



International Association of  
Administrative Professionals®  
Edmonton Chapter

# Passion & Purpose



I A A P - E D M O N T O N C H A P T E R

## President's Message

Hello everyone,

There are so many exciting things happening with our chapter. The first event of the year is our Information Night which is taking place this evening at the Edmonton Petroleum Club, organized by the Events Committee, chaired by Alicia Prilipp. We are a young and innovative chapter with 56 members and this evening you will have the opportunity to meet some of us, find out who we are, where we've come from, what we stand for and how you can get involved with our chapter.

My vision this year is **growth and participation**. Opportunities exist, at either a member or board level, and can be pretty flexible to accommodate the amount of time you can devote. But the return on your investment in both time and dollars will be maximized by being more involved than just attending meetings because being involved at that level truly gives you a better opportunity to **CONNECT, EXCEL, and LEAD**. That's just what we do: Connect our members and guests to allow them to Excel in their profession and Lead their organizations to success.

You never know your big opportunity may be right where you are now; I am looking forward to tonight.

The next event that the Events Committee is planning is the Administrative Professional Day Conference - April 20, 2011, at the Ramada Hotel and Conference Centre. Please keep an eye out for this and other events posted on our website ([www.iaapedmonton.com](http://www.iaapedmonton.com)).

To inspire and equip all  
Administrative Professionals  
to attain excellence.

Ingrid Piecha  
President  
IAAP Edmonton Chapter



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### INSIDE THIS ISSUE:

Chapter News	2
Website Tips	2
Membership/ Certification Updates (with training info)	3
Meet a Member	3
Dinner Meetings Chapter Events	4
Guest Speaker Profile	4
Temporary Work Myths	4

## Membership

Membership in IAAP gives you the support you need to advance your career.

We offer three types of membership:

**Professional:** You're currently employed (or were within the last two years) as an administrative professional or a holder of the CPS and/or CAP rating or an employed teacher of business education.

**Student:** A student enrolled in business education (four years max as a student member).

**Associate:** An individual, firm or educational institute that sustains the objectives of IAAP. For business or institution provide the name and address of contact person.

To find out more about joining a chapter and division, visit the website at [www.iaap-hq.org/aboutus](http://www.iaap-hq.org/aboutus) and click "Chapter Locator" on the left.

#### Our Mission:

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

## Chapter News

### Welcome to the International Association of Administrative Professionals Information Night—Member Recruitment

We are celebrating the Passion behind IAAP & the Purpose of joining IAAP,  
with special guest presenter **Dawn Becker-Western Canada Division President.**



Take time to peruse the information tables, while you enjoy hor d'oeuvres, a cash bar and remember admission is free!  
We would love to answer any questions you have. **Have a good time!**

**JOIN US!** Our chapter is partnering with Academy of Learning, Consumers Choice Awarded Business Career College, and Digital School, AutoCAD authorized training centre at The Canada Career Week Fair for a two-day career information and job fair. It is Edmonton's most comprehensive and best attended career and job fair. This year's fair will feature approximately 175 exhibits and draw approximately 10,000 visitors.

**The 2010 Career Fair will be held Friday November 19th (9:00 a.m. - 5:00 p.m.)  
and Saturday November 20th (10 a.m. - 4:00 p.m.)**

**at the EDMONTON EXPO CENTRE** (Northlands Agricom Edmonton). There is free admission and free parking.  
([www.canadacareerfairedmonton.com](http://www.canadacareerfairedmonton.com))

Please see Ingrid if you are interested in volunteering at the booth for one day or both days with two hour intervals send an email to [Ingrid.piecha@ercb.ca](mailto:Ingrid.piecha@ercb.ca) and call at 780-427-9481 for further information.

### Education Forum and Annual Meeting (EFAM), July 24-27, 2011

Next year **EFAM** is coming to *Montréal*, one of the most beautiful cities in the world, known for its cosmopolitan lifestyle, hospitality with a distinctly French flavour; and a certain 'je ne sais quoi' flair.

We have done the math - if you save \$4 a day, from now until it's time to leave for Montreal, you will have over **\$1400** saved toward your trip. And to help save we have introduced the **EFAM Piggy Bank the cost \$6.00**. If you faithfully add \$4 each day to ensure that, you will be sitting at a sidewalk café in Old Montréal, sipping your café au lait after a hard day of skills upgrading and networking.

We have a small quantity so please contact Vern McLaren ([vern.mclaren@aecom.com](mailto:vern.mclaren@aecom.com)) to purchase the EFAM Piggy Bank. They will also be for sale at the next dinner meeting on December 7, 2010.



## Website Tips

### Member Resources – IAAP-HQ Website

From the main IAAP-HQ home site, ([www.iaap-hq.org](http://www.iaap-hq.org)), log in and access the Member Resources tab, where you can find staff and board directories, information about upcoming events, frequently requested documents, IAAP site builder help and much more. Look up dues, renewal information, certification materials and other education resources which can also be found in this section. Chapter officers can access Membership Reports and Pathways to Excellence information.

A chat feature is also available in case you would like to chat with other members. (*The chat room only works with the Internet Explorer web browser.*)

If you have questions about using the main site, or the Edmonton community, please contact Vern for more information.

Vern McLaren, CPS  
Vice-President  
& Chapter Webmaster



VISIT US ON THE WEB AT  
[WWW.IAAPEDMONTON.COM](http://WWW.IAAPEDMONTON.COM)

*Eye on Edmonton! will return in December*

# Membership / Certification Updates

## Membership Information

The International Association of Administrative Professionals is a not-for-profit professional association for office professionals with approximately 28,000 members and affiliates and nearly 600 chapters worldwide. Our mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

*The association founded in 1942 as the National Secretaries Association to provide a professional network and educational resources for secretarial staff. The association's name was changed in 1998 to the International Association of Administrative Professionals to encompass the large number of varied administrative job titles and recognize the advancing role of administrative support staff in business and government.*

When you join a Chapter, you'll receive:

Monthly chapter meetings and educational opportunities  
Access to IAAP's web community  
Leadership development  
Networking  
Electronic newsletters

OfficePro Magazine  
Discounts on training, education and conferences  
Online resources  
Professional Certification opportunities



You'll also receive personal support with other administrative professionals who can celebrate with you in the victories at work and give you advice during the difficult times. Join IAAP and impact your workplace and your career.

## Certification Information

Today's office professional does more than type and file. To get ahead, an administrative professional requires a wide variety of skills including project management, computer applications, organization, scheduling, communications, research, filing and electronic recordkeeping, customer service and event planning. These disciplines are changing rapidly. It's hard to keep pace with the changing face of the office on your own.

With admins handling a wider variety of duties beyond strictly clerical roles, it's essential to learn the latest in office trends, culture and technology. That's where IAAP comes in. We offer office professionals industry-recognized certification and up-to-date training to help you keep the competitive edge in today's tough economic times.

## Training

**OPTIONS Training:** OPTIONS Training is a self-study course offered by IAAP. All the concepts are pertinent, no matter what your job is or how long you've been in the profession. Each level focuses on career and personal development, people and task skills. Areas that progress over the levels include self-management, team skills, office management and information management.

**Learn at your Desk:** IAAP has partnered with KRM Information Services, Inc. and McMurry to bring virtual learning events directly to your PC. Let IAAP help you hone your professional skills with audio seminars and audio-and-web-based workshops.

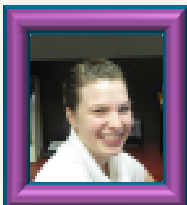
Hilary Allbon, CPS, MOS  
Membership/Certification Chair  
Director at Large



## Meet a Member

*My name is Sonya Brand and I am a new member to the Edmonton Chapter and to IAAP as a whole.*

I am currently employed at a not-for-profit organization that works in assisting Brain Injury Survivors regain and relearn life skills. I enjoy my job very much.



My boss was actually the one who suggested IAAP, previous people in my position had signed up and found benefits. I signed up and right away found the OPTIONS training very interesting. I have since been working through Level One and am reaping the benefits already. There is a lot to be said about looking at your attitude and professionalism more closely. This training has helped me become a better administrative professional and a better employee.

I am excited about the Edmonton chapter and IAAP as a whole. I look forward to expanding my knowledge of our industry as well as expanding my contact base within the administrative professional community.

*Have you checked out the new IAAP Edmonton website?*

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**PASSION & PURPOSE**  
BY FRANKLIN & PRILLIPP

We currently account for 56 members of the world wide membership of IAAP.

Edmonton Chapter meetings are held on the second Tuesday of the month (except April, July and August) at the [Edmonton Petroleum Club, 11110 - 108 Street](#) - just across from the Kingsway Garden Mall.



Our monthly meetings open doors of opportunity that can assist you in career building. They provide topics that amuse, entertain, engross and educate you. After the fabulous meal and before the enlightening presentation there is a brief business meeting that covers chapter business.

For more information and to see our upcoming schedule of speakers visit our website. We warmly invite you to join us.

## Business Dinner Meetings

December 14, 2010	March 8, 2011	Time: 5:30 pm until 8:30 pm
January 11, 2011	May 10, 2011	Members - \$30
February 8, 2011	June 14, 2011	Non-members - \$35



## Chapter Events

**November 9, 2010 - Information evening (reception style) @ the Petroleum Club**

April 20, 2011 - *APD Full Day event (Ramada Hotel & Conference Centre)*

*Please send silent auction items to Alicia Prilipp ([alicia.prilipp@aecom.com](mailto:alicia.prilipp@aecom.com)) for APD.*



## Guest Speaker's Profile

**December:** Charmaine Hammond has a Master's Degree in Conflict Management and Analysis; a BA in Social Development Studies and Diploma in General Social Work. She is an international speaker, an award winning author and entrepreneur.



Working on Passion & Purpose is more than simply showing up and being present. It is a way of working with intention, thus giving more meaning to work. Working this way requires focus, clarity and spirit.

What do these three qualities look like? There is much we can learn from **Toby**. An 8-year-old Chesapeake Bay retriever and his story will provide participants with a meaningful example of purposeful work in teams and in business.

## Temporary Work: An Overlooked Option?

As companies bounce back from the downturn, they are adding new staff. But many aren't yet able to hire full-time workers, so they are turning to temporary professionals instead. Some job seekers overlook temporary work, largely because of persistent myths about what it does or does not entail. Here are four myths commonly associated with temporary work and the realities behind them. Don't let the following misconceptions stop you from considering a potentially beneficial interim opportunity.

**Myth #1:** *Temporary work doesn't look good on a resume.*

**Reality:** Temporary assignments can — and should — be assets on your resume. List the staffing firm as your employer and then describe the job duties you have performed for various companies. Experience gained through interim assignments can often boost your qualifications in the eyes of a potential employer.

**Myth #2:** *Temporary work will interfere with my search for a full-time position.*

**Reality:** Many businesses view interim engagements as a way to evaluate individuals for full-time roles and often hire temporary workers they've had an opportunity to observe firsthand. Project work also allows you to enhance your skill set, make new contacts and earn an income while continuing your search for a full-time job.

**Myth #3:** *Temporary assignments don't offer competitive compensation.*

**Reality:** Temporary and contract positions typically offer rates on par with salaried ones, and individuals with the most sought-after skills can often command a premium.

**Myth #4:** *Working with a staffing firm will cost me money.*

**Reality:** Respectable staffing firms never charge candidates for their services. All the fees are covered by the company that is hiring. If you decide to pursue temporary work, register with a staffing firm that specializes in the administrative field. Representatives from these companies have deep networks within the local business community. They can truly understand your professional preferences and goals and can effectively market your qualifications to employers.

*OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 320 locations worldwide, and offers online job search services at [www.officeteam.com](http://www.officeteam.com).*