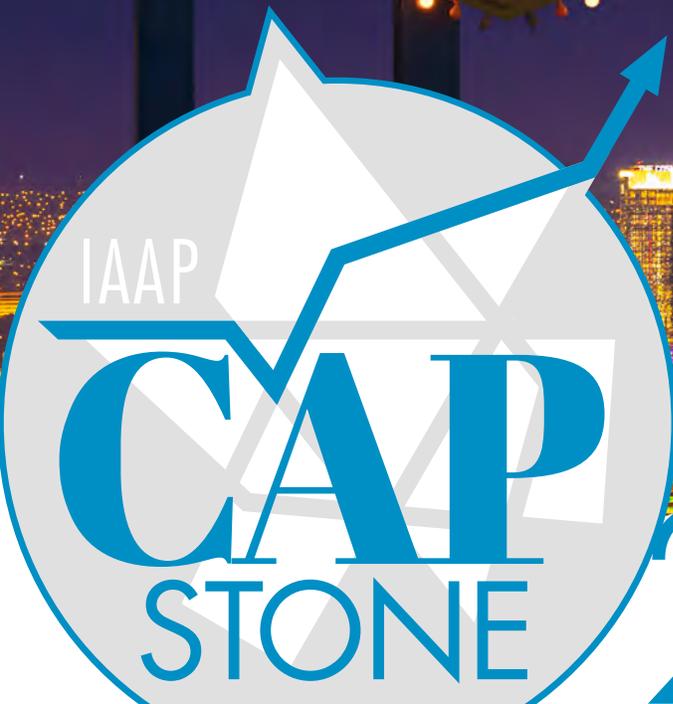


MARCH
16-18



SPRING
2020



The **Certified Administrative Professional (CAP)** designation is an amazing goal and accomplishment. Whether you are studying to take the CAP or have already earned the CAP, you are part of a rich community of lifelong learners excited to keep their skills fresh and relevant. This is where CAPstone Spring 2020 comes in!

CAPstone Spring 2020 is for those who are studying to take the **CAP** or active CAP designees who would like to earn a specialty certificate.

Join your peers March 16-18, 2020, at the Luxor Resort & Casino in Las Vegas, Nevada, to participate in this exciting learning opportunity. Spaces are limited to ensure personalized learning, so register today!

PARTICIPANTS HAVE 4 OPTIONS TO CHOOSE FROM:

CAP Study Bootcamp

- A 2 1/2-day intensive study bootcamp for those planning to take the CAP exam *



NEW! Human Resources Specialty Certificate

- A hands-on workshop covering HR-related duties and training to expand your knowledge and career opportunities +

Meeting and Event Planning Specialty Certificate

- An experiential workshop designed to create proficiency in the planning, design, and execution of meetings +



NEW! Records Management Specialty Certificate

- An introduction to the discipline of Records Management, arming you with the Why, What, and How of organizing, storing, accessing, and disposing of information once it is no longer needed +

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 must fill out an [interest form](#). Once your information has been received and verified, you will receive the link to register for CAPstone Spring 2020. 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.*

+ You must attend each education segment [beginning to break or beginning to end] in its entirety and complete the final assessment/project to receive the specialty certificate. If you must step out of an education segment for longer than 5 minutes, please connect with IAAP staff. All attendees must have an active CAP to attend. Final assessments are pass/fail and utilize the tools learned throughout the sessions in a final project or presentation.

CAP STUDY BOOTCAMP

PLANNING TO TAKE THE CAP EXAM SOON? Studying for an exam can be intimidating and overwhelming, especially if you are preparing on your own. CAP Study Bootcamp is a great way to join your fellow test-takers to connect, share knowledge, and study as a group. Bootcamp also provides dedicated time for self-study, the opportunity to learn from subject matter experts, studying tips, and tools to combat test anxiety from CAP holders.

Unlike in school, when knowledge was delivered by an instructor and you were then tested on that knowledge, certification assesses the knowledge you already possess; this is why there are eligibility requirements to take the CAP exam. Studying helps you put the correct names to theories and concepts you use every day, as well helps you brush up on skills you may not use on a regular basis.

The CAP Study Bootcamp allows you to interact in small group cohorts with fellow test takers, as well as engage with content experts from each of the 6 domains. Cohorts will have the opportunity to learn from and ask questions of the domain experts, share knowledge as a group, and spend dedicated time on personal self-study.

Individuals participating in Bootcamp **MUST** read through the CAP Study Guide and have a working knowledge of the 6 Domains before attending. Both the hard copy and the SmartBook digital option (which includes quizzes, highlighting features, and more) are available at a discount with conference registration.

CAP Exam Domains:

- Organizational Communication
- Business Writing and Document Production
- Event and Project Management
- Technology and Information Distribution
- Office and Records Management
- Operational Functions

HUMAN RESOURCES SPECIALTY CERTIFICATE

THIS COURSE IS FOR YOU IF YOU CURRENTLY HANDLE HR-RELATED DUTIES AND DESIRE MORE TRAINING OR IF YOU ASPIRE TO EXPAND YOUR KNOWLEDGE AND CAREER OPPORTUNITIES. Even if you don't currently have HR responsibilities, the HR Specialty Certificate will provide insights about workplace trends and how they may impact you. Have you ever wondered about what goes on 'behind the scenes' in field of HR or what an HR Business Partner (HRBP) does? Find out in this course!

The employee lifecycle is about Attracting, Engaging, Developing, Rewarding and Retaining talent. This practical and interactive course will provide you with a well-rounded understanding of each of the disciplines of HR. Actual lessons learned, situations, stories and cases will be referenced to further enhance your learning and understanding. You and your peers will then apply your knowledge in a class presentation on how your team would handle specific cases.

DAY ONE:

- Human Resources Overview
 - Attract, Engage, Develop, Retain, Reward
 - The Employee Lifecycle
 - HR organizational structures and job roles
 - Performance Management & Coaching
 - HR Technology
 - Learning & Development
 - Policies
 - Communications
 - HR Projects
-
- HR Disciplines
 - Talent Acquisition & Onboarding
 - Diversity & Inclusion
 - Total Rewards – Benefits, Compensation, Employee Experience
 - Employee & Labor Relations
 - Payroll
 - Timekeeping
 - Overtime Pay
 - Minimum Wage
 - Pay Transparency
 - Paycheck Distribution
 - Employee v. Independent Contractor (Contingent Workers)

DAY TWO:

- Legal Compliance (U.S.)*
 - Discrimination & Harassment
 - Equal Pay
 - Family & Medical Leave Act (FMLA)
 - HIPAA
 - ERISA
 - Americans With Disabilities Act (ADA)
 - Workers' Compensation / OSHA
 - Reporting / Notices / Recordkeeping

**Please note: Information provided should not be construed as legal advice and is for educational purposes only.*

- Current Trends in the Workforce
 - Generations in the Workforce
 - Demographic Shifts
 - Talent & Skill Gaps
 - Transformation
- Partnering with HR
 - Building Trust
 - Events and Projects
 - Organizational Initiatives
 - Change Management Techniques
 - Self-Development Resources

DAY THREE (1/2 day):

- Recap of course
- Course Assessment

HR Specialty Certificate Course Outcomes:

- Gain a practical understanding about how each the HR disciplines fit together in the employee lifecycle
- Engage in interactive discussions around real-life workplace situations
- Learn about laws and potential compliance issues
- Become up-to-date with current trends in the workplace
- Identify ways you can benefit by successfully partnering with HR
- Create a personalized career development plan

MEETING AND EVENT PLANNING SPECIALTY CERTIFICATE

AS PART OF YOUR ADMINISTRATIVE PROFESSIONAL ROLE, YOU ARE OFTEN ASKED TO PLAN MEETINGS AND EVENTS—from board meetings and management retreats to client-facing summits and even executive training programs. And while you find planning these types of programs to be an exciting part of the job, you wish there were a method or process to follow to make the organization of meetings and events more efficient.

Join us for the 2-1/2 day specialty in meeting and event planning, developed in partnership with industry leader Meeting Professionals International (MPI). Begin with a focus on defining meeting goals and objectives and stakeholder needs before learning how to develop a budget, create a blueprint, manage RFPs, and develop contracts. Then, discover how to manage speakers and content, plan menus, design room sets, arrange transport, and oversee logistics. Finally, discover how to evaluate the success of your meeting or event, communicate success, and improve your meetings over time.

Throughout the course, you will work on a project utilizing your new skills that will culminate in class presentations with your peers. The Meeting and Event Planning (MEP) Specialty Certificate verifies you have the skills necessary to plan meetings and events for your organization that drive value and create successful outcomes for your business.

MEP Specialty Certificate Course Outcomes:

- Identify stakeholders and define SMART goals and objectives for your meetings
- Source venues, vendors, speakers, and content for your events
- Design experiences that deliver value for your organization
- Oversee onsite logistics during the execution of your meeting
- Measure results and demonstrate business value and improve your meeting over time

RECORDS MANAGEMENT SPECIALTY CERTIFICATE

BESIDES ITS PEOPLE, INFORMATION IS THE MOST VALUABLE ASSET OF ANY ORGANIZATION. But the volume and variety of information that needs to be managed can oftentimes be staggering.

As the heartbeat of a department, division or an organization, the administrative professional is often tasked with managing information to assure it is available to those that rely on it to carry out their work. Sounds easy enough, but the task can quickly become overwhelming.

The Records Management Specialty Certificate will introduce you to the discipline of Records Management, arming you with the Why, What and How of organizing, storing, accessing, and disposing of information once it is no longer needed.

This course will cover the following:

- Information Overload: Why we need to do Records Management
 - Cost
 - Complexity
 - Risk
- Records Management Overview
 - The Information Lifecycle
 - Generally Accepted Recordkeeping Principles
 - Records Management as a discipline
- Retention and disposition
 - How long do we have to keep this?
 - Disposition considerations
- Paper vs. electronic
 - To scan or not to scan
 - Retrieval considerations
 - Filing schemes
 - Naming conventions
 - Metadata
 - Storage considerations
 - Onsite/offsite
 - File shares, hard drives, archives
 - Cloud (e.g. Dropbox, SharePoint Online)
- Information Security starts with Records Management
 - Information access management
 - Secure storage
 - Secure destruction

We will conclude the course with an interactive Course Assessment exercise where participants will put their learning to the test!

SCHEDULE

MARCH 15, 2020

1:00pm – 5:00pm – On-site check-in
5:30pm – 7:00pm – Connecting Reception

MARCH 16-17, 2020

8:15am – 4:15pm – All day education (Breakfast & Lunch included)

MARCH 18, 2020

8:15am – 12:15pm – All morning education (Breakfast included)

LOCATION

LUXOR RESORT & CASINO

3900 South Las Vegas Boulevard
Las Vegas, NV 89119
[Hotel Website](#)

Room Rates:

\$79 Single/Double

**Please note the hotel rate for Saturday, March 14th is \$85 single/double.*

COST

EARLY BIRD RATE - NOW UNTIL JANUARY 31, 2020:

\$1,099/Member \$1,299/Non-member

AFTER JANUARY 31, 2020:

\$1,199/Member \$1,399/Non-member