



IAAP PEEL-HALTON NEWSLETTER OCT 2009



to submit info contact mariefinlay@rogers.com

14 OCTOBER MEETING

Our meeting was held at the Region of Peel offices, 10 Peel Centre Drive, Suite A, Main entrance (old building), 1st Floor Mississauga Room.

ATTENDANCE

Members Catherine Ashworth, Nancy Barrington, Marie Finlay, Kim Giles, Donna Lucreziano, Karen Magee, Vinita Mehta, Nadia Musharbash, Mylene Pereira, Irene Raralio, Lori Reynolds, Susie Rocha, Joyce Rourke, Linda Skelton and Darice Withers attended the meeting. Margaret Spence attended as our guest.

MEMBERSHIP

Our chapter currently has 43 members:

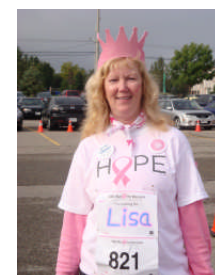
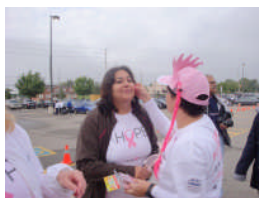
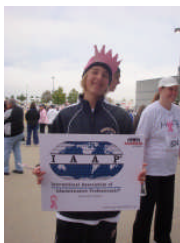
Merited Members:	1
Associate Members:	2
Professional Members:	40

ONTARIO DIVISION EDUCATION FORUM OCTOBER 23-25, 2009

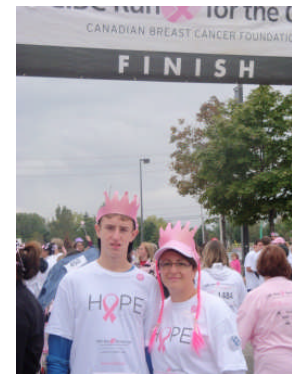
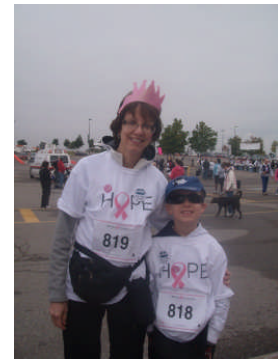
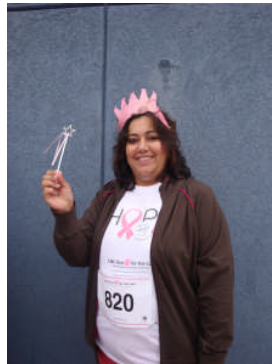
This forum is being held at the Kempenfelt Conference Centre in Barrie, Ontario, and we currently have 5 members registered to attend.

RUN FOR THE CURE UPDATE BY HEATHER JORDAN

The event was successfully held on Sunday, October 4, 2009. The rain held off and everyone had a great time. It was a lot of fun and the entire team said they would do it again next year. The team raised \$5,395 to date. IAAP members – Captain Heather Jordan, Karen Magee, Sandra McCullough, Vinita Mehta, Joan Paliwoda, Mylene Pereira, Susie Rocha, Satnam Singh, and Darice Withers participated along with 5 of their family members. Our photographers capturing the event were Marie Finlay and Mylene's husband. 3 members donated to our Team members, and the Chapter donated \$300.



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EDUCATION PROGRAM

Anne Thornley-Brown, President of Executive Oasis International spoke to the group on "How to be a star and avoid derailing your next corporate event." Anne discussed planning corporate events and discussed some different scenarios and what went wrong and what could have been done differently.

Some things that derail a corporate event;

- Wrong budget – budget too small; unrealistic expectations
- Death by committee – committees don't always accomplish much but good at generating ideas. Need an Action List and assign responsibilities and timeline.
- Wrong Season / Wrong Location – Outdoor events planned for a cold/rainy climate
- Wrong Itinerary – activities must be appropriate for the area
- Wrong Timeframe – not enough time allowed

Anne also talked about marketing our expertise. Some tips she shared:

- Create a blog for free – wordpress.com
- Join Linked In – Post your blog; join a group (IAAP, Event Planning & Management Group)
- Mentor other admins
- Create guides / charts on Event Planning
- Tinyurl.com – allows you to shorten a long URL and personalize it
- Secondlife.com – virtual world website

VOLUNTEERS/SUCCESSION PLANNING

Kim indicated that we have to start planning for next year's Executive Board. The current Board is on their 2nd term, so we will require new volunteers for the next term. A good way to learn more about what is involved is to attend an Executive Meeting (Shadow the Board). Catherine Ashworth has put her name forward. If anyone else is interested, please feel free to contact Kim Giles.



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APW APRIL EVENT TEAM – VOLUNTEERS NEEDED

Our chapter "Administrative Professionals' Week" Event will be held in April 2010. This event is usually held at a hotel and we aim for attendance of 100 to 150 people. Anyone who might be interested in helping plan this event or volunteer to help out that evening is asked to contact one of the Board members. Your participation will be much appreciated and will offer you an opportunity to gain event-planning experience, which may prove valuable in your future endeavours.

EXECUTIVE MEETINGS

The decision was made to hold the executive board Meetings monthly, immediately after our regular meeting has concluded. Anyone wishing to attend is welcome to stay and join us.

DECEMBER MEETING – POT LUCK + BEST PRACTICES

We are soliciting volunteers to present what we do best. Marie is presenting 2 short items; creating a template in Word and creating a form in Word. She has also expressed interest in having someone show us V-Lookups in Excel if anyone has that expertise. If you can think of a topic you would like to present, or a topic you would like to have addressed, please notify Kim.

MILESTONES

Congratulations to the following members who will be reaching anniversary milestones as follows:

Carolyn Ferguson, CPS	10 years	November 2009
Darice Withers, CPS/CAP	10 years	November 2009

11 NOVEMBER MEETING

Our meeting will be held at the Region of Peel offices, 10 Peel Centre Drive, Suite A, Main entrance (old building), 1st Floor Mississauga Room. Our speaker is Talyn McArthur, an Entrepreneur with over 6 years of Promotions and Communications experience. She is the CEO of Let It Shine (www.letitshine.ca), an inspirational web site for women and the Director of Let It Shine Business Solutions, a Social Media company. Her topic for the evening is "Inspiration For Our Lives" and she will discuss Work/Life Balance, Dealing With Difficult Issues, How to be Assertive, How to Ask for a Raise, and How to Handle a Performance Review.

OFFICETEAM SUBMISSION

DIFFUSING CONFLICT IN THE WORKPLACE

Conflict is nothing new in the workplace. But tight budgets, large workloads and uncertainty about the economic landscape is causing many professionals to feel greater pressure on the job and leading to more disagreements between coworkers. If you find yourself at odds with a colleague, how you respond could directly affect your career prospects.

Here are some tips that can help diffuse a confrontation with a coworker:



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- **Take a time-out.** Don't respond to the issue at hand in the heat of the moment. Instead, wait until you have calmed down before deciding on a course of action or entering into a discussion. Remember, when addressing a conflict with a coworker, it's important to remain professional at all times.
- **Approach the situation from different perspectives.** Before addressing the issue, try to identify your coworker's motives, as well as any steps you could have taken to avoid the situation.
- **Meet face to face.** Trying to resolve a sensitive issue via e-mail can lead to misinterpretation. Body language and vocal inflection play a vital role in interpreting someone's intentions.
- **Be open-minded.** When you do meet with your colleague, instead of hurling accusations, calmly explain how his or her actions have affected you or the team. Give the person a chance to respond and share the other side of the story. Listen carefully to what your coworker has to say, even if you don't agree.
- **Don't be afraid to ask for help.** Immediately alert your manager if you are unable to resolve the conflict on your own or if it significantly affects the team.