



# IAAP PEEL-HALTON NEWSLETTER

## MAR 2010



to submit info contact [mariefinlay@rogers.com](mailto:mariefinlay@rogers.com)

### 10 MARCH 2010 MEETING

Our meeting took place on 10 March 2010 in the Region of Peel Offices, 10 Peel Centre Drive, Suite A, Main entrance (old building), 1<sup>st</sup> Floor Mississauga Room.

Our guest speaker was Dawn Frail, the President of Eagle Vision Leadership Development Group. Her topic was "The King's Armour" and she showed us how as women, what makes us strong also makes us strong leaders. She explained how to "Listen to Your Heart" to leverage our passions, energy and courage and to find the ethical compass that helps us make tough decisions and choices. She also discussed how to "Make up Both Your Minds" to align our heads and hearts so decisions are strong and balanced. And finally, she talked about "Leading with Dignity" and how to navigate the obstacles commonly referred to as the glass ceiling in order to earn respect and get results.

### ATTENDANCE

Members Catherine Ashworth, Nancy Barrington, Mary Cotton, Antoinette deJaeger, Marie Finlay, Kim Giles, Heather Jordan, Donna Lucreziano, Karen Magee, Vinita Mehta, Nadia Musharbash, Joan Paliwoda, Irene Raralio, Roxanne Reilly, Lori Reynolds, Susie Rocha, Debbie Taylor and Darice Withers attended.

### APW APRIL EVENT

Our chapter "Administrative Professionals' Week" Event will be held as follows:

Date: 14 April 2010

Time: Tradeshow/Networking - 5:00 PM

Dinner @ 6:00 PM

Keynote Speakers @7:15 PM (BILL & BARB JOHNSTON)

Location: International Centre, 6900 Airport Road, Mississauga, Ontario  
(at Derry Rd) Conference Centre, Meeting Rooms: Orion A

**\$30.00 MEMBERS - \$35.00 NON-MEMBERS**

Advance payment by Cheque payable to IAAP Peel-Halton Chapter

Send to IAAP Treasurer 4662 Empire Cres, Mississauga, ON L5R 1M7

OR CASH AT THE DOOR

**YOU MUST RSVP TO**

**[iaap.peelhalton@yahoo.ca](mailto:iaap.peelhalton@yahoo.ca)**

**DEADLINE 09 APRIL 10**

**CANCELLATIONS AFTER DEADLINE WILL BE INVOICED**

<http://www.iaap-peelhalton.org>



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**Keynote speakers - Bill and Barb Johnston – “The Dynamic Duo”** – are two of the most entertaining and inspirational speakers in North America. Come out and join us. Hear them speak – they are:

Compelling.....Motivating.....Passionate.....Engaging.....Fun.....Inspiring.

### **“Solving Your People Puzzles” FUN-damentals (QUALIFIES FOR EDUCATION POINTS)**

Have you ever wondered why.....

Some people want to get right to the point while others elaborate?

Some people make decisions at once while others are cautious?

Some people focus on recognition while others focus on results?

Some people never do what you ask while others do it quickly?

Each of us has characteristics that make us different from others, and each of us has strengths that help us succeed. In an upbeat, fun and interactive manner, this “FUN-damentals” session is designed to help you learn while you laugh. Discover your natural talents by understanding yourself and developing an increased awareness of others around you whether at work, home or play.

This unique program was utilized by the Arizona Diamondbacks who are the only baseball team in history to go from inception to capturing a World Series in just 4 short years! Now we won't teach you how to throw a baseball but you will hit a home run with better communication skills, reduced stress, higher morale and more effective team interaction."

### **DINNER MENU**

Arugula with Grilled Vegetables

Toasted Pine Nuts, Pomegranate Vinaigrette

Wild Mushroom & Fontina Stuffed Free Range Chicken Supreme

Roasted New Potatoes, Sundried Tomato Cream

Chocolate Truffle Cake

Fruit Coulis & Fresh Berries

Coffee, Tea

Freshly baked artisan rolls and flatbreads with butter



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### OFFICETEAM SUBMISSION

#### Part-Time Work: A Possible Ticket to a Full-Time Position

In today's still-unstable employment environment, temporary work is one bright spot. Many companies cut staff too deeply during the downturn and need additional personnel to meet growing demand. But they're not yet ready to recruit for full-time staff. As a result, these organizations are turning to temporary professionals to maintain productivity and keep initiatives on track as business conditions — and the ability to hire full-time workers — slowly improve.

Companies also typically look to temporary workers first when filling full-time positions. That's because employers are familiar with these individuals' capabilities, work ethic and fit with the team.

Here are some tips for turning a temporary assignment into a full-time role:

1. **Partner with a staffing firm.** Reach out to your professional contacts for recommendations about staffing firms that specialize in your particular field. Recruiters are well connected in their local business communities and can serve as advocates for you when speaking with hiring managers. Many staffing firms also offer free training opportunities to help you build your skills and increase your marketability.
2. **Clearly state your goal.** Be upfront with staffing firms and potential employers that you're ultimately looking for a full-time job. If they know that from the beginning, they may be able to place you in a role that has a better chance of leading to a full-time position.
3. **Treat it the same.** Once you have started an interim assignment, bring the same intensity to the job as you would a full-time position. Try to assimilate quickly to the organization's corporate culture and contribute immediately. Be sure to maintain a positive attitude. Employers will assess how well you handle constructive criticism, setbacks and other job-related challenges as part of your overall performance evaluation.
4. **Be yourself.** Managers want to see how well you'll fit in with the existing team. Be proactive in your participation. Use meetings as an opportunity to contribute and join coworkers in off-site events whenever possible. By expanding your connections within the company, you build rapport with others who may be in position to recommend you for a full-time role in the future.