

# TRC Talk

Two Rivers Chapter Newsletter  
December 2011



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## 2011-2012 Regular Meeting Schedule

~~September 13, 2011~~

~~October 11, 2011~~

~~November 8, 2011~~

**December 13, 2011**

**January 10, 2012**

**February 14, 2012**

**March 13, 2012**

**\*\* APW 2012 \*\***

Thursday, TBD at NIU Naperville,  
(a regular meeting will not be held  
during the month of April.)

**May 8, 2012**

**June 12, 2012**

Schedule is as follows unless otherwise  
noted:

**5:30—7:00 PM Check in/Dinner/  
networking/Business Meeting**  
**7:00—8:00 PM Educational Program**

To RSVP for meetings, please e-mail  
Deborah Adelman,  
[deborah.adelman@us.gt.com](mailto:deborah.adelman@us.gt.com) or  
send reservations with payment to:

Deborah Adelman  
Grant Thornton  
1901 South Meyers Road,  
Suite 455, Oakbrook Terrace,  
IL 60181

**IMPORTANT!** Cancellations are required 48 hours in  
advance of the event or meeting. Late cancellations and  
no shows will be billed a \$10 fee. All no show/  
cancellation fees must be paid prior to attendance at  
another TRC event or meeting.



### January 21

## Professional Development Seminar

Please be advised that our Winter Professional Development Seminar was approved for three (3) Recertification points. The Two Rivers Board of Directors is working hard to continue the success of this Chapter and to maintain the integrity of the programs and educational opportunities that have been offered in the past. This seminar was generously donated by our friends at **DCG Training** in Naperville. I hope you will take advantage of their expertise and show your appreciation by arranging to be with us on January 21. Please RSVP to Deb Adelman per the attached flyer.

## December Events



**December 1**  
**Festival of Lights Tree Lighting**  
At Wyndham Lisle

**December 6**  
**TRC Board Meeting**  
At Grant Thornton

**December 13**  
**TRC Chapter Meeting**  
At Wyndham Lisle

**Bring a Guest to a Meeting!**  
1st Time Guest FREE!  
Must Register!

See your name listed in the birth-  
days of the month!  
Contact the Sunshine Committee  
with your birthday (month & day)  
Contact: Kathy Brown, Sunshine  
Committee, Chair  
[kmbrown@sbcglobal.net](mailto:kmbrown@sbcglobal.net)

## December Birthdays Anniversaries

Jeanne Hoffer—1st

Helen Aparicio—2nd

Denise Lawrence—2nd

Joyce Davis—3rd

Constance Lang—7th

Linda Witt—10th

Sandra Kiefer—31st

2 Years

Linda Witt

3 Years

Tracy Pietrzyk

Carolina Rodriguez

4 Years

Theresa Solis

5 Years

Barbara Richardson

6 Years

Connie Rizo

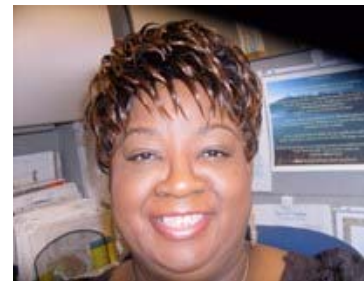


## President's Piece

December is here; December is here!!! **Merry Christmas! Happy Hanukah! Happy Kwanza!** I hope I covered everyone and every celebration.

Can you believe it; 2012 is fast upon us. I just became president and now, my year is almost half over.

Last month we had the most interesting seminar on International Travel. I had no idea how much there was to it. First of all, you have to have your passport and, make sure you have at least six months left in your passport before you travel. Secondly, you must make sure you have a lot of additional blank pages left in your passport. In addition, once you make your hotel plans, you should have a person with knowledge direct you on where you should go, how much taxis cost, etc. Did you know that if you fly business class to India or China, it could cost you as much as a **small-sized car**; in the range of **\$12,000 to \$15,000**? Isn't that unreal? Our instructor, Mr. Tad Scheele, from Hobson Travel, started the evening with a game consisting of a list of codes for international airports. We were to name the airports and their locations. I think I guessed two correctly; I really need to get out more. There were about 20 codes on the list. Anyway, it was a very enjoyable evening and we all learned a great deal.



December will start out at the Wyndham Hotel and their Festival of Lights. This will be a beautiful event because the Wyndham requested people/companies to sponsor a six foot pre-lit tree and to decorate it with ornaments, a skirt and topper. Two Rivers sponsored a tree and the theme was "Early Childhood". We met at the Wyndham on November 29<sup>th</sup> to decorate the tree and it turned out beautifully. The Wyndham will pick the winner of the most beautiful tree and they all will be donated to needy families. On this evening, the Wyndham will supply dinner, a chocolate room filled with of any type of chocolate you can name and raffles of all types of gifts. **WHAT A WAY TO START OFF DECEMBER!**

Then on December 13<sup>th</sup>, our chapter meeting turns into **Being a December Diva** with shopping from **Avon, Lia Sophia, Miche Bags, Pampered Chef, Tastefully Simple, Thirty One** and a few more vendors. We will even have **OfficeTeam** there to give us tips on resumes, interviewing techniques and other tidbits of information. **We are going to have a great time in December.**

Once all of the December festivities are over, we have to get back to business. On January 10<sup>th</sup> our chapter meeting will be about the **Art and Science of Managing Your Career** and on January 21<sup>st</sup>, we are offering the free **SharePoint 2010 Overview** and a **Do You Have What it Takes to Lead** class at DCG in Naperville. **Don't forget, I will be sitting up front for this one!** These classes were postponed from November 5<sup>th</sup>.

In closing my fellow members, I hope you have a **Happy Holiday Season and a Fantastic and Prosperous New Year!!!**



*Veronica Jones-Finley*  
"Ronnie"

Veronica "Ronnie" Jones-Finley  
Two Rivers Chapter President



### Reminder

You can now use PayPal to pay for your Dinner. See our website for more info: [www.iaap-tworivers.org](http://www.iaap-tworivers.org)

## THANK YOU!

Veronica "Ronnie" Jones-Finley, President

I would like to thank the following individuals:

Thank you to Mary Ellen Peiffer for the wonderful job she's doing as membership chair. She just took the ball and started running.

Thank you to Carrie Blaine for assisting Mary Ellen Peiffer in all that they do.

Thank you to Tad Scheele for the wonderful presentation on International Travel – WOW, the things you need to know.

Thank you to Carol Synal for putting together such a great program listing for the 2011-2012 year.

Thank you to Kathy Brown for the beautiful newsletters that she produces even though her father is very ill.

## Nifty New Feature in Excel 2007 – Remove Duplicates by Marie Herman

So you have inherited data that you know includes duplicate rows (or maybe you are merging a couple of lists together that have overlapping data) and you sure would like to find a way to remove those duplicates without having to manually delete the rows. To accomplish this action previously in prior Excel versions, you had to create a somewhat complicated Visual Basic macro. Enter Excel 2007 and the very nifty (I will repeat that: VERY NIFTY) Remove Duplicates feature that has been added.

**HOWEVER... DISCLAIMER!!! CAUTION!!! PROCEED WITH CAUTION BEFORE TRYING THIS!!! DATA DOES GET DELETED!!!! SAVE A COPY OF YOUR DATA FIRST JUST IN CASE!!! HAVE I MADE MYSELF CLEAR????**

OK, back to the cool Remove Duplicates feature now. There are a couple of things you need to know about this feature so that it functions correctly for you. To do that, we're going to set up a quick sample spreadsheet so you can see the consequences of your choices immediately.

Type (or just copy and paste) the white cells below in a new blank spreadsheet:

	A	B	C
1	First	Last	Fruit
2	John	Smith	Apple
3	Mary	Smith	Orange
4	John	Smith	Watermelon
5	Mary	Smith	Lemon
6	Allan	Smith	Lime

Got it?

Now click the Data Ribbon, then Remove Duplicates. Excel automatically selects your cell range. A window pops up and shows you a list of your columns with checkmarks in front of all the column names.

If you were to leave all three columns selected at this point, Excel would check for duplicates in all cells. That means that ALL THREE CELLS have to match ALL THREE CELLS in another row in order to be considered a duplicate. Thus, you would find NO duplicates if you ran it right now. (Feel free to go ahead and try it anyway).

If you were to uncheck Column C but leave columns A and B selected, Excel would remove the duplicate rows where there were exact matches in BOTH CELLS on each row and leave you with one row each of John Smith, Mary Smith, Allan Smith. Voila, right? Except for the minor detail that you don't get to pick which rows stay or go. Excel goes in order from top to bottom, keeping the first occurrence and deleting any duplicate rows that follow. Also, one more thing to note. Excel doesn't actually delete the full rows in your spreadsheet when it removes duplicates. It deletes the cells in the row within the selected data. Data outside your range is not affected. (So if you had data in cells E1-E6, it wouldn't be affected by the remove duplicates process taking place in cells A1-C6.)

If you were to uncheck Columns C and A, but leave Column B selected, Excel would remove ALL duplicates of Smith, which means you end up with one entry: John Smith.

Be aware that if you have preselected cells and you choose "continue with that selection" when the window pops up after you click Remove Duplicates, it will delete the duplicate cells (but only from what you have selected) and thus may leave blank cells in your data (which may or may not be what you want).

Another option for you to consider... Conditional Formatting in Excel 2007 now allows you to apply formatting on duplicate values and will show you a visual representation (i.e. certain cell color, text color, bold, whatever you want) of the matching cells. I am not explaining in detail here, but you can [see my past post on conditional formatting](#) to get started with it. However, this only checks each cell against other cells in the same column (not multiple cells against multiple cells), so it's more limited, but it's a bit of a doublecheck before you go randomly deleting rows.

That Remove Duplicates feature is pretty cool, isn't it? Obviously you can see why you need to be cautious in how you run it or you may end up with more or less data deleted than you wanted or expected. But this can certainly save you a ton of time!

Go forth and play!!! (Just remember that caution to save your data first!!)

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## The Seven Laws of an Effective Leader

Taking on a leadership role is only as difficult you make it. If you are new to the role or even the concept of being a leader, the new experience can be frightening and overwhelming or if you are more experienced in leadership roles, each can be frightening as well as overwhelming because of the unknown. A few of the 'unknowns': not knowing how you will serve in your role, not knowing where to begin, or not knowing how people will receive you. Here are 7 laws that you can abide by to make the transition effective:

### 1. Delegate don't dictate.

Assign tasks evenly amongst members of the team or committee, provide full explanations verbally and in writing, and provide deadlines for completion with follow-up dates built into the schedule.

### 2. Communicate don't confuse.

Fully explaining tasks will eliminate confusion down the road. Pay attention to non-verbal cues of confusion (raised eyebrows indicating a surprised look, blank stares, squinting eyes, etc.) this may be a sign that you need to provide additional information. Ask clarifying questions to ensure understanding.

### 3. Help don't hinder.

Be available to assist with tasks that have been assigned. There may be questions regarding procedures or some clarification needed, provide feedback and explanations; help the person understand what is expected of them and how the task can be completed.

### 4. Compliment and compensate.

Give compliments on a job well done to members of your team, co-workers, or colleagues. Thank them for their assistance. Compensate by giving rewards for their efforts and accomplishments; for example, publicly acknowledging people for their efforts in a team meeting is a form of compensation and builds loyalty amongst the team members.

### 5. Guide don't criticize.

Everyone makes mistakes. Guide your team members on the path to correct the errors and learn from them.

### 6. Prepare don't procrastinate.

Set deadlines and create check-lists and to-do lists and most importantly, stick to them! Procrastination is the root of all evil, team members will lose faith in your leadership, feel pressured, and will not give 110% due to negative experiences.

### 7. Be open to suggestions.

Letting team members know that you are open to suggestions builds confidence and trust and creates a comfort zone. Team members will be more open to voicing their thoughts and comments if there is a level of trust and comfort. Confident team members are more productive than intimidated or fearful team members.

Being an effective leader is a responsibility that you owe to yourself and your followers. Adhering to the laws of leadership will help you achieve success.

For more articles related to today's administrative professional, visit the [Office Professionals Place Blog](#).



### About Dewoun

Dewoun Hayes MAEd, CAP is Worklife Coach, speaker, and author. She is currently the IAAP IL Division Secretary. She has been a member of the IAAP for over 7 years. Dewoun has a Masters Degree in Adult Education and Training and holds the Certified Administrative Professional designation. Dewoun maintains the blog, the Office Professionals Place, which is dedicated to inspiring, educating, and motivating office professionals all over the world to be above the best.

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### Relocating for Work: What Would It Take?

Uprooting your life for a position in a new city is a huge endeavor. Whether you've accepted a job offer with a new company, or a position within your current organization, it's important to consider what factors would make a move worth the effort.

These include:

Compensation for the new position

Cost of living in the new city

Status of the new position

Distance of the move

Family considerations

What else should professionals consider before making a move for their career? Start by looking at the big picture. Make sure you're aware of all factors involved in relocating, rather than focusing on a single element of the job. For example, though a company may provide a solid benefits and compensation package, would you be comfortable living in the new city? Thirty-one percent of executives polled in a survey by our company said the quality of life in a new city would be the most influential factor in their decision to move. You may want to examine elements of the proposed geographic area, such as crime, school rankings and cultural events.

Other questions include: Does the employer offer moving assistance or job-placement services for spouses? Will you be needing a car or does the city have a good public transportation system? If you do need a car, will you have to pay for parking, or will your company cover this expense? Are there opportunities for further growth with the firm? Will you be able to work on the types of projects you enjoy? Will you be given the resources you need to succeed?

Even if relocating is a smart professional move, you also must determine if it's right for you personally. Does relocating come at a good time for you and your family? Are family members going to enjoy the new location, or will they resent losing friends, changing schools or having to find new employment? Can you afford the move and the cost of living in the new location?

Relocation can be a beneficial career move, as long as you examine all the factors associated with pulling up roots. While a move to a new city can be exciting, it's important to remember that for some the best choice is to stay put and wait for the next opportunity.

*OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has 315 locations worldwide, and offers online job search services at [www.officeteam.com](http://www.officeteam.com).*

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*Meet Joyce Schumpert  
Two River Chapter  
Board Liaison*

Joyce Schumpert is the Office Manager for Valley Industrial Association (VIA) in Aurora; a trade manufacturing group started in 1902. VIA serves manufacturers in Kane, Kendall, DeKalb and Western DuPage counties.

Joyce has worked for the VIA since 2000. In her role, she is in charge of the membership database, website, networking groups, events and financials.

She has a Bachelor of Science degree in Recreation and Park Administration from Western Illinois University. Joyce has her CC from the Toastmasters, was recently secretary of the Kendall County Historical Society and served for 7 years on the Girl Scouts of Fox Valley Board. She is a proud graduate of the Second City Improv program and hopes to take Improv classes for years to come.

Joyce has been a member of the IAAP Two-Rivers Chapter since 2007 and serves on the Membership Committee. Joyce has also enjoyed the networking opportunities and finds the training very valuable.

## Calendar of Events

<b>January 3rd</b>	TRC Board Meeting at Grant Thornton
<b>January 5th</b>	FREE Illinois Division Webinar—Rules of Effective Communication by Dewon Hayes
<b>January 10th</b>	TRC Meeting at Wyndham
<b>January 21st</b>	Professional Development Seminar at DCG
<b>January 31st</b>	R&E 2012 EFAM Scholarship Application Deadline
<b>February 7th</b>	TRC Board Meeting at Grant Thornton
<b>February 14th</b>	TRC Meeting at Wyndham
<b>February 15th</b>	May 2012 Certification Exam Application Deadline
<b>March 2012</b>	Technology Seminar
<b>March 1st</b>	FREE Illinois Division Webinar—Topic to be Determined
<b>March 4th—7th</b>	Spring Conference, Las Vegas, NV
<b>March 6th</b>	TRC Board Meeting at Grant Thornton
<b>March 13th</b>	TRC Meeting at Wyndham
<b>April</b>	Administrative Professionals Week Event (APW) Exact Date to be Determined
<b>April 3rd</b>	TRC Board Meeting at Grant Thornton
<b>April 22nd—31st</b>	Administrative Professionals Week
<b>May 1st</b>	TRC Board Meeting at Grant Thornton
<b>May 3rd</b>	FREE Illinois Division Webinar—Topic to be Determined
<b>May 4th &amp; 5th</b>	CAP and CAP-OM Exams
<b>May 8th</b>	TRC Meeting at Wyndham
<b>June 5th</b>	TRC Board Meeting at Grant Thornton
<b>June 8th—10th</b>	Illinois Division Annual Meeting (IDAM) 2012 at Wyndham
<b>June 12th</b>	TRC Meeting at Wyndham
<b>July 22nd—25th</b>	Educational Forum & Annual Meeting (EFAM), Grapevine, TX
<b>October 8th—10th</b>	Professional Enrichment Program (PEP) 2012 at NIU—Hoffman Estates

## Division Information:

The Illinois Division will be providing a FREE webinar series for Illinois Division members throughout the year.

**September 19th: Share Data Across Microsoft Programs** by Marie Herman was recorded for your convenience.

**November 3rd: Meeting Planning 2.0 Beyond the Basics** by Lisa Olson was recorded for your convenience.

**January 5th: Rules of Engagement: Methods for Effective Communication** by Dewoun Hayes

**March 1st:** Topic & Speakers to be determined

**May 3rd:** Topic & Speakers to be determined

Go to [www.iaap-illinoisdivision.org](http://www.iaap-illinoisdivision.org) for registration and recordings.

**Support the Illinois Division!** Check out our division fundraiser here:  
[www.efundraisingonline.com/IllinoisDivisionIAAP](http://www.efundraisingonline.com/IllinoisDivisionIAAP)

**Are you interested in joining a Virtual Chapter? Or do you know someone who might be?** Virtual Illinois Professionals (VIP) may be for you! Go to [www.iaap-illinoisdivision.org](http://www.iaap-illinoisdivision.org) and sign on with your member login to get the link to find out more.

## Headquarters Information:



### Options Training Program

The Options Office Skills Training Program provides quality training for office support staff through a series of self-study modules spanning four skill levels. Materials can be used individually or in groups. After choosing a skill level, employees can reasonably finish one module per month. Each employee receives a certificate after finishing the module, completing the assignments and submitting them to IAAP. Those who complete all 12 modules are eligible for 24 IAAP Certified Administrative Professional recertification points.



### Options Technology Training Program

With Options Technology hands-on learning, you get comprehensive technology training that will increase your productivity as you move from the basic to advanced levels. Hone your skills and prove your competency with Microsoft Office certification. Options Technology gives you everything you'll need to prepare for the Microsoft certification exams. Options Technology has earned one of the highest scores of any instructional materials. Be confident in your knowledge of Microsoft Office as you use the post assessments to measure your readiness to take your certification exams.

**Leadership Nominations**—You've got until January 15, 2012 to apply for an international-level leadership position within IAAP. More information and applications are available on the web community.

## HQ Information Continued:

Be sure to check the IAAP website for free podcasts. Get topics to help you in the workplace. They don't take a huge bite out of your workday.

**Making the Leap to Remarkable**—Learn why IAAP President Tamra Goodall chose "Making the Leap to Remarkable" as the 2011-2012 international theme and what that means for admins and the association.

**Graphic Design Tips**—Expert Jenny Miller maps out practical steps for mastering the basics of graphic design.

**A Kick In the Attitude**—Motivational speaker and 2011 EFAM presenter Sam Glenn talks about achieving success with a positive mental and emotional outlook.

**The Guide to Making Work Optional**—Bill Losey offers retirement advice for Baby Boomers.

**Put Your Ideas to Work for You**—Learn how Jonathan Simkin started swoop-that.com when he saw that he had a better idea for handling buying and selling college texts.

**What's In It For Me Webinar Available**—If you know someone who may be interested in IAAP but would like to know more before joining, they can now view a recorded version of the What's In It For Me? Why IAAP is Perfect for You webinar on the IAAP website. Prospective members will discover what's in it for them and how IAAP can help them become career-minded administrative professionals.

# Research & Educational Foundation

## *R&E Offering New Scholarship*

The Research and Educational Foundation wants to help you grow your career!

We're going to do that with the R&E's new [2012 EFAM Scholarship Program](#). The program helps cover the cost of attendance for temporarily unemployed admins or those who have never been to EFAM before. It's part of the foundation's commitment to helping admins reach and maintain their professional edge. Scholarship applications will be accepted starting **Oct. 1, 2011 through Jan. 31, 2012**.



Visit the [updated R&E Web page](#) to learn more about the EFAM scholarships, the foundation and how to help the R&E reach its goals. The page includes an FAQ about the R&E, PowerPoint presentation and script, scholarship information and donation forms. It's the go-to source for the R&E.

Please join the R&E as we advance the careers of administrative professionals.

## HQ Information Continued:

### Why strive to be a Member of Excellence? What in it for me? Why should I take the time?

**Do it for Your Career!** Become a Member of Excellence to show your employer that you strive for professional excellence.

- Continuing education/improving your skills/becoming a more valuable employee
- Display certificate during performance evaluation
- Request letter from IL Division be sent to your employer for additional recognition

### Do it for Your Future Employment!

- Use “Member of Excellence” achievement on your resume and portfolio
- To be recognized for the pursuit of education and excellence in your profession

### Do it for Your Association!

- Your Chapter needs 7% of its members to be MOE’s to achieve the Chapter of Excellence
- Your Division needs 7% of its members to be MOE’s to achieve the Division of Excellence

#### Member of Excellence Goal Sheet 2011-2012 (meet 8 of the 11 criteria)

1. Hold a current IAAP Certification (i.e. CAP as prescribed by the new curriculum.)
2. Download the Member of Excellence Commitment form; sign and date the form
3. Actively participate in the IAAP web community forum discussions or write an article (minimum 200 words), and have it published in an IAAP publication (chapter, division, or international level.) Recommending another author’s article does not qualify.
4. Attend at least one professional educational workshop, seminar or conference (at least 60 minutes in length) and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it cannot be included in your calculations to meet the requirement of criterion #9.
5. Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or university or hold a Microsoft certification.
6. Pay membership dues on or before anniversary date. This criterion is a **mandatory** requirement.
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a student chapter advisory board or the school’s advisory board for the office administration program.
8. Conduct a public presentation, program or training at least 60 minutes in length. (Note that the presentation does not need to qualify for recertification points).
9. Attend a minimum of eight (8) IAAP chapter, division or international sponsored meetings, programs or events (any combination.) These meetings, programs, or events cannot include an event used to meet the requirement of criterion #4.
10. Recruit at least one new member.
11. Integrate IAAP membership and involvement into annual performance plan or review.

### Other Chapter Happenings:

**Lake County:** December 6th—Holiday Dinner

**Greater Will County:** Meetingless meeting Holiday Party

**Alton:** December 8th—Christmas Party

**DuPage:** December 12th—An Executive Leader’s Perspective on Exceptional Support, What DOES your executive REALLY need?

**Quad City:** December 12th—How Dress for Success Impacts Our Business Community

**Greater Lakes:** Holiday Event

**Chicago Lake Shore:** December 15th—Networking and Relationship Building

**Greater O’Hare:** December 15th—Annual Holiday Party

**Golden Corridor:** December 3rd—Network luncheon & Hotel Tour at Crowne Plaza Chicago O’Hare Hotel



Two Rivers Chapter 2011-2012 Program Schedule  
<http://www.iaap-tworrivers.org>



Month	Topics	Speakers	Social Event	City Training
September	September 13 Meeting Planning Progressive Hotel Tour	Naperville Convention and Tourism Center	Sept 29 Wynndham Bonfire	
October	October 11 Handling Disappointments in our Relationships at Work	Dianne Michals Serendipity HR	October 20 NIU Hospitality Expo 3:00 – 7:30	
November	November 8 Corporate Travel Trends and Tips	Tad Scheele Hobson Travel	Nov 29 Tree Trimming	
December	December 13 December Diva Holiday Event Holiday Shopping	Office Team – Landing a Job in Difficult Times Holiday Shopping Bazaar	Dec 1 - Wynndham Tree Decorating	
January	January 10 The Art & Science of Managing Your Career	Nicole Keller Devry		January 21, 2012 Computer Workshop SharePoint Overview Leadership Skills
February	February 14 Financial Trends	Deena Manna Financial Services Rep MetLife	Schmatzke Deli Tasting (tentative)	
March	March 13 Goal Tending – 5 Steps to Get Where You Want To Be!	Jerilyn Willin J Willin Consulting-	Irish Pub Crawl (tentative)	
April	April 10 – date subject to change APW Event Vendor Expo	TBD	Sullivan's APW Event	Computer Workshop TBD
May	May 8 Social Media Skills Linked in, Facebook, Twitter	Brian Basilico B2B Marketing	Morton Arboretum Tour (tentative)	
June	June 12 "Are you Insane?" Insanity means doing the same thing over and over and expecting different results... Turn Resolutions Into Reality	Staci Boyer Motiv8n U		

Programs subject to change

# Two Rivers Chapter



Be a December Diva!  
 One Stop Holiday Shopping  
 and "Landing a Job in Difficult Times"  
**Tuesday, December 13, 2011**  
 5:30 Check-in/Shopping Preview  
 6:00-6:30 Dinner/Business Meeting  
 6:45 Office Team Introduction  
 7:00-8:00 Shopping and/or  
 Meet with Office Team Consultants

We know the holidays can be stressful! Come join us for a night of shopping (no malls!) In addition, representatives from Office Team will be available to give us tips on job searching over the holidays and landing your next job! Office Team will have a booth and offer resume critiquing!

INVITE YOUR FRIENDS!!!  
 FIRST TIME GUEST WILL PAY REGULAR DINNER FEE



**Please RSVP by December 6, 2011**

**DINNER RESERVATIONS WILL NOT BE CONFIRMED UNTIL RSVP IS RECEIVED.**

Reservations received after December 6 will not be honored.

Cancellations are required 48 hours in advance of the event. Late cancellations and no shows will be billed a fee by the chapter. All no show/late cancellation fees must be paid prior to the next TRC event or meeting.

Please RSVP the following information to: - [deborah.allen@ns.gt.com](mailto:deborah.allen@ns.gt.com) or send bottom portion to:  
 Deborah Allen, 1901 South Meyers Road, Suite 455, Oakbrook Terrace, IL 60181

X Cut here and return bottom portion

You can now use PayPal to pay for your dinner.  
 See our website for more info: [www.iaap-tworivers.org](http://www.iaap-tworivers.org)

## TRC Monthly Meeting, Tuesday December 13, 2011

- Yes, I will attend without dinner.
- Yes, I will attend and will be having dinner.
  - Member (\$17)
  - Guest (\$17) (normally \$20) – special pricing for guests due to format of meeting
- No, I will NOT be attending.

Name: (please print) \_\_\_\_\_  
 Email: \_\_\_\_\_  Work  Home  
 Phone Number: \_\_\_\_\_  Work  Home





*Do you ever get the feeling that no one listens to you?*

Illinois Division  
presents

*Need an effective approach to keep people engaged in what you have to say?*

# *Rules of Engagement:*

## Methods for Effective Communication

### Webinar

### Speaker: Dewoun Hayes MAEd, CAP

**FREE for IAAP  
IL Division  
members!**

Location: Wherever YOU are!  
Date: Thursday, January 5, 2012  
Time: 7 p.m. CST

**\$10 for Non-IL  
Division  
members!**

**Want to attend?**

Register at <http://tinyurl.com/63ylyxv>

**1 Re-certification Point!**




#### About Dewoun

Dewoun Hayes MAEd, CAP is Worklife Coach, speaker, and author. She is currently the [IAAP IL Division](#) Secretary. She has been a member of the IAAP for over 7 years. Dewoun has a Masters Degree in Adult Education and Training and holds the Certified Administrative Professional designation. Dewoun maintains the blog, the [Office Professionals Place](#), which is dedicated to inspiring, educating, and motivating office professionals all over the world to be above the best.

# Two Rivers Chapter





## The Art & Science of Managing Your Career

**Tuesday, January 10, 2012**

**Wyndham Lisle Hotel**

5:30 Check-in/Networking/Hotel Tours  
6:00 - 7:00 p.m. Dinner/ Business Meeting  
7:00 p.m. Program

*Program approved for one certification point*

**Speaker:** Nicole Keller, Keller Center For Corporate Learning  
**Program:** The Art & Science of Managing Your Career  
 Whether you are actively searching for work or interested in your professional advancement, this workshop offers relevant and timely information on how to manage your career.  
 - Learn how to craft a personal bio and resume, and your 60 second elevator speech.  
 - Learn how to present yourself & polish your interviewing skills.  
 Become more knowledgeable about the changes in the 21st Century Workforce. These changes include a fundamental transformation for all industries and require increasingly higher skill sets and higher education. Assess your competitive edge in today's workforce and recognize the value of education in today's job market. Join us to learn more about the Art and Science of Managing your Career!

**Please RSVP by January 3, 2012**

**DINNER RESERVATIONS WILL NOT BE CONFIRMED UNTIL RSVP IS RECEIVED.**

Reservations received after January 3 will not be honored.

Cancellations are required 48 hours in advance of the event. Late cancellations and no shows will be billed a fee by the chapter. All no show/late cancellation fees must be paid prior to the next TRC event or meeting.

Please RSVP the following information to: - [deborah.adelman@us.gt.com](mailto:deborah.adelman@us.gt.com) or send bottom portion to:  
 Deborah Adelman, 1901 South Meyers Road, Suite 455, Oakbrook Terrace, IL 60181

✂ Cut here and return bottom portion

You can now use PayPal to pay for your dinner.  
 See our website for more info: [www.iaap-tworivers.org](http://www.iaap-tworivers.org)



**TRC Monthly Meeting, Tuesday January 10, 2012**

- Yes, I will attend without dinner.
- Yes, I will attend and will be having dinner.
  - Member (\$17)
  - Guest (\$20)
- No, I will NOT be attending.

Name: (please print) \_\_\_\_\_

Email: \_\_\_\_\_  Work  Home

Phone Number: \_\_\_\_\_  Work  Home

# Two Rivers Chapter



## SharePoint 2010 Overview And Do You Have What It Takes? Saturday, January 21, 2012 DCG Professional Learning Centers 1551 Bond Street, Suite 109, Naperville, IL 60563

9:00 am to 12:00 pm

Light refreshments will be available onsite  
Three (3) CPS/CAP points approved for this seminar

**Program:** SharePoint 2010 Overview  
Take a quick tour of SharePoint 2010 and see how it can impact your workflow and collaboration.  
Do You Have What It Takes?  
You don't have to be in a leadership position to lead.  
Let's explore leadership traits you can demonstrate in any position.  
Define leadership and its characteristics.  
Examine your work style and consider the things you can do right now to put you on the road to leadership.

### Please RSVP by Friday, January 13, 2012

Reservations received after January 13 will be considered based upon classroom size.  
Cancellations are required 48 hours in advance of the event. Late cancellations and no shows will be billed a fee by the chapter. All no show/late cancellation fees must be paid prior to the next TRC event or meeting.

Please RSVP the following information to: - [deborah.allen@ns.gt.com](mailto:deborah.allen@ns.gt.com) or send bottom portion to:  
Deborah Allen, 1901 South Meyers Road, Suite 455, Oakbrook Terrace, IL 60181

*Cut here and return bottom portion*

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See our website for more info: [www.iaap-tworivers.org](http://www.iaap-tworivers.org)



### TRC Computer Class, Saturday January 21, 2012

- Yes, I will  
 Member (Free)  
 Non Member (\$10)

No, I will NOT be attending.

Name: (please print) \_\_\_\_\_

Email: \_\_\_\_\_  Work  Home

Phone Number: \_\_\_\_\_  Work  Home

# Save The Date!!!

*IDAM 2012*  
*June 8-10, 2012*  
*Lisle, IL*



Mark your calendar for the 2012 Illinois Division Annual Meeting, being held on June 8-10, 2012 at the Wyndham Lisle Hotel in Lisle, IL.

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- Fellowship
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DCG through its alliances can provide training throughout the country and can offer classes to fit your needs. Explain your needs and DCG will customize a training solution for you and your employees, letting you focus on the business at hand, and helping your organization to succeed.

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