

IAAP Edmonton Chapter

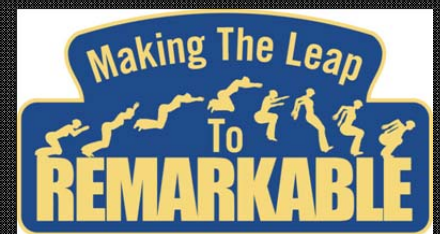
December 2011

VOLUME 09 ISSUE 01



International Association of
Administrative Professionals®

Edmonton Chapter



President Message

So where has the time gone, hard to believe it is already December and for most, probably one of the busiest time of the year. The festive season for some of us has already begun (staff parties, spending time with family and friends and of course finding that perfect gift) so be safe.

So now for a quick update! Since September, we held one chapter meeting on tricks and tips on Word 2007; we held a membership drive (which we gained 5 new members from); and a guest speaker that helped us realize that by changing the way you say something or see something than your life quality can also change for the better! We are also well on our way for the Chapter of Excellence (COE) with 3 out of 8 criteria already met! So how are you doing on your Member of Excellence (MOE)? Did you know that by YOU achieving your MOE will help your Chapter? Well it does! Criteria 8 of the Pathways to Excellence (P2E) for the Chapter is "at least 7% of the chapter members qualify for Member of Excellence". Feel free to contact anyone of your board members if you need clarification or help with achieving any of the criteria.

Thanks again to all the volunteers and the work they do to grow the Edmonton Chapter and to you the members (new and old) for without you, there wouldn't be a Chapter. Wish everyone and their families, all the best during the festive season. Hope to see you all again at all of the upcoming meetings and events!

Vern McLaren, CAP

President, IAAP Edmonton Chapter

MARK YOUR CALENDARS

Upcoming Event Dates for 2012

IAAP Chapter Dinner Meetings

January 10

February 14

March 13

April 25

May 8

June 12

SAVE THE DATE

Administrative Professionals Day

April 25, 2012

Chateau Louis

From 8am-4pm

Tickets: \$149.00 member \$169.00 non member.

More information to come - stay tuned!!!

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:

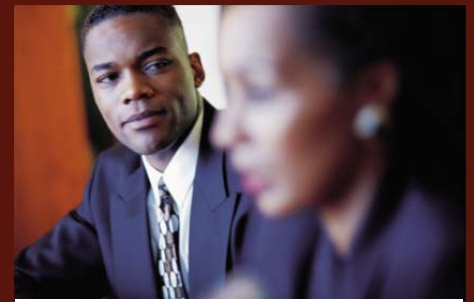
- Compensation for the new position
- Cost of living in the new city
- Status of the new position
- Distance of the move
- Family considerations

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-three per cent 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 need 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.



Quick Tips

Here's a little tip you can try in Microsoft Word. If you have something typed in UPPER case and you want it in lower case, or Mixed case, you can select the text and press shift F3 a few times until it looks like what you want. If you have word 2007 or 2010, there's a button on your ribbon that does this too - it's called Change Case (look in your Format menu if you have earlier versions). It will cycle you through variations of your selected text (ie, upper, lower, sentence, title, etc). Try it out! It will save you a lot of retyping!

Know It Sooner Computer Training

www.knowitsooner.com

Things you should know, but probably don't:

Ketchup was sold in the 1830's as medicine.

Celery has negative calories! It takes more calories to eat a piece of celery than the celery has in it to begin with. It's the same with apples!

Chewing gum while peeling onions will keep you from crying!





Website

Did you know.....are you with Facebook and/or LinkedIn? Well so are we! Why not join our groups and get more out of your membership. Have something to say or have a question, then post it on either site, what better way to get your answers but from other professionals like you! Also, the Edmonton Chapter would like to start an FAQ page to help with finding valuable information on HQ website. Just send me your question (we have to start somewhere) and I will send you a link and then add that to our page! If you are having difficulties finding something than I am sure that so are a number of our members. Help us develop a useful tool for everyone and make our website the BEST!

www.iaapedmonton.com

*Vern McLaren, CPS,
President & Chapter Webmaster vern.mclaren@cima.ca*

Laugh It Up At The Office

Everyone loves to laugh. At work, having a good sense of humour can help you not only enjoy your day more but also build rapport with colleagues, managers and other business contacts. In addition, being able to laugh during challenging situations can ease stress, allowing you and those you work with to remain productive and focused on the task at hand.

Keep the following do's and don'ts in mind the next time you crack a joke at work:

- DO be willing to laugh at yourself. Showing you can take a joke, or even poke fun at yourself, can put others at ease in your presence. Plus, you don't risk offending someone else by making him or her the target of a joke.
- DON'T use sarcasm, which can be viewed as a subtle way of insulting other people.
- DO tailor your approach to each individual. For example, discussing a funny episode of a TV show with a colleague who also watches the program is a great way to start a conversation.
- DON'T make light of mistakes. Lending a helping hand to correct problems is a better strategy.
- DO laugh with others. You can be perceived as having a great sense of humour without ever telling a joke. Just tune in to the humour styles of those around you and share in the fun.

Fostering camaraderie and open communication with your colleagues can help you advance on the job. Add a little bit of laughter, and you'll set yourself up for even greater success.

BOARD OF DIRECTORS

President, Vern McLaren
vern.mclaren@cima.ca

Vice President, Kathryn Krause
drqnld@telus.net

Treasurer, Alicia Prilipp
Alicia.Prilipp@aecom.com

Secretary, Joyce Aulenback
aulenbak@interbaun.com

Director at Large, Michelle Hawgood
michelle.hawgood@albertahealthservices.ca

Director at Large, Milena Santoro
milenasantoroinc@gmail.com

NEWSLETTER

The newsletter is published once a month from September to June. The deadline for submissions is the last day of the month.

Submissions can be sent to Janelle Sproule at Janelle.Sproule@oemreman.com



Business Dinner Meetings

Professional development is a priority for IAAP members! Join us at our meetings for timely and relevant presentations. There is time at our meetings for people to network and get to know other like-minded professionals which develops a sense of community. Leadership development is an important part of each chapter. We learn new skills through the meeting presentations and we put our skills to the test by volunteering for board positions, committees, or specific tasks that need to be done. There's nothing like stepping out of your comfort zone to cause growth professionally and personally!

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 will provide topics that will 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 at www.iaapedmonton.com. We warmly invite you to join us!

Time: 5:30 p.m. until 8:30 p.m.

Members - \$30 / Non-members - \$35 / Speaker portion free (after 7:00 p.m.)

December 13, 2011 is our last meeting in 2011. January 10, 2012 will be our first meeting in the New Year.

*In order to make our event as comfortable as possible for everyone, we are **scant-free**. Thank you for your cooperation!*

IAAP's Mission ... is to enhance the success of professionals by providing opportunities for growth through education, community building, and leadership development.

Chapter of Excellence and Member of Excellence programs are different this year.

Pearl introduced the duo-tangs with information in them for developing criteria. At each meeting we will bring this board where you check off what you've completed.

This will help track how each member does in managing the program. Benefits include a certificate that you can include in your career evaluations.

We have to have Members of Excellence in order to achieve Chapter of Excellence.

Members – 11 criteria and you only need 8. Your name will be on part of the EFAM slide show.

Chapter – narrowed down to 8 criteria and you have to get all of them.

If you wish to submit a short story, testimonial, blog, experience etc. (200 word minimum) you've had and share it with the community and it would benefit others etc. new, existing or past members are welcome please send it to email:

Janelle.Sproule@oemreman.com