



**BI-MONTHLY
EDUCATIONAL LUNCHEON**

**MANAGING YOUR CAREER
IN TURBULENT TIMES**

Tuesday, July 14, 2009

11:45 a.m. – 1:15 p.m.

Held at:

**The Standard Club
320 S. Plymouth Court
Chicago, IL**

Registration Forms are due by Wednesday, July 8, 2009

MANAGING YOUR CAREER IN TURBULENT TIMES

PRESENTED BY

Patricia Pippert of P2 Enterprises

The speaker will discuss strategies for administrators to be proactive and entrepreneurial in managing their careers, as well as how to develop their own business career plan.

- Understand the three fundamental principles of career management and how they impact you and your career:
 - You are not your job title
 - You can create a career consistent with your goals and values in life
 - The person responsible for managing your career is you
- Recognize the similarities between a business plan and a career management plan; learn four valuable steps that pertain to each.
- Learn how to identify your core values, recognize how your core values can be satisfied at work, and understand the linkage between values satisfaction and organizational success.
- Learn and begin to utilize a framework for tracking how you're performing in your current job and how to communicate about performance with your manager.
- Identify questions that would be useful for you to ask in an "informational interview" to learn more about a position or an organization.

PATRICIA PIPPERT
P2 ENTERPRISES
www.p2enterprises.com

Patricia Pippert is the founder and president of P2 Enterprises. Patricia blends her background as a stage and TV actress with 25+ years in business to design and deliver dynamic training programs. Clients comment on her motivational ability as well as her strength in building the various skills of employees at all levels within an organization. Specializing in personal and management development, Patricia has helped several domestic and international businesses achieve their productivity goals while maintaining desired employee retention through turbulent times.

Send check (payable to Greater Chicago Chapter of the Association of Legal Administrators) and registration form to:

Patsy A. Carey
Stamos & Trucco LLP
One E. Wacker Drive, 3rd Floor
Chicago, IL 60601
312-630-7979

pcarey@stamostrucco.com

Registration Forms are due by Wednesday, July 8, 2009

COST TO REGISTER: \$30.00 members (pre-registered)
 \$35.00 members (not pre-registered)
 \$45.00 non-members

Please register ____ persons for July 14, 2009. (Attach an additional sheet for more attendees.) You must have delivery confirmation to receive pre-registration price.

Total Payment Enclosed: \$ _____

Name _____ Title _____

Amount \$ _____ Special Meal Required: Fruit __ Vegetable __

Name _____ Title _____

Amount \$ _____ Special Meal Required: Fruit __ Vegetable __

Name _____ Title _____

Amount \$ _____ Special Meal Required: Fruit __ Vegetable __

Firm Name _____

Firm Address _____

PLEASE INDICATE IF A SPECIAL MEAL IS REQUIRED
(Fruit or vegetable plate only)