

AFFINITY GROUPS

CEAP NETWORK

After achieving CEAP designation, participants can join the national CEAP network. The network will offer:

Have you earned a Certificate? You may want to join this affinity group at Duke.

- ✓ **Quarterly educational opportunities** with continuing education credits.
- ✓ **Opportunities to mentor** other current and aspiring administrative professionals.
- ✓ The sharing of **best practices** across the university and health system.

This association of Certified Executive Administrative Professionals (CEAP) is open to all professionals who have successfully completed the national designation through Office Dynamics. Members of this network will work together to explore ways to elevate the level of performance and effectiveness within the profession. CEAP Network meetings are scheduled on the following dates:

- ✓ February 19, 2020
- ✓ May 20, 2020
- ✓ September 2, 2020
- ✓ November 18, 2020

Time: 11:30 - 1:00PM Location: 402 Oregon St., Room 109

Professional Development Trainers' Network (PDTN)

Do you train Duke employees? If so, you may want to join this affinity group.

This network consists of Duke University and Health System faculty and staff who are responsible for providing employees within their departments or the Duke community with professional development or educational programs to Duke Employees. The 60+ members of the PDTN:

- ✓ Identify and promote professional development opportunities and resources for trainers, educators, and facilitators.
- ✓ Share best practices in training, design, and implementation.
- ✓ Review current trends in learning and professional development.

PDTN Meeting Dates	Time	Location
February 7, 2020 <i>Box lunch provided</i>	Noon – 1:30pm RSVP by February 5	402 Oregon St. Room 109
April 24, 2020 <i>Light breakfast</i>	8:00am – 9:30am RSVP by April 22	
June 30, 2020 <i>Box lunch provided</i>	Noon – 1:30pm RSVP by June 23	
July 15, 2020 <i>Box lunch provided</i>	Noon – 1:30pm RSVP by August 8	
September 11, 2020 <i>Light breakfast</i>	8:00am – 9:30am RSVP by September 4	
November 6, 2020 <i>Box lunch provided</i>	Noon – 1:30pm RSVP by October 30	