



Association of  
Administrative  
Professionals

# TCB PRESENTS: “BRIDGING THE GAP”

Strategies to perform and communicate effectively  
across multi-generational teams

## WHEN

**Tuesday, November 20, 2018**

6:00 PM – Networking/ 6:30 PM – Dinner/ 7:30 PM - Speaker

## MEET THE SPEAKER...

The *Association of Administrative Professionals, Toronto Charter Branch* welcomes: Jackie Monahan!



Jackie has been the Executive Assistant to the Dean of the Rotman School since 2014. Her super powers include mentoring and networking. Jackie joined the UofT family in 2010 as an Executive Assistant supporting various departments and faculties within the university. Since coming to Rotman, Jackie sits on several committees and is a Board Member of the Friendship in Action program. She has also founded a network that supports women as they strive to reach their career goals. She is an expert contributor to MyEACoach on several topics including leadership and mentoring.

She is past Vice-President Memberships, Toastmasters; and a member of the Women's Executive Network, the IAAP, HAPPEN and Meeting Professionals International. She divides her community service outreach between The Toronto Police Service-22 Division (past committee Co-Chair), TIFF and NXNE.

Jackie's personal mantra is to Aim High, Then Deliver! To accomplish this, she strives to stay one-step ahead of her Executive by thinking of things he needs before HE realizes he needs them!

## RSVP:

**Reply to Kimberly Smith**

[aap.toronto.programcoordinator@gmail.com](mailto:aap.toronto.programcoordinator@gmail.com)

## GAIN POINTS!

This event qualifies toward your re-certification points.

## YOU'LL LEARN:

- What it takes to create a great workplace
- Valuable tips to bridge the generational gap
- Insight from a fellow Administrative Professional

## WHERE:

**Canadiana Restaurant  
5230 Dundas St. W., at  
Six Points Plaza,  
Etobicoke, ON  
(Tel: 416-239-1114)**

## PRICE:

**\$25 Members**

**\$30 Guests**

**(includes 3-course  
dinner, coffee or tea,  
taxes & gratuities;  
alcoholic beverages at  
individual's cost)**

**CANCELLATION POLICY:** 48  
HRS NOTICE REQUIRED FOR  
FULL REFUND; COST WILL BE  
INVOICED OTHERWISE.