



**Baytown Area IAAP Chapter Sponsors
Administrative Professional Week (APW) Event**

**Congratulations, Admins!
The week of April 19 - 25 is
Administrative Professionals Week!**

Please join us for a celebration to honor *Your* Professional Contributions to our
Baytown Area Communities and Industries!

“Required: Positive Attitude and Networking Skills”
Guest Speaker: Donna Shotwell, CPS/CAP, President-Elect, Texas-Louisiana Division Inc.

Date: **Wednesday, April 15, 2009**
The week BEFORE AP Week

Cost: **\$5.00**
ExxonMobil employees
This professional event is reimbursable!

Place: **ExxonMobil, MOB Auditorium**
2800 Decker Drive, Baytown, TX 77520
Click here to see a [map](#) to our event.

Program: Donna will help us understand how a positive attitude helps to reduce stress, set goals, find our focus, drop the drama, and receive gratitude. She will also explain how networking skills can work for you, why it is important to keep in touch with **everyone**, and to connect with the right people.

Donna was our speaker for our 2007 Bosses' Day Breakfast and is a favorite speaker for our Baytown Area Chapter and area members.

- 11:30 a.m. – Registration
- 11:50 a.m. – Presentation
- 12:20 p.m. – Door Prizes
- 12:30 p.m. – Adjournment

Boxed lunch provided upon departure.



NAME	COMPANY	OFFICE PHONE OR E-MAIL

TO ENSURE REFRESHMENT COUNT,
RESERVATIONS ARE REQUESTED AND ACCEPTED BY US MAIL, E-MAIL OR PHONE !!
DEADLINE FOR RESERVATIONS: Thursday, April 9, 2009
Contact Noemi Rodriguez with questions: 281-834-2364
E-Mail: noemi.rodriquez@exxonmobil.com