

2018 | The Institute Of Administrative Management

Member Resources and Development
Opportunities.

Member
Benefits

Below are some of the benefits of membership with the IAM and as a member, you'll also receive discounts to different services and training offered.

We work closely with training providers and specialists to raise the standards for professionals within the sector.

The IAM works with a number of industry suppliers to allow members the opportunity to access high quality training, opportunities and resources.

- 1) **Professional Recognition**
- 2) **Services**
- 3) **Thought Leadership**
- 4) **Training/Career Development**
- 5) **IAM Endorsed Training**
- 6) **PA/EA Specialist Training and Services**

From time to time there will also be ad hoc opportunities for members, these will be included in our email communications to you, such as the IAM newsletter (If you have any problems receiving these then contact marketing@instam.org).

You can also follow us on our social media platforms to hear of the latest developments.



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Professional Recognition

Post-Nominal Letters

IAM Membership gives you an opportunity to demonstrate to employers and peers your commitment to developing professionally. You're able to showcase your professional competence as a recognised administrative professional and a high-quality candidate for any future roles!

Post-nominal letters are assigned dependant on your membership level, these can be included on your CV or social media such as LinkedIn.

Membership levels	Post Nominal letters
Student	
Affiliate	
Associate	AInstAM
Member	MInstAM
Fellow	FInstAM
Companion	CInstAM
Retired	



SERVICES

CV and LinkedIn Reviews

Members can receive free initial CV and LinkedIn reviews with recruitment and HR specialists, whom have experience working across a range of sectors.

Conflict Resolution

Members get preferential rates for conflict management and mediation services with conflict management and mediation specialists.

IAM Forum

We also have a member forum available on the member portal, for members to network and to get involved with discussions around the profession and the workplace.



Thought Leadership

Newsletters

Members receive a monthly newsletter, amongst other communications directly to their inbox for the latest news from the Institute. We will also send you featured pieces from the IAM blog and the latest information and research

Resources and Academic Journals

Members get access to a member only portal, which gives allows you to view academic journals and comprehensive study guides across a range of topics (including marketing, finance, business planning etc). We also make other resources available which we believe will help professionals in their work-place.

Webinars

The IAM have a suite of free webinars which are rotated throughout the year. Each has a live Q&A session giving you the opportunity to quiz the experts.

Mentoring Service

If you are wanting career or professional advice, we are able to match you with an IAM mentor who will be able to share their experiences and knowledge.



Networking And Development Events

IAM Events

The IAM runs events throughout the year in various locations. Our events provide an opportunity to network with like-minded individuals, as well as learning about different subject matter. We host a range of subjects, presented by experts and internationally renowned speakers which will help you stay ahead of the curve. Our event costs are kept low for members because we want you to have access to great learning opportunities and speakers. Generally, events cost £15.



Training and Career Development

Administrative professionals often find that professional training opportunities available for them can be limited, or very generic.

We work with professionals who specialise in training for administrative professionals to give access to the best training opportunities available, saving both time and money (from 15%-50% savings).

Training

Options Available

- Classroom Learning
- Distance Learning
- Online Learning
- Events

Topics Include:

Behavioural Skills, Business Writing for Administrative Professionals, Business and Event Management, Coaching and Mentoring, Conflict and Mediation, Communication Skills, Finance Skills, Project Management, Marketing, Managing and Leading, Persuasion and Influencing Skills.



Training and Career Development

IAM Qualifications

The IAM work in partnership with an Awarding Organisation (Industry Qualifications) to offer nationally recognised Business and Admin qualifications from Levels 2-6. If you are interested in completing a qualification, we are able to signpost you to a training centre or college, or providers offering distance learning options.



IAM Endorsed Training

Our mission is to raise the standards of training in the profession and in doing so endorse training programmes which are successful in evidencing the quality of both the course and training.

IAM members get preferential rates to some of our endorsed programmes.

Topics Include: Certificate in Business Law, Certificate in Operations Management, Advanced Diploma in Organisational Management and Certificate in Project Management.



PA And EA Specialist Training & Services

We represent the administrative profession as a whole to reflect the diversity between job roles, titles and seniority.

A growing arena in the administrative sector is training specifically aimed towards Personal and Executive Assistants and so we have developed strong partnerships with internationally renowned trainers in this field, to give IAM members preferential rates.

Trainers Include:



CV and Mentoring Service

Similar with increasing PA and EA specialist trainers, we have built a relationship with a specialist PA recruitment firm to offer members a free initial CV review and mentoring session, with discounts on any follow up sessions.