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REGISTRATION

Members:
Rs. 18,000/- nett

Non Members:
Rs. 20,000/- nett

Overseas Delegates:
US \$ 250/- nett

Accommodation on
twin sharing basis

About AAP

Taking the next step in your career is always challenging. This is where AAP steps in - to provide you with the support and guidance you need to acquire recognition, challenge and the rewards you deserve.

This workshop is designed for Office Managers / Coordinators, Personal Assistants, Secretaries and Executives of every Administrative cadre.

Employers have identified that value for money is with AAP programmes and 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.

AAP Residential Seminar

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

Reservations are limited and on a first come first served basis. This is the time for immediate registration.



ACADEMY FOR ADMINISTRATIVE PROFESSIONALS

Managing Your Profession

A Residential Seminar cum Workshop for
Administrative Professionals / Secretaries

Co-Sponsor



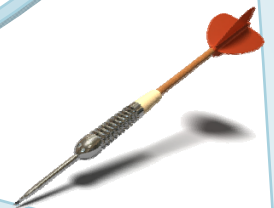
HUNAS FALLS
HOTEL



VENUE : **HUNAS FALLS** Kandy

H O T E L

DATE : **November 18 - 20, 2011**



simplifying Business

MANAGING YOUR PROFESSION

DRESS CODE

- Travelling** - No shorts / Knee Pants permitted
- Business Sessions** - AAP Uniform
- Cocktails** - Elegant
- Dinner** - Smart Casual
- Swimming** - Swimming Gear

Welcome !

I have great pleasure in inviting all Administrative Professionals to the 7th AAP Residential Seminar / Workshop. AAP is one of the fastest growing educational institutes with excellent training records.

The theme of this year's workshop is "Managing Your Profession", thus the seminar will be a great opportunity for the participants to share experiences of new trends in the field and to interact with other Administrative Professionals, in various working environments. It is our endeavour to put to practice the learning and emerging ideas to contribute towards personal and professional development.

Our strength and the success story is your participation. I look forward to honour your presence, with an exciting and a memorable Residential Seminar.

Kosambika Samarasekera (Devendra)
Team Leader

SCHEDULE

Friday, 18th Nov 2011

- 1300 hrs Departure from Colombo
- 1730 hrs Arrival at Hunnas Falls
- 1930 hrs Interaction
- 2030 hrs Dinner

Saturday 19th Nov 2011

- 0800 hrs Registration
- 0815 hrs Inauguration
- 0820 hrs **Welcome**
- Ms Sunethra Jayarethna MIPA (UK), Executive Director AAP
- 0825 hrs **Address by the Team Leader**
- Ms Kosambika Samarasinghe (Devendra)
- 0830 hrs **Managing your Profession**
- Prof Anoma Abhayaratne
Chief Guest / Keynote speaker
- 0915 hrs **Becoming an Effective Team Player**
- Dr J A Saliya de Silva
- 1115 hrs Coffee Break
- 1130 hrs **Professionalism and Ethics**
- Prof Deepthi Chandrika Bandara
- 1330 hrs Lunch Break
- 1430 hrs **IT Transforms the Administrative Professional**
- Prof Kithsiri Lianage
- 1600 hrs Coffee Break
- 1630 hrs **Associate of the Year**
- 1700 hrs Enjoy the scenic beauty of Hunnas Falls
- 2000 hrs Dinner

Sunday, 20th Nov 2011

- 0900 hrs **Winning Attitudes Towards Work And Life**
- Dr B M K Perera
- 1030 hrs Coffee Break
- 1100 hrs - Dr B M K Perera **Continues**
- 1200 hrs **Work - Life → Connect**
- Ms Karena Toner
- 1300 hrs Lunch Break
- 1400 hrs **Environmental Protection**
- Mr Nayanapriya Bandara
- 1500 hrs **Awards & Rewards**
Thank you - Till we meet next
- Ms Shireen Mohideen, Administrative Secretary
- 1600 hrs Depart Hunnas Falls



PROF ANOMA ABHAYARATNE

Dean, Faculty of Arts, University of Peradeniya

CHIEF GUEST

Prof Abhayaratne read her Ph.D in Economics from the University of Essex, UK, after completing an MA in Econometrics also from the University of Essex and an M.Phil in Agricultural Economics from the University of Peradeniya, Sri Lanka. She also has a Postgraduate Diploma in Computing, from the Bradford University, UK and a BA (Hons) in Economics, University of Peradeniya Sri Lanka.

DR B M K PERERA

Director/Career Guidance
University of Peradeniya

Dr Perera is the Director of the career guidance and counseling unit at the University of Peradeniya. He has carried out various Progress Monitoring, Evaluation and Productivity analysis. He also has to his credit over 9 years of teaching experience in various Psychological streams of HRM and related subjects at both undergraduate and postgraduate levels.

NAYANAPRIYA BANDARA

Resident Naturalist - Hunnas Falls

With a passion for nature and protecting the environment, Nayanapriya shares thoughts on Enhancing and preserving the beauty around us.

DR J A SALIYA DE SILVA

Senior Lecturer Department of Agricultural Extension
University of Peradeniya

With vast research and teaching interests spanning various areas of teaching, Dr Saliya has many research publications to his credit. A versatile speaker, he is the recipient of many scholarships and awards from the SriLankan and Japanese governments.

Success in business requires training, discipline and hard work. But if you're not frightened by these things, the opportunities are just as great today as they ever were. ~ David Rockefeller

PROF KITHSRI M LIYANAGE

Department of Electrical and Electronic Engineering
University of Peradeniya

With a Bachelor's and doctoral degree in Electrical Engineering from the University of Peradeniya and University of Tokyo respectively, he has also served as the Dean of the Faculty of Engineering, University of Ruhuna, Director of the Information Technology centre, University of Peradeniya and Chairman of Information Technology Working Committee of National Science Foundation. Prof Liyanage is a Chartered Engineer, a member of IESL and a Senior Member of IEEE, (USA).

PROF DEEPTHI CHANDRIKA BANDARA

Senior Professor of Agricultural Biology
University of Peradeniya

With a Ph.D in Horticulture from The Pennsylvania State University, USA, and a career enumerating various Professorships at University of Peradeniya, SriLanka and University of Illinois at Urbana - Champagne, USA, Director at the Staff Development Centre for 12 years, she is also a resource person in many training programmes, in different subjects.

KARENA TONER

AAP Branch Co-ordinator, Chennai

With over 25 years as an Administrative Professional with the top management of corporates like Ramco, FEDAI, Mahindra, Karena currently assists the Chairman & Managing Director of MRF Limited, the leading tyre manufacturing company in India.