

May 2009

Dear Gloria,

Office Dynamics has been supporting the administrative profession for 18+ years by providing quality education, training and information to admins, managers, HR professionals, and Training & Development professionals.

We have also generously supported IAAP International and numerous Chapters by way of Bronze and Silver sponsorships, donating hundreds of my books and CDs and, most recently, free speaking engagements.

Most importantly, Office Dynamics is stepping up to the plate during these tough economic times by providing a FREE webinar series called **26 Weeks to Administrative Excellence**. Ongoing education and learning are going to be your most powerful weapon in a competitive marketplace. It is not good enough today to just be "good enough" or become complacent.

Our webinar series is like no other. We post each 5 – 15 minute webinar segment on Wednesday, early a.m. and it stays on our site so you can view it at your convenience. Our webinars are live video presentations! You can start this series at any time. It's me talking directly to you from my office. And you can attend by yourself or with a small group and host your own mini learning sessions.

**BONUS:** You can receive CEUs from Office Dynamics for attending and can apply for CPS/CAP recertification points (see criteria listed on our web site.)

I urge you to share this good news with your Chapter members in multiple ways:

- At your monthly meetings (talk about the good news and place flyers at each person's place)
- Your Chapter newsletter (visit our website to download our informative flyer copy at [www.officedynamics.com](http://www.officedynamics.com) then go to "webinars" in the main menu)
- On your Chapter web site
- And any other creative method you can think of! This news is too good to keep to yourself! We have already received hundreds of positive comments from viewers.

Sincerely,



Joan Burge  
Founder and CEO

P.S. We are committed to helping you improve the quality of your work life. Lean on us for great information, Blogs, and educational products.

Promoting  
Workplace Excellence  
Through  
Star Performance

JOAN  
Burge



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