

OLD DOMINION CHAPTER, IAAP



# The Administrative Professionals Seminar

April 26, 2012

8 a.m.—4 p.m.



## Using Your Voice To Influence Your Boss!

### J. Kyle Howard

# Keynote Speaker

**5 Recertification Points**

Westwood Club  
6200 West Club Lane  
Richmond, VA 23226

**Who Will Benefit:** Administrators, Executive/Administrative Assistants, Office Managers, Secretaries, Clerical Support, Receptionists, Support Technicians, Purchasing Agents, Financial Personnel, Human Resource Personnel, Program Managers, and other administrative and supportive personnel

**Who Is Invited:** IAAP Members, Non-Members, and Guests

*“Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.”*

**Professional Development...Knowledge Building...Networking...Door Prizes...Vendor Exhibits...and Much More!!!**

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# USING YOUR VOICE TO INFLUENCE YOUR BOSS!

## OVERVIEW

### Introduction

1. Who I am
2. How I can help
3. What we will accomplish

### Notice It

1. Who are you
2. Discover that small voice within
3. Tips on how to understand that voice

### Grow It

1. How to develop that voice
2. Finding your fire
3. Giving life to your voice

### Value It

1. Evaluating Old Patterns
2. Out with the old – In with the new
3. Appreciating your new sound

### Apply It

1. Time to stretch your vocal chords
2. Face the fear of confrontation
3. Succeed by failing

### Donate It

1. Follow your compass
2. Serve to be served – How to influence
3. Giving your voice away



J. Kyle Howard is the world's foremost authority on discovering your life's purpose and the founder of Peak Performance Metagystics™ (2pm LLC) and The Purpose Academy, a consultant services company focused on helping clients achieve peak mental and physical performance by utilizing the power of purpose with imagery and thought. As an inspiring thought-leader and in-demand speaker, trainer and coach, J. Kyle has helped hundreds of leaders, inmates, students, and organizations around the world more effectively and efficiently execute their life's dreams, goals, missions, and aspirations.

J. Kyle Howard is the published author of "*The Tao of You* and *Unleash Your Inner Penguin*." As a premier authority on the psychology of success, J. Kyle Howard has been a featured expert in numerous publications to include Executive Excellence Magazine, Total Body Makeover, numerous national newspapers and magazines, as well as on [allexperts.com](http://allexperts.com).

Visit J. Kyle Howard at [www.define-your-purpose-in-life.com](http://www.define-your-purpose-in-life.com) and <http://jkylehowardinsightsjournal.com>

### Reasons to Attend

- Gain essential skills to increase your productivity and bottom-line results
- Gain practical tools to manage your career with renewed commitment and professionalism
- Learn techniques to improve the quality of your office environment
- Ensure your role as a valuable asset to your boss and to the organization



## J. KYLE HOWARD BIOGRAPHY

Born: 1/29/64

City of Birth: Baltimore, MD

Lives: Richmond, VA

Education: MBA – Business Marketing; PHD – Philosophy

There was a point in my life that I epitomized what it meant to fail. If something could go wrong, with me it did. I used to think that I was born under a dark cloud. I was:

- Born legally blind in one eye
- Born with pneumonia
- Raised in Baltimore city on welfare to a single mom with 4 other siblings
- Asthmatic
- Vision impaired
- A victim of child molestation
- The death of my youngest son

Obviously I developed low self-esteem which ultimately left me with the one choice I felt I had, leave this place and suffer no more. I decided that suicide was my out.

Before doing so, I asked myself these questions:

- Would it matter to anyone if I was gone?
- Have I given it my best shot?
- What if I did something, anything differently?

Dissatisfied with my answers to these questions, I decided that if I could choose to end my life then the choice to live it the way I wanted to was mine as well. I also realized that if my choices caused the absolute failure in my life then I needed to make different choices. But, what was I to base the foundation of my choices on.

You see, understanding the answer to this one fundamental fact was the difference to me succeeding or failing. How so? Well look at the facts:

- Finished my studies started in the U.S. Army to achieve my MBA in Business Marketing and PHD in Philosophy
- In Richmond, conceived and organized building “The World’s Largest Thank You Card” for the troops in Afghanistan
- Became a top Information Technology consultant with a fortune 500 company
- Developed an online prison ministry that has grown to help others find their true purpose in over 87 different countries
- Thousands of people are reading my Insights Journal.
- My first book [Unleash Your Inner Penguin](#) is one of the most downloaded eBooks available online.
- Published my best-seller book “The Tao of You”
- This past year, I’ve likely introduced more people to discovering their true purpose in life that has led to unheard of success.
- I’ve been featured in numerous publications to include Executive Excellence Magazine, Total Body Makeover (by Bob Greene, Oprah’s personal trainer), and numerous national newspapers and magazines.
- I am a featured expert at [allexperts.com](#) and a business consultant on [guru.com](#).

Although I am proud of my accomplishments, I don’t mention them to brag or boast. I simply wish to point out that I have successfully accomplished some major things in my life after once being considered an absolute failure.

Part of this process led me to develop my company, 2pM. I felt that there are many out there with a burning desire to take charge of their personal and business lives. To help accomplish that, I am starting a series called “You Are Not an Ostrich”.

This series of seminars and books is designed to:

- Help you build the confidence you need to take a leadership position wherever you are.
- Help you to perform optimally
- Give you tips on how to influence others to help you achieve goals
- How to find, strengthen, expand, and build an authoritative, unique voice

If you consider yourself a wall-flower, that no one is interested in what you have to say, if you have ideas that your boss or manager is not interested in hearing then this series is for you.

# USING YOUR VOICE TO INFLUENCE YOUR BOSS!

## J. KYLE HOWARD, KEYNOTE SPEAKER

WESTWOOD CLUB, 6200 WEST CLUB LANE, RICHMOND, VA 23226

**5 RECERTIFICATION POINTS**

### REGISTRATION FORM

*Seminar includes free parking, continental breakfast, lunch, and afternoon snack*

**Please print:**

IAAP Member Name: \_\_\_\_\_ CAP: \_\_\_\_ CAP-OM: \_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Personal E-mail Address: \_\_\_\_\_

Non-Member/Guest Name: \_\_\_\_\_ CAP: \_\_\_\_ CAP-OM: \_\_\_\_

Company : \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Personal E-mail Address: \_\_\_\_\_

Total Attending: \_\_\_\_\_ Total Amount Enclosed: \_\_\_\_\_

IAAP Chapter: \_\_\_\_\_ Guest of IAAP Member? [ ] Yes - [ ] No Member's Name: \_\_\_\_\_

**(Make checks payable to Old Dominion Chapter, IAAP)**

REGISTRATION FEE	PRICE	NO.	AMOUNT	TOTAL
IAAP Member	\$60			
Non-Member	\$65			

(Tax ID #: 54-6053135)

Please complete this form and fax to Gale Barney via 804.501.7470 or scan and send via [bar27@co.henrico.va.us](mailto:bar27@co.henrico.va.us) no later than Monday, April 23, 2012 (4 p.m.).

**Don't Delay, Register Today!**

Please send registration form to:

**Gale Barney**

County of Henrico

Department of Public Works

P. O. Box 90775

Henrico, VA 23273-0775

804.501.4398 (office)/804.501.7470 (fax)

[bar27@co.henrico.va.us](mailto:bar27@co.henrico.va.us)



**No refunds after April 2, 2012**

\*\*It is chapter policy that if a member or guest registers and cancels, they will be billed for their meal to suit this special event. For additional inquiries, contact Cynthia Robinson CAP-OM, via [rob12@co.henrico.va.us](mailto:rob12@co.henrico.va.us) or 804.921.2293.



## ACKNOWLEDGEMENT

The Old Dominion Chapter, International Association of Administrative Professionals® wishes to acknowledge and thank the Administrative Professionals Week Committee for their diligent work to ensure the success of this event. Committee members dedicated many hours in researching, planning, coordinating, and facilitating this special day.

Gale Barney  
Chuck Hansen  
Linda Taylor  
Barbara Williams, CAP-OM, Chair  
Cynthia Robinson, CAP-OM, President



International Association of  
Administrative Professionals®  
Old Dominion Chapter

**G A L E B A R N E Y**  
COUNTY OF HENRICO, VIRGINIA  
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P. O. BOX 90775  
HENRICO, VA 23273-0775

TIME-SENSITIVE MATERIAL

### What is an “Administrative Professional?”

IAAP defines administrative professionals as “individuals who are responsible for administrative tasks and coordination of information in support of an office related environment and who are *dedicated* to furthering their personal and professional growth in their chosen profession.” Employers expect their admins to be familiar with current technologies in office practices and procedures and aware of developments in office systems and technology.

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**Don't Forget Your Business Cards!**