



CAMPSTONE

ATLANTA, GEORGIA
MARCH 5-7, 2018



The Certified Administrative Professional is a prestigious honor thousands have earned. Adding the CAP after your name proves to the world that not only do you have the knowledge to be great at your job, but also that you are committed to your profession, success, and lifelong learning.

IAAP is excited to highlight the CAP in our newest conference offering! CAPstone 2018 is exclusively for those who are registered to take the exam in 2018 or those who hold an active CAP and wish to earn a focused specialty certificate.

Join your peers March 5-7, 2018, at the Grand Hyatt Atlanta in Buckhead in Atlanta, Georgia, for this incredible opportunity. Class size is limited to ensure personalized learning, so register today!

Participants have 3 options to choose from at CAPstone 2018:

- **Certification Bootcamp***

A 2 1/2-day intensive study bootcamp for those registered for the 2018 exam

- **Project Management Specialty Certificate***

An experiential and engaging deep dive into project management with the ability to earn a PM specialty

- **Technology Applications Specialty Certificate***

A hands-on workshop on various technology platforms and software with an opportunity to earn a TA specialty

The Specialty Certificate courses are each worth 25 CAP recertification points!

All tracks run concurrent, so select the one that's right for you. Those who wish to attend may fill out an [interest form](#). Once your information has been received and verified, you will receive the link to register for CAPstone 2018. Space in each track is limited, so register today!

Sending a group of admins from the same company? Enjoy a [corporate discount!](#)

*Attendance or participation in this bootcamp does not guarantee a passing score on the exam, nor does it replace the independent learning necessary for success on the CAP exam. Candidates should utilize multiple preparation methods and tools.

+Attendance at all sessions and a completed final assessment is mandatory to receive the specialty certificate; participants must hold an active CAP to attend.



Certification Bootcamp

Join your peers in this unique study experience. Certification Bootcamp facilitators walk attendees through the domains of the Body of Knowledge via A Day in the Life of Kelsey, our fictitious admin. Journey with her as she utilizes the knowledge tested on the CAP exam throughout her daily activities. Experience small group learning and review times, as well as group discussion and facilitation.

Content will be based on the CAP Study Guide and covers the following domains:

1. Organizational Communication
2. Business Writing and Document Production
3. Technology and Information Distribution
4. Office and Records Management
5. Event and Project Management
6. Human Resources
7. Financial Functions

In keeping with the theme of a day in the life of the administrative professional, we are not providing a specific agenda of what will be covered on each day. But trust us—you won't want to miss a second of it!

Be sure you have a CAP Study Guide and/or a CAP SmartBook, which you can purchase separately or in a bundle with this conference. Each attendee receives the Practice CAP Exam as part of the conference registration.

Technology Applications

Have you ever found yourself wondering, "How can I get all these systems to work together so I don't have to keep duplicating this work?" They can! The Technology Applications Specialty Certificate offers training in a wide variety of software platforms and applications that you work with daily. And the best part - they all work together. This 2 1/2-day course is designed to align your business process challenges with the right collection of tools to maximize efficiency and minimize rework and frustration.

Monday's focus is the Microsoft suite of tools - beginning with desktop applications like Excel, Outlook, and OneNote, then moving into the Microsoft Cloud tools. Participants will be shown how to integrate Office 365, SharePoint, OneDrive for Business, and new tools like Flow and Planner.

On Tuesday, the focus shifts to cloud-based tools from G-Suite and Adobe Documents to Slack, Trello, Asana, Evernote, IFTTT, Keep, and more. Recent studies show that the average office professional has 10-20 online services available for collaboration and productivity, and third-party tools like Asana can easily integrate into your existing processes.

Review will happen on Wednesday morning and culminate in an assessment project using the tools you've learned.

The TA Specialty Certificate verifies you are up-to-date and ready for not only the current technologies available, but also utilizing those technologies with new ones to function in our virtual world.

TA Specialty Certificate Course Outcomes:

- Build a set of desktop-only tools for project management that can be used no matter your company's security concerns
- Smoothly leverage Office 365, SharePoint, and OneDrive for Business for online collaboration
- Use Microsoft Flow and IFTTT to integrate various Microsoft and non-Microsoft services into useful workflows
- Map the capabilities of various cloud technologies to real-world scenarios
- Create a management infrastructure for any project with Slack, Trello, and Asana
- Quickly share relevant information and insights with decision makers using OneNote, Evernote, and Keep



Project Management

As an administrative professional, you manage a variety of projects every day. However, do you ever find yourself thinking, “There has to be a better way to do this”? So many times, admins are tasked with managing projects but not given any training or tools to feel confident it is being done efficiently and effectively.

The Project Management Specialty Certificate course instructs you in best practices, tools, and techniques for both planning and executing projects, while specifically targeted to administrative professionals. Learn more about both the hard and soft skills required for project management, and complete the course feeling more confident in your project management capabilities.

Monday will cover:

- Project Management Overview
- Project Leadership and Team Building
- The Team Charter
- Communications, Facilitation and Problem Solving Techniques
- Initiating Projects: Creating the Initial Project Charter and Work Breakdown Structure (WBS)
- Defining Project Success Criteria
- Developing the Communication Plan
- Stakeholder Assessment
- Action, Decisions, and Issues Logs
- Communication Matrix
- Change Control Log
- Status Reports

Tuesday’s topics include:

- Project Planning
- Conducting Planning Workshops
- Developing the Detailed Project Charter, Detailed WBS, and Conducting Bottom up Estimates
- Assigning Ownership to Project Deliverables
- Translating the WBS into the Detailed Project Schedule
- Understanding the Critical Path Method (CPM)
- Schedule Compression Techniques
- Crashing
- Fast-Tracking

Wednesday will wrap with:

- Risk Management
- Risk Identification Techniques
- Qualitative Assessment
- Risk Response Planning
- Delivering Your Project to Success
- Project Tracking and Control Including Re-planning
- Scope Change Management
- Course Assessment



OCCAPSTONE

Schedule

March 4, 2018

1:00 - 5:00 p.m.

On-site check-in

5:30 - 7:00 p.m.

Welcome Reception

March 5, 2018

8:00am - 5:30 p.m.

All day education (Lunch included)

March 6, 2018

8:00am - 5:30 p.m.

All day education (Lunch included)

March 7, 2018

8:00am - Noon

All morning education

Location

Grand Hyatt Atlanta in Buckhead

3300 Peachtree Road, NE

Atlanta, GA 30305

404.237.1234

Hotel Rates:

\$189 Single/Double

\$214 Triple

Cost

Early bird rate (now until January 31, 2018):

\$795/Member

\$995/Non-member

Regular rate (after January 31, 2018):

\$895/Member

\$1095/Non-member

DON'T WAIT.
**REGISTER
TODAY!**

