



ASSOCIATION OF
ADMINISTRATIVE
PROFESSIONALS
NEW ZEALAND INC

Te Kawarangi

AAPNZ Waikato 2020 Business Meeting Schedule

2020			
Month	Topic	Speaker	Venue
February	Beyond Note Taking – <i>the role of a Strategic Administrator</i>	Louise Lukin – <i>Director of CEO's office for HCC</i>	Waikato Regional Council
March	PEP – <i>Personal Efficiency Program</i>	Jo McFadden – <i>Account Executive PEP Worldwide</i>	JetPark Hotel, Hamilton Airport
April	APD'20	Te Radar – <i>Celebrity MC</i>	The Atrium, Wintec
May	AGM / Stress in the Workplace	Erin Fairgray – <i>People & Safety Manager, NZNFS</i>	The Bank
June	Tips and Tricks - Excel	Heather Wickham – <i>Catchup Training</i>	Aaron Court, Te Rapa
July	Mid-Winter Networker	Night at the Movies – <i>Lido Cinema</i>	Lido Cinema
August	The key to Effective Communication	Taryn Storey – <i>Marketing & Communications Manager, NZNFS</i>	Mystery Creek Events Centre
September	Change Management	Angela Parquist – <i>Change Manager @ Waikato District Council</i>	Wintec
October	Technology at its Best!	Debbie Mayo-Smith – <i>Success Is</i>	Trust Waikato Offices
November	2020 Celebration	Christmas is in the air!	The Grandstand

Meetings are held on the fourth Monday of the month with the exception of October due to Labour Weekend, so is held on the third Monday. Meetings start at 5.30pm and conclude at approx. 7pm. **We hope to see you at a meeting in 2020!**