

Profile Chapter
hosting

APW DAY EVENT

Date: 4/20/2013
Time: 9:30am-1:30pm

Profile Chapter

hosting
an Administrative
Professionals Week Event

Saturday, April 20, 2013
Registration 9:30am - 10am
10am - 1:30pm

Country Inn & Suites
250 South River Road
Bedford, NH 03110
(603) 666-4600

Event Includes:

Guest Speakers

- Debby Hoffman Adair presenting "Natural Networking"
Recert points requested from IAAP Headquarters.
- Gloria Mazzaglia presenting "Putting Your Best Face Forward"

Typing Test

Refreshments

Door Prizes

Bring your business cards
for networking and
door prizes.

Cost is a LOW
\$5 for IAAP Members and
\$7 for Non-Members

RSVP by **April 15th** to Sara Wagner at sawagner603@comcast.net or Rose Hurd at roseiaap@yahoo.com

Natural Networking

Creating Lasting and Meaningful Connections

Networking is how business gets done, new employment is found and great friendships are created. But, how do you walk into a room where you don't know anyone and make those connections? "Who should I talk to? What should I say?" How do you start conversations and keep them interesting and profitable? How do you end the conversation and still leave the door open for new business?

Learn the "how to's" for networking success and build a personal sales force through leads and referrals with Debby's simple and powerful networking tips. Debby, New England's, *Queen of Networking*, has been sharing her ideas for over 20 years. This one-of-a-kind program will make you smile, laugh and have you nodding your head in agreement as you learn what it takes to be successful with this valuable interpersonal tool.

Bring plenty of business cards; we will be putting all ideas to the test and creating on-the-spot connection opportunities.

Bio

Immediate Past President of the **New England Chapter** of the **National Speakers Association**, **Debby Hoffman Adair** is known as, "**a different perspective**," when it comes to sharing ideas to create a positive impact. Refreshingly insightful, Debby's programs are filled with valuable information that percolates with motivation, inspiration and, of course, fun.

For over 20 years Debby has been providing attendees with programs specializing in positivity, possibilities and empowerment. A natural story teller, Debby will inspire you to let go of the past and plot the course for the future... all while living in the moment and enjoying, or at least *understanding*, what is happening now.

A serial entrepreneur, Debby has owned a promotional products company, worked for a chamber of commerce, (doubling membership in less than 2 years), she conducts women's retreats and is the author of, ***Find Something Nice to Say – The Power of Compliments***. Former newspaper columnist and a live talk-show radio host on WKXL in Concord, NH, Debby also teaches professional speaking and is a small business strategist, life and business **Transformation Guide**, all while touring the country speaking and inspiring others.

Founding member of **Jigsaw Consulting**, an organization dedicated to helping people change their world, *one piece at a time*; her motto is "*Positive Action produces Positive Results!*"



27 Lyndeborough Rd.
Amherst NH 03031
(888) 891-3667
(603) 731-0116

www.JigsawConsulting.org
Debby@JigsawConsulting.org
Changing your world one piece at a time



Putting Your Best Face Forward

Everyone strives to find a healthy balance of looking, feeling and being your best in both the workplace and at home. There are ways to simplify your life and ensure you are always putting your best face forward. A few changes in your routine and anything is possible.



Bio

Gloria Mazzaglia is married with 4 children and several grandchildren. She has been a Mary Kay Consultant for 24 years. Some of her favorite hobbies include health and fitness, bicycling, running, hiking and most of all, spending fun time with her beautiful grandchildren.

Gloria has 25 plus years of bookkeeping and administrative experience and holds a CAP-OM certification.



**International Association of
Administrative Professionals®**

Profile Chapter - GNED Division