

HIGH RISE HAPPENINGS

September 2011

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IAAP's Core Values

INTEGRITY: We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

RESPECT: We create respect within our profession and association through listening, understanding and acknowledging member feedback.

ADAPTABILITY: We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

COMMUNICATION: We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

COMMITMENT: We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

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President's Message

Greetings! I am pleased to be addressing you as President of the Denver Downtown Chapter again this year. How did summer slip away so fast? For most, it was a HOT one, and it's still hot here in the Rockies. At least we didn't have an earthquake or hurricane to deal with. My heart goes out to those on the East Coast, and I hope that the worst is over for all of them!



This year's IAAP International theme is: What does this mean for our chapter? It means that we have an opportunity to become remarkable in both our personal and professional roles. The board will be busy finalizing plans for a year of growth through networking, leadership and education. We hope that you will grow with us as team members and contribute to our chapter in a way that is most suited to your strengths. Consider chairing a committee, being a committee member, or assisting with planning an event.

We are excited to be hosting a membership drive and mixer on **September 14th at The Westin Denver Downtown from 4:00-6:00 p.m.**, poolside. This is a great way for you to mix and mingle with current members and, hopefully, meet some new ones! Feel free to invite a guest or two.

Later in the year, our chapter will once again host the Administrative Professionals Week event with the Denver and Boulder chapters. Let one of the board members know if you would be interested in joining that committee.

In our chapter, everyone's ideas and thoughts matter. Please consider sharing anything you think would help us all make the leap to remarkable!

Sheri Kelley

Member Resources and Information

Where can you find

- New member information
- IAAP association directory
- Edit your contact information
- Pathways of Excellence criteria
- Membership reports
- IAAP membership Affinity benefits
- Upcoming events
- Certification information
- Education resources

<http://community.iaap-hp.org/memberresources/>

Log-in

In order to access these links you need to use your member log-in. The following link will give you directions on how to set up your member log-in.

<http://community.iaap-hp.org/userguide/loggingon/>



Featured Article by OfficeTeam

BAD BOSS BLUES

OfficeTeam Survey: Nearly Half of Employees Said They Have Worked for Unreasonable Managers; One in Four "Suffered Through the Torment"

MENLO PARK, Calif., -- It's no wonder bad bosses often make it to the big screen: Many workers can relate. Nearly half (**46 percent**) of employees surveyed by OfficeTeam said they have worked for an unreasonable manager. Among those who have been beleaguered by challenging supervisors, most (**59 percent**) stayed in their jobs and either tried to address the situation or resolved to live with it.

The survey was developed by OfficeTeam, a leading staffing service specializing in the placement of highly skilled administrative professionals. It was conducted by an independent research firm and is based on telephone interviews with 441 workers 18 years of age or older and employed in an office environment.

Workers were asked, "**Have you ever worked for an unreasonable boss?**" Their responses:

- Yes 46%**
- No 54%
- 100%

Workers who have had an unreasonable boss also were asked, "**How did you respond?**" Their responses:

- Stayed put but tried to deal with the issue 35%**
- Quit my job eventually once I had another job lined up 27%
- Stayed put and suffered through the torment 24%**
- Quit my job immediately without having another job lined up 11%
- Don't know/no answer 3%
- 100%

"Bad bosses aren't necessarily bad people, but they certainly can make work challenging for those who report to them," said Robert Hosking, executive director of OfficeTeam. "Often, individuals are promoted because they excel in a given job, but that doesn't mean they have the skills to be effective leaders."

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Added Hosking, "Friction between supervisors and employees can stem from differing work styles. It's not possible to control your boss's actions, but you can change how you respond to them."

OfficeTeam identifies five common types of challenging bosses and tips for working with them:

Boss type	Coping strategy
<p>The micromanager has trouble delegating tasks. This boss looks over your shoulder to make sure you complete a project <i>exactly</i> as told.</p>	<p>Trust is usually the issue here, so make sure you build it. Don't miss deadlines, pay attention to details and keep your supervisor apprised of all the steps you've taken to ensure quality work.</p>
<p>The poor communicator provides little or no direction. Your assignments often have to be completed at the last minute or redone because goals and deadlines weren't clearly explained.</p>	<p>At the outset of a project, ask for any information your boss has not yet provided. Diplomatically point out that these details are necessary to ensure you meet his or her expectations. Seek clarification when confused and arrange regular check-ins.</p>
<p>The bully wants to do things his or her way, or no way at all. Bosses like this also tend to be gruff with others and easily frustrated.</p>	<p>Stand up for yourself. The next time your supervisor shoots down your proposal, for example, calmly explain your rationale. Often, this type of manager will relent when presented with a voice of reason.</p>
<p>The saboteur undermines the efforts of others and rarely recognizes individuals for a job well done. This supervisor takes credit for employees' ideas but places blame on others when projects go awry.</p>	<p>Your job is to make your boss look good, but not at the expense of your own career advancement. Ensure your contributions are more visible to others, especially senior management. Get information in writing from this person so you have a chain of communications to refer to, if needed.</p>
<p>The mixed bag is always a surprise. This manager's moods are unpredictable: He or she may confide in you one day and turn a cold shoulder the next.</p>	<p>Try not to take this boss's disposition personally. Stay calm and composed when dealing with this supervisor. When he or she is on edge, try to limit communication to urgent matters.</p>

For additional information on how to collaborate with professionals who have different work styles, and a survey that can help you identify your own work preferences, visit www.officeteam.com/workstyle.

About OfficeTeam

OfficeTeam is the nation's leading staffing service specializing in the temporary placement of highly skilled office and administrative support professionals. The company has more than 315 locations worldwide and offers online job search services at www.officeteam.com. This article is featured on the OfficeTeam website on July 5, 2011 at <http://officeteam.rhi.mediaroom.com/badboss>.



Downtown Denver 2011 Membership Drive and Mixer

Become a Member

**The International Association
of Administrative Professionals
Denver Downtown 2011
Membership Drive & Mixer**



**Join us to learn more about taking
the first step to becoming a
Certified Professional
Secretary/Certified Administrative
Professional, CPS/CAP**



Inviting all administrative professionals to join us for the IAAP Denver Downtown Chapter Membership Drive at the Westin Denver Downtown Hotel

Come mingle with active IAAP members and discover what IAAP is all about!

**Wednesday September 14th 2011
4:00 PM—6:00 PM**

The event will be located at the Westin Denver Downtown on the roof top pool deck over looking the city

Please come join us for some refreshing after-work cocktails and light hors d'oeuvres

Door Prizes & Giveaways

Complimentary valet validation will be provided

Feel free to bring a guest or two

If you can join us, please RSVP by September 6th

To RSVP click the following link:

[Yes, I will be able to join](#)

[No, I will not be able to join](#)

Or RSVP directly to Ryan Witherspoon at the Westin Denver Downtown:
Email or call: Ryan.witherspoon@westin.com (303) 572-7229



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