

Dolphin Tales

GALVESTON COUNTY CHAPTER

August 2010

OFFICER'S CORNER

Passion & Purpose



Written by Rhonda Driver CPS/CAP
President-Elect

A new fiscal year has started for our chapter and we have taken our power of commitment and hit the ground running with Passion and Purpose. The Executive Board has already had two meetings to discuss matters such as sending a delegate to EFAM, filling our slate of Committee Chairs, creating a strategic plan, provided guidance to the chapter Seminar Chair, discussed possible monthly programs, and decided on the community service projects to undertake this fiscal year. That's a lot of passion, purpose and progress in just these two short months.

Ah, but it doesn't stop there, at the July meeting we learned how to create and use a skills portfolio and to take it to the next level by creating an e-portfolio to give us the upper edge in the job market, good thing too as it looks like some of us are going to need it. We also sent alternate delegates to EFAM who brought back the latest information from IAAP Headquarters regarding the new certification process, and because their companies paid their expenses, it saved the chapter over \$3,000.

The program for August was awesome as we learned all the great features of Excel 2007. I learned about features I didn't even know existed and realized how much easier working with spreadsheets will be. I highly recommend CompuTrain programs to everyone. They really know how to make the toughest tasks easy to understand and they also showed how the features integrate into the other Microsoft applications. Did you know that CompuTrain has special pricing for IAAP members?

Also in August, the Audit Committee finalized the 2009-2010 audit and turned the books over to the new Treasurer and the Website

Continued on page 5



Inside this issue:

OFFICER'S CORNER	1
CALENDAR OF EVENTS	2
DRESS FOR SUCCESS	3
FINDING A JOB	4
OFFICER'S CORNER & FINDING A JOB CONTINUED	5
COMMITTEE INFO	6
MEMBER OF EXCELLENCE	7

Calendar of Events

September 9, 2010	Information Security—The Basics Bob Shaffer, UTMB
October 2, 2010	Leadership Training Crowne Plaza Houston North-Greenspoint
October 7, 2010	Substance Abuse in the Workplace Dr. Seal, TLC
October 16, 2010	InterCity Council CPS/CAP Recognition Banquet Houston, TX
November 5 & 6, 2010	CPS/CAP Exams
November 11, 2010	Avery Dale Osberg
December 2, 2010	Holiday Party
January 6, 2011	Office Team
February 3, 2011	Building Trust to get Results Jennifer Huey, Franklin Covey Houston
February 7, 2011	Galveston County Annual Seminar Galveston Hilton
February 15, 2011	CPS/CAP Deadline
March 3, 2011	TBA
April 7, 2011	Officer Nominations
May 6 & 7, 2011	CPS/CAP Exams
May 11, 2011	Election of Officers
June 2, 2011	Installation of Officers



Please send any articles, recipes or items of administrative or organizational interest to the Newsletter Committee.

Dress for Success

Written by Lynn Wyatt Maida CPS/CAP

Our chapter has agreed to support our local Dress for Success affiliate which covers the Houston-Galveston area. I quote from their website: "The mission of Dress for Success is to promote the economic independence of disadvantaged women by providing professional attire, a network of support and the career development tools to help women thrive in work and in life." [Dress for Success Houston](#)

We will collect items at our September, October, and November meetings. Please pull from your closet gently-used business suits, blouses, scarves, black and brown dress shoes, and black and brown basic purses. These items are used for interviews and first days on the job. You may also donate business pantsuits, jackets, and basic skirts and pants. All clothes must be seldom worn and cleaned.

These clothes are used for interviewing and starting jobs. Then clients join the Professional Women's Group where they obtain more clothing and join other clients in mentoring programs. The DFS Career Center "promotes confident and professionalism by providing women career guidance, the chance to acquire technology skills and assistance in their job searches."

I started the first suit drive at Chevron and have been to their office for functions. If you could see the before and after pictures hanging on the wall and hear the stories they tell. They have good jobs, some have obtained degrees, some are now managers, and some even own their own companies.

You may also make a monetary donation. Make your check payable to Dress for Success Houston. DFS has an agreement with dress manufacturers that they can buy a suit any size for \$75. If you want to check the organization out, go to GuideStar which rates non-profits. They are a 501(c)3 charitable organization if your company does matching donations.



"...TO PROMOTE
THE ECONOMIC
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PROFESSIONAL
ATTIRE..."

Become a Fan on our Facebook Page:

<http://www.iaaacebook.com/pages/IAAP-Galveston-County-Chapter/317661456133>

Finding A Job—Keeping A Job

Written by Susan Fenner, PhD

Finding a job and keeping a job are two sides of the same coin. To be successful, it requires the same approach. Here are eight must-dos.

1. **Know your worth.** Top notch individuals know their areas of strength and where they need to bolster their skills. Your deficits may not be obvious to you, but they are to everyone around you. Take an honest appraisal and work on any identified weakness.

2. **Sell yourself.** Positioning your assets is just as important after you've landed a job as it is during the interview stage. No one pays attention to your achievements as closely as you do. Note them and share them with your exec. Don't wait for others to recognize your potential...or you'll be waiting a long time.

3. **Document your contributions.** It's not enough to say that you are great or that your work is making an impact. Prove it. File letters of commendation, note savings or sales you've made for the company, do periodic updates to your supervisor that highlight your value –added work.

4. **Look the part.** Everyone knows to dress for the interview. But many of us fail to maintain a professional image after we have the job. Don't fool yourself – image is important. You'll never be considered for more responsibility if you don't act and look the upgraded role.

5. **Be gracious.** Everyone watches his/her language and responses when they are looking for a job. But how many of us “let go” and revert back to inappropriate behaviors when we start to feel comfortable in the workplace. The persona you displayed as a job seeker is the same one you need to show every day once you are on the job. This requires patience, empathy, biting your tongue at times, and letting small slights pass without comment. More people are fired because they can't get along then they are for not having the skills to do the job. Skills can be taught, but a bad attitude and a lack of civility are almost impossible to change.

6. **Be willing to compromise.** During the hiring negotiations, most candidates are open for give and take. However, once ingrained in a job, many workers dig in and refuse to adapt as processes, situations, and tactics evolve. This is just as big a deal breaker for the hired employee as it is for the candidate. In today's job market, a rigid approach is unacceptable. As things change, so must our responses to them. And in a volatile economy, everyone is re-

Continued on page 5

“...THE PERSONA YOU DISPLAYED AS A JOB SEEKER IS THE SAME ONE YOU NEED TO SHOW EVERYDAY ONCE YOU ARE ON THE JOB...”

Continued from page 4

quired to adjust, take on more, increase productivity with fewer resources, and come up with new and innovative solutions. One-way Wally doesn't stand a chance.

7. Realize it's not all about you. When applying for a job, you can't focus on what you've done in the past. You have to highlight what you can do in the future – for the new company. That's also true when you have the job. Your job isn't all about you; it's about the company, making profits, offering superior products and services, satisfying customers. If you lose sight of that, you can expect trouble.

8. Demonstrate that you are a team player. In today's business world, few of us have "a job". Rather, we are responsible for job components. Companies are moving away from generalists who can do it all and instead, are looking for people who can add to the work team. Find a niche for yourself and keep honing your skills. Be prepared to expand your skills as new technologies become available and new work models come into play. Show that you can function on many different teams and be picked as the "most valuable player" on all of them.



Don't forget about our Members Missing In Action Program! Email, call, or text a member you have not seen at the meeting. See Renee Percy for more info.



Continued from page 1

Committee held their first training session on Aug. 10th. The Certification Study Group has started their new classes and two members so far who will be sitting for the CAP exams. The Seminar Committee has been busy with finalizing the location and speakers and will be sending out a "save the date" soon. Ways and Means raised approximately \$220 with the on-line auction, \$335 from the Galveston Resorts Raffle, and another \$400 from our website sponsor.

We have a new Arrangements Chair who handled the August menu and sign-in process with ease, and our new President conducted the necessary business and made good use of her gavel by getting us out of the meeting on time. It's amazing what can be accomplished with passion and purpose! What is your passion and purpose?



Committee Info

Seminar

Deborah Grounds Sanders has received the contract from the Hilton in Galveston. Lynn Wyatt Maida has volunteered to look over the contract. Rikki Killebrew will provide the sponsorship letter that was written for the last seminar. Volunteers are needed.

Membership

Renee Percy gave yellow ribbons to those who wanted to contact missing members (MMIA). Five members renewed their membership in the month of July – Annette Barham, Mary Contreras, Deborah Grounds Sanders, Lynn Wyatt Maida and Karla Villeneuve. Renee presented each of these members with their chapter identification card and butterfly magnets. Members who renew their membership must be present to receive gift.

Certification/Education

Karla Villeneuve explained to the members about the upcoming changes for recertification. Effective immediately, recertification points have been reduced from 90 points to 60 points with workplace education and elective categories being eliminated. Also, the designations of CPS/CAP will be changed. Effective November, 2011, all active CPS ratings will be changed to CAP, and all active CAP ratings will be changed to CAP-OM. For more information on changes please go to: <https://iaap-hq.org>.

Newsletter

Please submit your articles for our monthly newsletter.

Programs

Kelly Henson volunteered to look into the purchase of speaker gifts and certificates. The Calendar of Events has been updated.

Ways and Means

The chapter is financially challenged and suggestions are needed to raise money for our chapter.

LEADERSHIP TRAINING

** Start making plans now to attend the leadership training sessions that the Division will have this year. San Antonio's training will be **September 11**, New Orleans will be **September 25**, and Houston's will be **October 2**. The price will still be \$45 this year. The leadership training in San Antonio, New Orleans and in Houston will be 3 1/2 educational recertification points.

Newsletter Committee: Karla Villeneuve CPS kvilleneuve@standardparking.com, Mary Contreras CPS Mcontreras@leaguecity.com and Rhonda Driver CPS/CAP rhonda.driver@nasa.gov. The Galveston County Chapter Newsletter "Dolphin Tales" is a monthly publication. The deadline for submission of materials is the following Monday after the monthly chapter meeting each month.

IAAP August Anniversaries

Annette Barham	8/1/2005
Joyce Crow	8/1/1996
Deborah Ground-Sanders	8/1/1999
Kathy Marines	8/1/2008
Lynne Purdue	8/1/1996
Karla Villeneuve	8/1/2008

IAAP Birthdays

Deborah Ground-Sanders
August 13



- Annette Barham CPS/CAP
- Janine Cmaidalka CPS/CAP
- Rhonda Driver CPS/CAP
- Georgina Eastmond CPS/CAP
- Cathy French CPS/CAP
- Deborah Ground-Sanders CPS/CAP
- Bobbie Guyton CPS/CAP
- Janet Kidd CPS/CAP
- Lynn Wyatt Maida CPS/CAP
- Renee Pearcy CPS/CAP
- Lynne Purdue CPS/CAP
- Teresa Ramirez
- Pam Stout CPS/CAP
- Karla Villeneuve CPS

Thank you to our sponsor!

An advertisement for OfficeTeam. The top part has the word "YESSS!" in large orange letters on a dark blue background. Below that, in an orange box, is the text "Executive Assistant's typical response after landing a job through us." The bottom part is on a dark blue background and contains the text: "OfficeTeam reaches out to more than 90,000 hiring managers each week to find you the best temporary administrative opportunities, fast." followed by "Houston • 281.333.4010", "18333 Egrat Bay Blvd., Suite 340", "officeteam.com", and the "OFFICETEAM" logo with "Specialized Administrative Staffing" below it. At the very bottom, in small text, it says "© 2009 OfficeTeam. A Robert Half Company. An Equal Opportunity Employer. 0806-2255".

Congratulations to the above members for their achievement!

Galveston County Chapter 2010-2011 Board of Directors

President, Annette Barham CPS/CAP
President-Elect, Rhonda Driver CPS/CAP
Vice President, Karla Villeneuve CPS

Secretary, Cathy French CPS/CAP
Treasurer, Georgina Eastmond CPS/CAP
Past President, Janine Cmaidalka CPS/CAP

www.iaap-txgalv.org