what will be discussed:

- **Achieving excellence in business and life**
- **Creating more balance and success in work & personal life**
- **Tools for handling awkward & stressful situations**
- **Team building**
- **Leadership development**
- **Personal excellence**
- **Strategic Planning**
- **Advanced Communications**

Administrative Professionals Week®: Formerly known as Professional Secretaries Week, IAAP first organized and is the sole sponsor of Administrative Professionals Week, conducted annually since 1952. During the week, IAAP works to educate business leaders about the important role of office professionals and the need for professional education.

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IAAP Members: \$38
Non-members: \$45

All registrations must be post-marked no later than Friday, April 9.
Make check payable to:
IAAP-Gainesville Chapter

Federal Tax ID Number: 65-0174286

Mail registration form with your payment to:

APW 2004
P.O. BOX 141172
GAINESVILLE, FL 32614-1172

For more information or questions contact:

IAAP Gainesville Chapter website:
www.afn.org/~iaap

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(your call will be returned by a member)
Seminar Chair: Carol Law CAP,
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