



Your Partner for Success

Managing Your Profession

A Residential Seminar cum Workshop for Administrative Professionals

November 18 - 20, 2011


HUNAS FALLS
AT " " " " " " Kandy

The AAP Residential Seminar is one of the most looked forward to events, and is in great demand, as AAP presents unique products always. The best of the best. Resources with hot topics have always been the secret of success in our training.

A workshop is designed for Office Managers / Coordinators, Personal Assistants, Secretaries and Executives of every Administrative cadre that will benefit both the Employer and the individual. AAP provides you with the support and guidance you need to acquire recognition, challenge and the rewards you deserve. The AAP net work spans Sri Lanka's most successful employers from large multinationals to thriving small-to-medium businesses.

It is time again to grasp the opportunity of the best training.

Reservations are limited and on a first come first served basis.

So register at the earliest!

Intense topics -.

- *Professionalism and ethics*
- *Becoming an Effective Team Player*
- *Winning attitudes towards work and life*
- *IT Transformation & Managerial PA*
- *Work - Life → Connect*
- *Environmental Protection*

At a special venue in Kandy

- *The Hunas Falls.*

Chief Guest

PROF ANOMA ABHAYARATNE
Dean, Faculty of Arts, University of Peradeniya

Speakers include:

PROF DEEPTHI CHANDARIKA BANDARA
DR B M K PERERA
PROF KITHSRI M LIYANAGE
KARENA TONER
DR J A SALIYA DE SILVA
NAYANAPRIYA BANDARA

REGISTRATION

Members:
Rs. 18,000/- nett

Non Members:
Rs. 20,000/- nett

Overseas Delegates:
US \$ 250/- nett

Accommodation on
twin sharing basis

Contact to register ▶▶▶



Academy for Administrative Professionals

C/1/4, Elvitigala Flats
Elvitigala Mawatha
Colombo 8,
Sri Lanka
Tel : 0777681781 / 0777761155

www.aapsl.com