

The Power



Source

Plugging into Professionalism

Georgia Power Chapter
Atlanta, GA

From the President's Pen.....Mary Ellen Cannon

What a great start to the 2006/2007 year. I wanted to take just a moment and let each of you know that I am looking forward to this new year. First, we had the installation of the 2006/2007 Georgia Power Chapter of IAAP Board and Chairs. I am honored to be serving with this group of ladies. Their considerable knowledge and experience makes the position of President easy. The new members on the Board bring with them excitement, creativity and many new ideas.

At our July chapter meeting, which had over 125 attendees, we teamed with the African American Women's Networking Group (AAWNG) to present a "Fireside Chat" with the Honorable Mayor Shirley Franklin and JaQuitta Williams, WSB News Anchor. Powerful words and thoughts were shared by these two remarkable women. Hopefully many of you left the meeting with a renewed sense of power and energy. We have the power to make things happen in our lives. Today, more than ever before, there are absolutely no limits to what we can achieve – especially when we are equipped with the right tools, the right plan and the right attitude.

In August, I had the opportunity to represent our chapter as your voting delegate at the 2006 International Convention and Education Forum in Reno, Nevada. There were 1,835 attendees representing administrative assistants from as far away as Jamaica and Australia. Your new International President, Sandra Chandler CPS, will be leading us into the new year with her theme of "Shaping the Future". Her theme is a puzzle with pieces consisting of Connectivity, Communication, Creativity, Continuing Education and Commitment (the 5 C's).

You each have the power to use the 5 C's to grow both in your administrative professional role and in your personal life. We are Committed to doing the best in what we do daily; Continuing to learn, grow and share with our team members new ideas and tools; Communicating the IAAP message with others; being Creative with challenges and situations that we encounter; and last is Connectivity. It is important to connect with each other and that is what IAAP is all about, connecting and networking.



International Association of
Administrative Professionals®

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Special points of interest:

- **Georgia Power Chapter has a new Book Club**
- **Southern Company receives 2006 IAAP Award of Excellence**
- **Fireside Chat with Mayor Shirley Franklin and News Anchor JaQuitta Williams**
- **Meet your 2006/2007 Newsletter Committee**

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Tips for Aging Eyesight

Why didn't someone tell me this a long time ago?

This is for everyone over 50 whose eyesight isn't what it used to be. I just found out about it, and thought I would pass the information on. It's very useful when trying to read small e-mail print (especially in the early hours). If you hold down the CTRL Key on your key board and turn the small wheel in the middle of your mouse, the print size will change—it will either get larger or smaller—depending on which way you turn the wheel.

Pass this on to other friends who may find it very useful. I'm glad I was told.

Submitted by
Barbara Nedoff

Chapter Goals:
Member

Commitment;
Education; Growth
(sponsor a new chapter);
Power (from innovative
programs/activities); and
Membership (maintain
and increase).

**Together, our members
make a powerful team,
and with YOUR
commitment and
involvement, we'll have
another successful
IAAP year.**

YOU have the POWER!

What is assertive Communication?

Assertive communication is the ability to express positive and negative ideas and feelings. It recognizes our rights while respecting the rights of others.

In the next several issues we will provide you with information on advantages, disadvantages, behavioral choices, characteristics, importance of I statements and six techniques for assertive communication.

There are many advantages of assertive communication. Below are just a few of the most noble ones.

1. It helps us feel good about ourselves and others
2. It leads to the development of mutual respect with others
3. It increases our self-esteem
4. It helps us achieve our goals
5. It minimizes hurting and alienating other people
6. It reduces anxiety
7. It protects us from being taken advantage of by others
8. It enables us to make decisions and free choices in life
9. It enables us to express, both verbally and non-verbally, a wide range of feelings and thoughts, both positive and negative

Watch for our next issue that will include the disadvantage of assertive communication.

"Greatness lies, not in being strong, but in the right using of strength"

Henry Ward Beecher

Members News

Welcome to our New Members:

- Diana B. Hodges, CPS
- Kenya Lenorr
- Kim Harris
- Barbara Lee
- Rachel Croll
- Marinda V. Robinson
- Dianne Jordan
- Carmen M. Nelson
- Kellie Hand
- Joyce Camp
- Angela Lanson, CPS
- Micaela Culbreth

Happy Belated Birthday to the following Members:

July

- 7/6 Sandra Dodd
- 7/6 Wendy Seller
- 7/8 Shuntrela Rogers-Gillion CPS/CAP
- 7/9 Faye Sawyer
- 7/9 Sara Taylor
- 7/10 Marcia Scott
- 7/11 Carrene Brown
- 7/11 Camia Simmons CPS
- 7/12 Sharon Roberts CPS/CAP
- 7/19 Angela McCorkle
- 7/19 Leslie Pickens
- 7/22 Jennifer Whitmire CPS
- 7/22 Olivia Woods
- 7/24 Sherri King CPS
- 7/30 Lenora Brown

August

- 8/4 Jeanine Arledge, CPS
- 8/5 Mary Alice Omokeye Moses
- 8/8 Tisha Allen
- 8/11 Deborah Wilson
- 8/12 Ann Hornsby
- 8/13 Susan Williams, CPS/CAP
- 8/14 Wanda Richardson
- 8/14 Angela Stewart
- 8/17 Debra Davis
- 8/18 Audrey Watts
- 8/21 Deborah Baker
- 8/25 Barbara Nedoff, CPS
- 8/30 Rashanna Young
- 8/31 Sandra Gilbert

Happy Birthday

September

- 9/3 Ave' Bowman, CPS/CAP
- 9/5 Linda Chastain
- 9/5 Tanya Mouran
- 9/6 Michelle McKinnon
- 9/10 Kerri Gibson CPS
- 9/10 Jeanie Vickers
- 9/17 Delta Booker
- 9/17 Tasha Hardegree
- 9/17 Martha Johnson
- 9/18 Amanda McElwaney
- 9/19 Claudette Dorsey
- 9/20 Lee Connors
- 9/20 Sharon Minschew
- 9/24 Barbara Lee
- 9/26 Sharon Rogers
- 9/27 Vilma Clarke, CPS
- 9/28 Cindy Stroud
- 9/30 Renee Dobbs



Deadline to register for the CAP/CSP review course is September 15.

Please share this news letter with your boss!



Members on the Move!

Lisa Stone has a new position at Georgia Power. On August 7th, she transferred to the Engineering Department at Noah's Ark as the Distribution Support Representative.

Congratulations Lisa!

Chapter Purpose:

To network with other professionals; and to assist members in professional growth, technology, and developing administrative skills, while providing tools and information necessary to become effective workplace contributors.



Division & International News

IAAP Vision:
To inspire and equip
all administrative
professionals to
attain excellence.

On the Lighter Side

When in doubt,
mumble; when in
trouble, delegate;
when in charge,
ponder.

James Boren
Humorist and
Educator

Division News:



Georgia Division is having a Seminar entitled "The Key to Success" on Saturday, November 11, 2006. It will be at the Crowne Plaza Hotel, 108 First Street, Macon, GA. Time will be from 8:30 to 2:30. Please contact Nina Hubbard, CAP for additional information. (nina.hubbard@elpaso.com)

Georgia Power chapter is having a CPS/CAP review course beginning September 26, 2006; the fee is \$250.00 and the course contact is *Doris Cook CPS/CAP (404)506-3619*. Deadline to register is September 15, 2006.

International News:



October 15-18, 2006

Certification Conference, Marriott Rancho Las Palmas Resort, Rancho Mirage CA

November 3-4, 2006

CAP & CPS Examinations

March 4-7, 2007

Professional Education Conference, Hyatt La Jolla, San Diego CA

IAAP is Out of this World.

The IAAP Clear Lake/ NASA Area Chapter in Houston TX recently received some exciting news: the chapter's IAAP banner will be traveling aboard the

Space Shuttle Atlantis.

This is the chapter's third item to travel into space. A brief history of IAAP in space.

November 1991: Professional Secretaries International logo banner first traveled into space aboard the Space Shuttle Atlantis.

September 1996: The Chapter's gavel traveled aboard Space Shuttle Atlantis.

September 9, 2006; IAAP banner is aboard the Space Shuttle Atlantis launched on September 9. The crew for this mission will be Commander Brent Jett, Pilot Christopher Ferguson, Mission Specialist Heidemarie Stefanyshyn-Piper, Joseph Tanner, Daniel Burbank and Steve MacLean.

Exciting News!

The IAAP Georgia Power Chapter has a new Book Club

Members if you would like to check out one of the books from our library, please contact Anita Sisson

@ 770-506-3275

See Page 11 for a list of books available

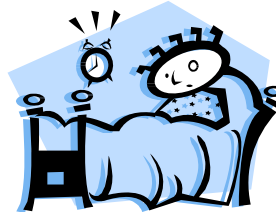
Safety at home or while traveling

A great idea that works.

Keep your car keys on the night stand next to your bed at night. If someone tries to break into your house, or if you hear a suspicious noise outside your house, just press the panic alarm on your car. It will go off from most everywhere inside your house and keep honking until your battery runs down or until you reset it with the button on the key chain. This “alarm” costs you nothing and the results are an effective way to chase away would-be intruders.

Travelers:

This tactic will work to drive away intruders to your motel room if your room happens to be adjacent to your parked car!



“Practice Safety in all you do - -

Everyone depends on you!”



Check out these interesting web sites

Email etiquette:

<http://www.emailreplies.com/>

Ways to speed up your computer’s performance:

<http://www.microsoft.com/atwork/getstarted/speed.mspx?pf=true>

Brushing up on your typing skills:

<http://www.typingtest.com/>

Web site for free PowerPoint design templates:

<http://www.presentersuniversity.com/>

Another great site:

<http://www.answers.com/>

“Do Not Call” list—registry:

<http://www.answers.com/>

Submitted by Anita Sisson

Converting Units (such as meters to miles):

www.digitaldutch.com/unitconverter

Converting Currency:

www.xe.com/pca/input.cgi

World Clock

www.timeanddate.com/worldclock

Percentage Calculator:

www.calculator.com/calcs/percentcalc.php

List of airports with links to their web sites:

www.smilinjack.com/airports.htm

Web Sites for acronyms and/or abbreviations:

www.ryerson.ca/library/ref/acronyms.html

Submitted by Faye Sawyer





Southern Company Wins The IAAP Award of Excellence



Pictured at right are Frank McCloskey, Vice President, Georgia Power Company; Sharon Mosteller CPS/CAP, 2005-2006 Georgia Power Chapter President, IAAP; Charles McCrary, Executive Vice President of Southern Company and President & CEO of Alabama Power Company; Kathy Wilkey CPS/CAP, 2005-2006 Alabama Power Chapter President, IAAP; and Kay Enlow CPS/CAP, 2005-2006 International President, IAAP.

The IAAP Award of Excellence was created in 1992 to recognize employer organizations that have established policies and programs to encourage and support the advancement and effectiveness of administrative professionals. An independent panel of judges confidentially evaluates each nomination packet and select the winners. Awards are given in two categories: corporations with 1,000 or more employees and companies with fewer than 1,000 employees.

Executives from the winning companies accepted the Award for Excellence at the closing banquet of the IAAP International Convention & Education Forum in Reno, NV, August 10, 2006.

The Georgia Power Chapter, along with the Alabama Power Chapter nominated Southern Company for the Award. The application consists of 8 questions, such as, Chapters Recommendations, information about the company's Mission/Vision, Physical Resources, Professionalism, Training/Development, Rewards/Recognition, Promotion, Leadership Participation and Service.

Congratulations to Southern Company for being number one!



Congratulations to the fewer than 1,000 employee winner **San Diego Unified Port District**, San Diego CA. Nominated by the San Diego Chapter. Pictured at left are Kay Enlow CPS/CAP, 2005-2006 International President, IAAP; Sylvia C. Rios, Vice Chair, Board of Port Commissioners; and Sandi Prescott, 2005-2006 San Diego Chapter President, IAAP.





Atlanta Mayor Shirley Franklin

Fireside Chat
with
Mayor Shirley Franklin
and
News Anchor JaQuitta Williams



WSB-TV News Anchor JaQuitta Williams



On July 18, 2006 Atlanta Mayor Shirley Franklin and WSB-TV News Anchor JaQuitta Williams shared their experiences on topics such as working in a male dominated environment, maintaining work/life balance, and being assertive versus aggressive.

A special thanks goes out to the AAWNG (African American Women's Networking Group) for co-sponsoring this event with IAAP Georgia Power Chapter.

**Continued - From the Presidents Pen Mary Ellen Cannon**

How can we forget Southern Company winning the IAAP Award for Excellence! This award was a dream come true. The 5 C's played an important part in winning this award with the committee not even realizing it at the time. It took commitment, continuing to educate ourselves with company information, continual communication between the Alabama and Georgia Power Chapters, lots of creativity and connectivity to bring this whole process together. We are fortunate to have an executive sponsor that is as supportive and encouraging as Frank McCloskey, Georgia Power Vice President Diversity. I personally want to thank Frank for always being there for us whenever we ask. It was a pleasure and an honor to have him with us in Reno to accept the Award for Excellence along with Charles McCrary, Executive Vice President Southern Company, and CEO & President Alabama Power.

At the August meeting, Avery Dennison shared with us some new and innovated tools to assist us and make our jobs easier and more efficient. We met one of our new Associate Members, Office-Max, and were given some product samples and catalogs. And let's not forget the American Diabetes Association. Please remember that this organization has helped so many and the next one that needs help could be you or a family member. The American Diabetes Walk will be on September 30, 2006. If you haven't signed up to walk there is still time or please make a donation. If you have questions, please phone me or Doris Cook CPS. Our Chapter would like to raise \$10,000 and I know we can do it!

We have many exciting programs planned for this year. We are having CPS/CAP study courses to help everyone become a CPS/CAP. Please take advantage of all that is offered. Check the IAAP website daily for new information. We have so many opportunities in this Chapter, become involved. Step out of your comfort zone!

I will leave you with something to think about. We start. We stop. We start again. Each time we get a little further in our goal or dream. Everything significant begins with a vision and a first step. Are you ready? It's a new year, time to take stock, ask yourself: Am I the person I want to be – is my life consistent with my values and aspirations. Going forward, where do I want to invest my energy and heart? Do I have any fears or hesitations holding me back, how should I address them? Like a new baby, we each take a first step, then another, that's how we will reach our goals and dreams.

You Have the Power, don't be afraid, and take that step out of your comfort zone!

Mary Ellen Cannon



You have the

Power



Georgia Power Chapter Walks for Diabetes

You still have time to support us as we walk in America's Walk for Diabetes!

We are determined to reach our goal one walker at a time.

Why Walk?

On behalf of the millions of Americans with diabetes and their families and friends, we are counting on you to help our team make a difference! The funds we raise will support the American Diabetes Association's important research, information and advocacy efforts and its mission: to prevent and cure diabetes and to improve the lives of all people affected by diabetes.



Georgia Power Chapter - IAAP 2005 Walkers

If you choose to walk with us, you'll get to take part in a fun, exciting, healthy event for the whole family! You can even invite friends and family to join us!

Every Walker counts!

Support our team by making a donation, or join our team and ask your family and friends to walk with you! We can't do it alone!



IAAP Georgia Power Chapter is saddened by the lost of one of their members.



John & Julie Fenton

The Georgia Power Chapter is very saddened to have lost one of their members. Julie Fenton and her husband, John were killed in a car accident on July 4, 2006 near the Florida/Alabama line. She was a member since 2003 and worked for Southern Linc. She will be truly missed.



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*Please submit any information
you would like to be included in
our October/ November edition
by September 20.*

Meet your IAAP Georgia Power Chapter 2006-2007 Newsletter Committee:

Sandra Dodd	Chair	Secretary, Sr. Georgia Power Company
Anita Sisson	Co-Chair	Administrative Assistant, Sr. Southern Company
Donna Huckleba	Co-Chair	Secretary, Sr. Georgia Power Company
Lisa Stone		Distribution Support Representative Georgia Power Company
Tisha Allen		Administrative Assistant, Sr. Southern Company
Faye Sawyer		Commercial Banking Specialist SunTrust Bank



We are very happy to serve you as your 2006-2007 Newsletter Committee. Our goal is to provide you with informative and educational information, tips and yes even a little fun!

Please help us serve you better by sending comments and suggestions to Sandra J. Dodd @sjdoddsouthernco.com.

Chapter News

- 9/15 **Deadline to register for CPS/CAP review Course**
- 9/26 **Review Course Starts - 241 Ralph McGill, Atlanta, GA**
- 9/30 **Diabetes Walk**

Who is the commander of the Space Shuttle
Atlantis that was launched on 9/9/06?

Please respond by e-mail only to (sjdodd@southernco.com)

Board of Directors

2006-2007

Officers:

Mary Ellen Cannon
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Membership

Gaye Choat
Web Page

Doris Cook, CPS
Education

Theda Gardner, CPS
Retirement Center

Angela Stewart
Sunshine / Information

Sheida Hayes CPS
Bylaws & Standing Rules

Shuntrela Rogers-Gillion,
CPS Historian

Kerri Gibson
Scrapbook

IAAP Georgia Power Chapter Book Club List

Resource/ Type	Title	Author/ Creator
CD (3-CD Set)	"Thinking for a Change"	John C. Maxwell
CD (3-CD Set)	"Winning with People"	John C. Maxwell
CD (w /Workbook)	"Today Matters"	John C. Maxwell
CD (4-CD Set)	"Design Your Dream Life"	Marcia Wieder
BOOK	"Time Traps"	Todd Duncan
BOOK	"Thinking for a Change"	John C. Maxwell
BOOK	"The 17 Indisputable Laws of Teamwork"	John C. Maxwell
BOOK	"Winning with People"	John C. Maxwell
DVD	"Overcoming Life's Goliath's"	Dave Weber
Book & CD-ROM	"Outlook 2003 Step-by-Step"	Microsoft
Book	"Fierce Conversations"	Susan Scott
Book	"Crucial Conversation Tools"	Kerry Patterson
Book	"Stickin' the case for loyalty"	James Carville
Book	"Essential Managers-Interviewing Skills"	Tim Hindle
Book	"Essential Managers-Negotiating Skills"	Tim Hindle
Book	"Essential Managers-Making Presentations"	Tim Hindle
Book	"12 Choices.....That lead to your success"	David Cottrell
Book	"Alter Your Life"	Dr. Kathleen Hall
Book	"Learning to Laugh at Work"	Robert McGraw
Book	"Exploring Personality Styles"	Michael Dobson
Book	"Saying 'NO' to Negativity"	Soie Kaye
Book	"Putting Anger to Work for You"	Ruth & Joel Schroeder
Book	"Assert Yourself"	Lisa Contini
Book	"Lifescrpts"	Stephen M. Pollan & Mark Levine
Book	"Power Phrases-Perfect Words to Say it Right"	Meryl Runion
Book	"New & Improved-25 Ways to be more creative"	Pam Grout
Book	"Discovering Your Purpose"	Ivy Haley
Book	"Going for the Gold"	Lesley D. Bissett
Book	"Organized for Success"	Nanci McGraw
Book	"Productivity Power"	Jim Temme
Book	"Stress Control"	Steve Bell
Book	"Organized to be the Best"	Susan Silver
Book	"Meeting & Event Planning-Complete Idiot's Guide"	Robin E. Craven & Lynn Johnson Golabowski
Book	"The New Office Professional's Handbook"	Houghton Mifflin Publishers
Book	"The 10 Lenses"	Mark A. Williams
Book	"Microsoft Sharepoint 2003 in 10 minutes"	Colin Spence & Michael Noel
Book	"The Administrative Assistant"	Brenda Bailey-Hughes
Book	"The Administrative Assistant"	Brenda Bailey-Hughes
Book	"The Personal Time Management"	Marion E. Haynes
Book	"50 One-Minute Tips to Better Communication"	Phillip E. Bozek
Book	"The Gregg Reference Manual-9th Edition"	William A. Sabin
Book	"The Likeability Factor"	Tim Sanders
Book	"High Five"	Ken Blanchard & Sheldon Bowles
Book	"Color Index"	Jim Krause
Book	"Idea Index"	Jim Krause
Book	"Layout Index"	Jim Krause
Book	"PowerPoint 2003 Bible"	Faith Wempfen
Book	"Business Etiquette & Professionalism"	M. Kay duPont
Book	"Mastering Business Etiquette & Protocol"	Nat'l Institute of Business Mgmt