

The Institute of Administrative Management

There are several ways that you can join the IAM and many good reasons to do so. Remember joining a professional body tells everyone that you take responsibility for your own career.



Section 1 (key benefits)

Sign up for as little as £50 and gain the following benefits:

- Post nominal letters
- News and articles
- Forum
- Bitesize coaching
- Networking/CPD events¹
- Newsletters
- Webinars
- CV review
- Discount on qualifications²
- Discounts on training courses³

¹Networking & communication skills, problem solving, MS Office, leadership, the Modern EA, event management and more for only £5 per event with speakers such as Heather Baker, Lucy Brazier, Adam Fidler, Sue France, John Hotowka, Paul Pennant and Lindsay Taylor

²Level 3 Award in Professional PA and Administration Skills & Level 4 Certificate in Office and Administration Management. IAM members save over £350 with our preferred trainers!

³Up to 15% off training fees with top providers such as Lucy Brazier, Adam Fidler, Paul Pennant and Lindsay Taylor.

Section 2 (criteria and fees)

	Associate (AInstAM)	Member (MInstAM)	Fellow (FInstAM)
Standard Fee	£50	£85	£115

Associate (AInstAM): Perfect for those looking to take the next steps up the career ladder. Minimum of **2 years'** experience OR a **level 3+** qualification in business, administration or management

Member (MInstAM): Applies to experienced professionals within business, administration and management roles. Minimum of **3 years'** experience (with one year working as an assistant to a senior manager) OR a **level 4+** qualification in business, administration or management

Fellow (FInstAM): Our most senior grade is reserved for those who have made significant progression in their career, demonstrating their ability to expertly carry out their professional roles and duties. Minimum of **10 years'** experience (with three years working as an assistant to a senior manager) OR a **level 6+** qualification in business, administration or management.

Section 3 (ways to join)

Simply:

1. Ring us on 01952 797396, or
2. Complete the online form <https://my.instam.org/signup/>

IAM Sample of Individual Benefits – Winter 2020

Individual benefits change frequently, and the list below is only a sample – for a full and up-to-date list see our [website](#).

Benefits:

1. Career Development:

- a. Post nominal letters (AInstAM, MInstAM, FInstAM)
- b. [Free CV appraisal](#) and 10% discount on any additional services with CV & Interview Advisors.
- c. 40% discount with [Online LinkedIn training](#) with MySuperConnector. Saving £140.
- d. Free webinars.

2. Training:

- a. 15% discount on the [National Certificate in Workplace Mediation](#) with TCM. Saving £299.
- b. 15% discount on Microsoft training with [Today's PA](#). Saving £148.50.
- c. PA/EA/secretary training. Savings vary from £74-£345 depending on programme duration. Top trainers only, such as [Heather Baker](#), [Lucy Brazier](#), [Adam Fidler](#), [Paul Pennant](#) and [Lindsay Taylor](#).
- d. 20% discount on training courses with [Hemsley Fraser](#). Saving up to £400.
- e. 15% discount on the Corporate Social Responsibility training programme with [CSR-Accreditation](#). Saving £60-£120.
- f. 25% saving on [Mind Tools](#) individual membership, saving up to £51p.a.
- g. 15% discount on the [PA Life training bundle](#), saving £33.75.
- h. 15% discount on [in>pd](#) Advanced Management Programme, saving £375.

3. Qualifications:

- a. 15% discount on two qualifications. Saving over £350:
 - i. [Level 3 Award in Professional PA and Administration Skills](#)
 - ii. [Level 4 Certificate in Office and Administration Management](#)

4. Events:

- a. Members pay only £5 to attend CPD evenings, covering subjects such as Conflict Management, MS Office, Emotional Intelligence, Resilience, Communication Skills and many more.
- b. Discounts to attend partner events with [TodaysPA](#), [Executive Secretary](#) and [Hemsley Fraser](#).

5. Publications:

- a. IAM blogs and articles.
- b. [Executive Secretary Magazine](#). Saving £40.50 p.a. on your subscription.

6. Lifestyle:

- a. [TOTUM PRO](#) discount card.