



Calgary Chatter

International Association of
Administrative Professionals

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Calgary's APW Event

Administrative Professionals Week! The Calgary Chapter held our annual APW Event on Wednesday, April 22nd and it was a huge success.

It is always a challenge for the organizing committee to make sure that you have everything you need to make it a great day.

I attended this year's event and I thought it was great! For those of you who missed out this year... we were at the Stampede Grounds in the newly renovated Round Up Center; the room was nice and looked good. The food was Alberta Beef with cheesecake for dessert; I know for certain the cheesecake was good because when I ate the first one it was a surprise to find a second one to replace it...did I mention it was a buffet?

The silent auction had some great items and a lot of hard work went into getting these donations. We had a dozen vendor booths with some great information; one table in particular stuck out for me...A Basket Case – they had some of the cutest ideas for gift giving in and out of the office.

Maureen Tazzioli from ReZultsMatter spoke on the **"10 Steps to Excellency for Administrative Professionals"**. You might be thinking that 10 steps is an awful lot, but when you go through them they actually seem pretty doable. Of course any change worth making is going to seem like work, but the end result is always worth the effort you put in.

Maureen is an avid supporter of administrative professionals and IAAP and we were very fortunate to have her join us.

Sue and Beesley from 97.7 FM's morning show emceed our event. I enjoyed them so much I have now switched radio stations just to hear them.

Thank you again to all the ladies involved on this year's APW committee!

Written By:
Cheryl Gathercole
Calgary Chapter Treasurer

President’s Message – A Word from DecolynneJo

"Don't do well what you have no business doing. So stay focused; be passionate and keep learning." Author Unknown.

The getting, keeping, and growing of confidence is similar to a continuum of births - births and rebirths that came through dreams and visions, through the school of hard knocks, through failure, through hope, through fear, through risk, through stretching, through success, through life. None of it will be handed to you without strings. Some of the strings will be in a pay-forward approach - reach out and pass on what you have received. Others will land you on your rear, you have to regroup.

If you presently have storms brewing at work or at home; if nothing appears to be what you think it is or should be, think about what advertising would like us to believe is a woman's best friend - *the diamond*. **You.** Only think of a diamond in its roughest form - it's a dull, whitish, unattractive stone. It appears to have zero value. Yet, underneath, enormous potential.

If cut and polished by a master cutter, its dull luster turns to brilliance. Its value skyrockets. If, on the other hand, it is cut improperly and not polished, the value could be nothing at all.

You have that possibility of brilliance, of being able to shine like the most brilliant diamond. Your brilliance comes from within. Telling yourself that you have all the raw material that anyone will ever need to build confidence is your beginning. Don't give it away. Now is the time for you to symbolically click the heels of your silver shoes, as Dorothy did, or surround yourself with the invisible cloak as Harry Potter did and claim, own, and expand the confidence you possess.

All of us need some form of success, whether it's a promotion, praise on the job, or getting credit. The road to your success can be invisibly cloaked - some with detours, some with awesome potholes, some with a cosmic goose or two. Those obstacles become confidence building blocks. Your Golden Eggs.

Excellence In Action – Member & Chapter of Excellence

I am very proud to announce that the Calgary Chapter is a **“Chapter of Excellence”!**

It might not be official until the end of June when it is announced but we have made it. Now for some, that might not mean a lot, but I hope for others it inspires you to want more! And by more I mean the **“Member of Excellence”**.

When I talk to the people at work or anyone who will listen about IAAP, specifically the Calgary Chapter, I am very proud that I can let them know about Excellence In Action and I tell them that the Calgary

Chapter has achieved the status of Chapter of Excellence!

I have completed my criteria for the Member of Excellence and I know for sure that 3 other people have done so as well. I hope that once it really kicks in, you can all realize how close you are to being a member of excellence and take the time to fill in the form and send it in.

We are all professional administrators and achieving your Member of Excellence is just another tool you can add to your arsenal to prove it.

If you are working towards your Member of Excellence and need any assistance, please let your board know and they will help anyway they can.

I know that one of the criteria to choose from is writing an article – we have a newsletter every month that would love to have you submit something.

Good Luck!

"Act as if you already are what you want to be, and you will become everything you are capable of being."

OFFICE TEAM - Make a Positive Impression Before and After the Interview

When most people think of the employment interview, they focus solely on the time they're behind closed doors with the hiring manager. But how you behave before and after the meeting can have a direct effect on whether or not you land the job. Here are some tips:

- **Make your correspondence courteous.** When you reach out to hiring managers, whether by phone or e-mail, be friendly and professional. If a contact has an assistant, chances are you will be interacting with that individual to coordinate the first meeting. Take the extra time to learn the assistant's name and address him or her properly during the interview process.
- **Make a favorable impression.** When checking in with the receptionist or assistant prior to your interview, keep in mind that body language and tone can affect the impression you make, so smile and be courteous. If it's appropriate, start a light conversation. Ask for materials or brochures about the company, or inquire about what it's like working for the organization.
- **Tune into your surroundings.** After checking in, don't act as if you're the only person in the room. Avoid snacking, chewing gum, talking on your cell phone or listening to headphones.
- **Ask for the job.** If you think the interview has gone well, be proactive at the end of the meeting. For example, you might say, "It seems like my skills would be a good match for your organization. I would very much like to work for your company. When can I expect to hear from you about this opportunity?" It's unlikely you'll be hired on the spot, but making such a statement underscores your interest in the position.
- **Send a thank-you note or letter.** Immediately after your interview, follow up with a thank-you letter. This note should restate your gratitude but also reinforce the two to three strongest aspects of your background.

- **Keep in touch.** The hiring process can be lengthy — especially if multiple candidates, testing or budget approvals are involved — so keeping in touch is the surest method to stay top of mind. Follow up with the hiring manager every couple of weeks to reassert your interest in the position.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 325 locations worldwide, and offers online job search services at www.officeteam.com.

Did you read?

Have you ever started a book that was so good you couldn't put it down until it was done?

Have you ever read a book that would help you with something at work or at home?

Have you joined Barb Horton's book club?

I checked with the local Chapter's book store and the hottest topics for business right now – Leadership and Public Speaking.

This should tell us that we are indeed on the right track with the books that Barb is suggesting. I hope you all take the time to check them out.

The aim of life is self-development. To realize one's nature perfectly - that is what each of us is here for.

Oscar Wilde

ANNOUNCEMENTS

Next Calgary Chapter Meeting:

**Wednesday, May 13th
Delta Bow Valley Hotel**

Annual General Meeting

Our Annual General Meeting is May 13th
Chapter Members will be voting for your
2009/10 Board Members as well as voting on a few
Bylaw changes for International, Western Canada
and the Calgary Chapter.

CONGRATULATIONS TO

DecolynneJo Barteski CPS for winning the

FIFTH ANNUAL
OFFICETEAM ADMINISTRATIVE EXCELLENCE
AWARD

Way to Go!