

Lindbergh Chapter Communiqué

APRIL 2011

WWW.IAAP-LINDBERGH.ORG

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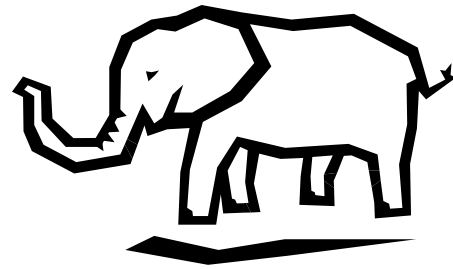
Charlotte Kuhn, CPS

White Elephant Sale May Meeting

Bring those funny, ugly, most undesirable gifts given to you to a White Elephant sale at our May meeting. Proceeds go towards the Retirement Trust Foundation. The more we have the merrier. See you at the May meeting.

Sincerely,

Charlotte Kuhn



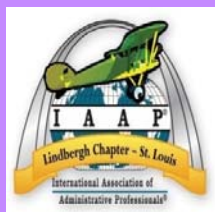
FROM YOUR CORRESPONDING SECRETARY

Well, here we are with the chapter 2010-2011 term coming to an end. Didn't the months seem to pass quickly? Spring is here and winter is behind us. I am certainly looking forward to summer! With the winding down of our chapter year, I want to thank all of you for supporting me in the position of Corresponding Secretary. Have a safe, fun summer with family and friends!

Joy Ihler

Corresponding Secretary

You Make a Difference!



Lindbergh Chapter Mission Statement

To be the recognized leader of administrative professionals in the St. Louis area. To encourage and inspire our members to achieve their personal best, by providing resources to develop leadership skills, enhance technical expertise and promote a networking venue.



Getting a raise isn't always guaranteed, but you can initiate the process and negotiate a salary increase by being prepared and educated on how to approach it.

Sure, your boss may call you in and offer you a raise. However, chances are overwhelming that they won't. So, if you want to earn more money this year than last, it's up to you to initiate the process. Be prepared and keep an open mind. Here are some key tips to help you successfully negotiate a salary increase:

- **Do your homework.**
Planning and preparation are keys to the success of any negotiation. Know where you stand relative to your peers in the administrative and clerical industry. Research salary ranges on the Internet, look at job postings, and talk to peers in the industry to determine your actual worth and to build a strong case for the figure you are targeting.
- **Phrase your request assertively, not aggressively.**
Base your request for a raise on a set of clear and objective criteria that include industry salary standards and your recent performance. Communicate honestly and directly about the value of your recent contributions to the company, and gather documentation to support your cause.
- **Define your goals.**
Have a clear and well supported set of objectives. Start the conversation with a figure above what you are aiming for and be prepared to negotiate back to a figure closer to your minimum acceptable raise. Leave yourself leeway to compromise without having to be priced out of your target range.
- **Aim for a win-win.**
Realize that both you and your boss need to walk away feeling you have gained. Your boss needs to be aware of what the company is getting in return for your higher pay. Ask your boss if you can assume more responsibility or redefine your role to justify the raise. Consider taking a training course to broaden your skills to expand the boundaries of your role.
- **Prepare yourself for all possible scenarios.**
Anticipate all the concerns and possible objections your boss may have and prepare your responses. Concerns may include department downsizing or that you are already overpaid for your role in the company.

- **Listen.**
Don't feel pressured to do all the talking. Listen to what your boss has to say and make every effort to understand what his/her needs and concerns are so that you can tailor potential solutions accordingly.
- **Don't get emotional.**
Keep your tone professional and be prepared with logical rational arguments to counter any issues. Don't say anything you will later regret or make ultimatums.
- **Get it in writing.**
To ensure there is no question of commitment and no room for ambiguity or retreat, get the terms you reached in writing with the right signatures.
- **Take time.**
Don't make any hasty decisions. Request time to think over the final terms offered. If needed, revisit the terms with a new set of information or a more realistic agenda. Your boss may also need time to think, but set a time limit for getting a response.
- **The final step.**
Give your boss all the supportive documentation needed to make a solid case should he or she have to justify the raise to even higher management. Always keep track of your accomplishments for future negotiations.

Whether you succeed or not in obtaining your pay raise, it is important to remember to be proactive in creating the right environment and conditions to negotiate. Securing a pay increase will become easier as you gain more experience doing it.

CONGRATULATIONS!!

Congratulations to Cassandra Case who celebrated her 20th anniversary with Spherion Staffing!

Cassandra is currently a national account manager for Spherion Staffing and has been an Associate Member of the Lindbergh Chapter of IAAP since 2003.

During Cassandra's tenure she has held a number of positions that range from recruiting, sales, training to quality assurance and now account management. Cassandra has a master's degree in career counseling from University of Missouri – Columbia and is a St Louis native. She currently offices in Creve Coeur.

For the past 7 years Cassandra has managed a team dedicated to providing long-term temporary labor to Monsanto. Monsanto believes in the philosophy of utilizing temporary labor to augment their workforce. Spherion, formerly under the name Todays Staffing, is one of Monsanto's most tenured staffing agencies, providing workers for temporary roles since 1981.

Cassandra and her team recruit and place individuals from a variety of fields of work. This includes scientists and those that come from an agricultural background for laboratory and greenhouse positions. Since Monsanto's world headquarters is located in St Louis, this also includes individuals to support functions at their corporate such as accountants, engineers, human resource professionals, business analysts as well as administrative assistants.

Spherion Staffing is a division of SFN Group. As an industry pioneer for more than 60 years SFN Group has sourced, screened and placed millions of hard-working, talented individuals in temporary, temp-to-hire and direct hire jobs, ranging from administrative and light industrial to a host of professions — finance and accounting, information technology, engineering, manufacturing, legal, human resources and sales and marketing.

With approximately 600 locations in the United States and Canada, SFN Group, under the brand names Spherion Staffing, Technisource, Todays Office Professionals, The Mergis Group, SourceRight Solutions and Tatum, delivers innovative workforce solutions that improve business performance. SFN Group provides its services to 10,000 customers, from Fortune 500 companies to a wide range of small and mid-size organizations. Employing more than 215,000 people annually through its network, SFN Group is one of North America's largest employers.

Cassandra welcomes calls from Lindbergh Chapter members who may have job search questions. In addition, she and her team always accept referrals so if you know of anyone job hunting, please consider referring them to Cassandra. Many of their open positions are posted on their website, www.spherion.com. Cassandra can be reached at 314-682-3950 or cassandracase@spherion.com.



Lindbergh Chapter IAAP April 2011 Meeting

APW WEEK LINDBERGH CHAPTER IAAP EVENT

Please mark your calendars for Tuesday evening April 26th 5:30 p.m.

Our meeting will feature Karlana Rannals CPS/CAP, International Vice President of IAAP speaking on "Recession Proofing Your Job!" This is an excellent topic for all of us to hear. Points are being requested for this presentation. It is also our annual Silent Auction. Baskets are being assembled by our Ways and Means Committee. You have a chance to bring a basket fully assembled yourself as a member. Our goal this year is 35 baskets. This is a great fundraiser for the chapter. If you cannot do a basket, you are welcome to donate tickets to events or stays at local hotels.

We look forward to seeing everyone on the 26th of April. Watch for your personal e-mail invitation from Heather Swan coming soon.

Sincerely,

*Charlotte Kuhn and Charlene Faulkner
APW Co-Chairs for the Lindbergh Chapter*

To All:

I will not be renewing my IAAP membership this year. Therefore, I need someone willing to take over the Communique. The steps involved include:

- ◆ Requesting articles from the Board and general membership
- ◆ Creating an easy to follow, informative document
- ◆ Submitting this document, by pdf, to the individual handling the website.

If you feel you may be interested in this task, please email me at twalker@absconsulting.com Or call my cell (314) 304-3129. I will gladly answer any questions or given further details.

Thanks,
Teresa Walker, CPS/CAP

Schedule of Events

April

- * April 7, St. Louis chapter meeting - Joy Johnston, Senior Membership, Membership and Distribution, IAAP
- * April 26, chapter meeting - Karlana Rannals CPS/CAP, International Vice President

June

- * June 10-12, Missouri Division Annual Meeting

APRIL 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

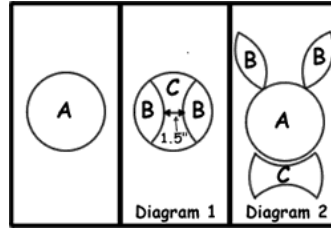
When everything seems to
be going against you,
remember that the airplane
takes off against the wind,
not with it.

~ Henry Ford

Bunny Cake

WHAT YOU NEED!

- 2 baked 9-inch round white cake layers, cooled
- 1 tub (8 oz) COOL WHIP Whipped Topping, thawed
- 1 pkg. (7 oz) BAKER'S ANGEL FLAKE Coconut
- Suggested decorations
licorice, gumdrops, jelly beans



MAKE IT!

LEAVE 1 cake whole. Use serrated knife to cut remaining cake into 3 pieces as shown in diagram. Arrange on large foil-covered board or platter to resemble a bunny's head and bow tie, using small amount of COOL WHIP to attach pieces to each other.

FROST cake with remaining COOL WHIP.

SPRINKLE with coconut. Decorate with remaining ingredients as shown in photo.



Fun & Games



Administrative Professional Word Search

B D S I L A D E O E N O H P R F
 L D S A I T I C A L E N D A R Y
 O D O A A R C R E L P A T S M R
 T I B G M O T T O A S E T N E A
 S C G E A P P O I N T M E N T I
 L T K N E E R R A B A N S R R D
 E I S D I R U E E L M O T Y E T
 V O E A S L N E T O P T A R T L
 A N D O E H I N O T S E T E U I
 R A E R G F O F H P O N G N P C
 T R I R N X E R O X E L R O M N
 O Y E C I F F O T M S E B I O E
 S S R E T T E L U H P F C T C P
 B N O M E M L C E A A R I A H C
 L E E S E P O C P X T N A T O O
 O M L P M D B L O T E S D S C L

- * Agenda
- * Appointment
- * Blotter
- * Boss
- * Calendar
- * Chair
- * Computer
- * Desk
- * Diary
- * Dictionary
- * Document
- * Fax
- * Filing
- * Letters
- * Mail
- * Meeting
- * Memo
- * Note
- * Office
- * Paper
- * Pencil
- * Pens
- * Phone
- * Report
- * Ruler
- * Shorthand
- * Stamps
- * Stapler
- * Stationery
- * Travel
- * Xerox