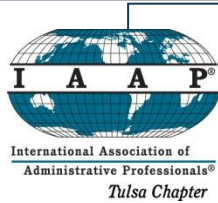


September 2010
Volume 4, Issue 8

PASSION & PURPOSE
TULSA CHAPTER



The Tulsan

MONTHLY NEWSLETTER FOR ADMINISTRATIVE PROFESSIONALS



Special Interest Articles:

Member Spotlight:
Ann Hammack

New Member Welcome:
De Giefer

Part-Time Might Be the Way to Go

Classic Career Disasters

News from EFAM

Taking a Break might Affect Your Career

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Tulsa Chapter IAAP meets on the 1st Thursday of each month.

Board meetings are the 4th Thursday of each month.

Tulsa Chapter Meeting

Thursday, September 2, 2010

Dinner & Networking 5:15

Meeting 5:45

Program 6:00

Holiday Inn City Center

17 West 7th (corner of 7th & Boulder)

Free parking south across 7th Street.

Menu

Buffet Style

Beef Tips with Onion & Mushroom Sauce

Rice & Vegetable

House Salad

Dinner Rolls

Dessert – Chef's Selection
Ice Tea, Water and Regular Coffee

\$15.00 Members

\$18.00 Guests

Please RSVP

by 1:00 pm, Monday, August 30
to Jenny Flores at
iaaptulsa@att.net

If you make a reservation and do not attend, you will be billed for that meeting's dinner.

BRING A FRIEND – OR TEN!

ANNUAL MEMBERSHIP MEETING

Bring a co-worker or someone you think would benefit from what IAAP and our outstanding Tulsa Chapter has to offer.

Don't forget to RSVP for both you and your guest(s) so Jenny will know what to order!

Visions



Jamie Ward CPS/CAP
Membership Chair

What do you think of when you hear the words “lifelong learner?” Do you think of someone who spends their entire life in school? Or do you think it refers to a person who gets an advanced degree like a PhD?

As is true of many others professions, an administrative assistant’s job responsibilities are constantly changing. We are surrounded by new technology and, regardless of how old we are, we can’t afford to decide that we don’t want to change and learn new ways of doing things. Instead, we need to embrace change and strive to be on the cutting edge, setting the example for other administrative assistants around us.

To me “lifelong learner” is a term that applies to people who welcome every opportunity to learn something new. It applies to people who are curious about the world around them and jump at a chance to explore and experience new things. Learning as a way of life isn’t confined to a traditional classroom setting. Most of us past the age of 30 don’t find ourselves sitting in classrooms any more but that doesn’t mean that we can’t continue to learn.

Being a lifelong learner begins with an attitude and acquires substance through action. Some of us may be guilty of seeing ourselves as lifelong learners but don’t take the necessary steps (the action) to acquire new knowledge. We have to actively pursue learning opportunities in order to continue to grow. Sometimes we even have to create those learning opportunities ourselves to stay ahead of our peers. Yes, that means that we don’t sit back and wait for our employer to provide us with the needed training to stay current in the workplace; we get out there and learn it on our own.

Are you a lifelong learner? If the educational opportunities are your primary motivation to be a member of IAAP, you probably are a learner for life. If you find that you are a reluctant learner, surround yourself with others who enjoy the learning process and see if you can catch their enthusiasm. And I’ve discovered that sometimes when I’m feeling complacent, if I just tough it out and make myself learn something new, it tends to awaken my hunger for knowledge and that gets me going again.

Don’t forget...learning begins with the right attitude...

Jamie Ward, CPS/CAP
Membership Chair 2010-2011

You can teach a student a lesson for a day; but if you can teach him to learn by creating curiosity, he will continue the learning process as long as he lives. ~Clay P. Bedford

Member News

MEMBER SPOTLIGHT

ANN HAMMACK - MEMBER SINCE 1980



Ann Hammack has been in her position as the Executive Director of the Tulsa Executives Association for fourteen years. She loves the variety her career affords and says it never gets dull.

While working at Sears, Ann met Marilyn Hartman who was a member of what was then NSA (National Secretaries Association). Through Marilyn, Ann became a member of Tulsa Chapter. Throughout her membership, Ann has been chapter president twice, chapter treasurer two years, served as chaplain and on the membership and ways and means committees. She says that being a

member of Tulsa Chapter has been a joy. She has learned so much and has made some wonderful friendships.

Ann lost her husband, Guynn two years ago. She has two stepchildren, John and LeeAnn, and five wonderful grandchildren. Her sister, Irene, is her best friend. She enjoys reading and going to garage sales.

Tulsa Chapter is proud to have Ann as a member. She has contributed so much during her 30 years of membership, and we appreciate all of it!

TULSA CHAPTER MEMBERSHIP DIRECTORY

Check out the new format! The Tulsa Chapter Roster has been updated and added to our website. Please take a look and make sure Jamie has your correct information listed.

<http://www.iaaptulsa.org/IAAPHQ/Tulsa/AboutUs/TulsaChapterOnly/Rosterasof91109/Default.aspx>

If you have any changes to the Membership Directory, please contact Jamie Ward, ward.jamie@unionps.org or 918-252-9404



**Happy September Birthday to:
Regina Thompson-Sth**

EVERY DENNISON CHALLENGE

One of the things that came out of EFAM this year was the announcement that Avery Dennison will be participating in the Box tops for Education program. When you order supplies, please watch for the box tops on all Avery products that you order and start collecting. Bring them to the chapter meetings, and give them to Jolene Yowell, Secretary. An educational grant of \$2,000 will be awarded to the chapter with less than 40 members, and to the chapter with more than 40 members that collects the most Box Top coupons. A grant of \$500 will be awarded to the chapter in each group that collects the second largest number of box tops coupons. More details will be forthcoming. Please start clipping now. Thank you.



Welcome New Member, DeAnn (De) Giefer!

At the August meeting, we welcomed De as Tulsa Chapter's newest member. De comes to us from Video Gaming Technologies, Inc., where she is the Executive Assistant to the VP of Operations. She has been there for two years. Prior to this, she was with Cancer Treatment Centers of America/Radiation Oncology for eight years assisting the Medical Chief of Staff. She says her career is never boring and she likes wearing all the different hats the profession requires. The most unusual job she has ever held was working at a funeral home.

De lives with her significant other of eight years, Mike, and she has two grown sons, ages 25 and 23. She also has a granddaughter, Justice Paige, who turned three in August. She lives on ten acres and enjoys working in her flower beds, gardening, golfing, NASCAR, watching college football (she's a Kansas native and a Jayhawk fan). Most of all, De loves spending time with her granddaughter.

While in high school, De played basketball and had the opportunity to play with the Harlem Globetrotters! What fun that must have been!

Going back to school and obtaining her degree in Business Administration is one of De's proudest accomplishments. She says she was definitely a much better student as an adult than she was at age 19!

When De decided to take the CAP exam, she also made the decision to join IAAP AND CHOSE Tulsa Chapter as her "home." She hopes to enjoy all the benefits being a member affords and looks forward to networking with Tulsa Chapter members.

At the September meeting, please take a minute to introduce yourself to De and get to know her. We're so glad she chose Tulsa Chapter!





Getting the boss to listen to your ideas...

You're there, but nobody seems to see you, hear you or ask for your opinion. You're feeling utilitarian, like a "trained circus animal retained to jump through whatever hoops management decides it needs you to" What should you do? Stand up and step up. Let the boss know you're a valued assistant and key member of the team, remain unflappable, show your professionalism, work hard, put your ideas in writing and make sure your facts and figures are correct before presenting your ideas.

Submitted by Connie Weddell

Part-Time Work: A Possible Ticket to a Full-Time Position

Contributed by Janet Griebel, CPS/CTM

In today's still-unstable employment environment, temporary work is one bright spot. Many companies cut staff too deeply during the downturn and need additional personnel to meet growing demand. But they're not yet ready to recruit for full-time staff. As a result, these organizations are turning to temporary professionals to maintain productivity and keep initiatives on track as business conditions — and the ability to hire full-time workers — slowly improve.

Companies also typically look to temporary workers first when filling full-time positions. That's because employers are familiar with these individuals' capabilities, work ethic and fit with the team.

Here are some tips for turning a temporary assignment into a full-time role:

1. **Partner with a staffing firm.** Reach out to your professional contacts for recommendations about staffing firms that specialize in your particular field. Recruiters are well connected in their local business communities and can serve as advocates for you when speaking with hiring managers. Many staffing firms also offer free training opportunities to help you build your skills and increase your marketability.
2. **Clearly state your goal.** Be upfront with staffing firms and potential employers that you're ultimately looking for a full-time job. If they know that from the beginning, they may be able to place you in a role that has a better chance of leading to a full-time position.
3. **Treat it the same.** Once you have started an interim assignment, bring the same intensity to the job as you would a full-time position. Try to assimilate quickly to the organization's corporate culture and contribute immediately. Be sure to maintain a positive attitude. Employers will assess how well you handle constructive criticism, setbacks and other job-related challenges as part of your overall performance evaluation.
4. **Be yourself.** Managers want to see how well you'll fit in with the existing team. Be proactive in your participation. Use meetings as an opportunity to contribute and join coworkers in off-site events whenever possible. By expanding your connections within the company, you build rapport with others who may be in position to recommend you for a full-time role in the future.

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 325 locations worldwide, and offers online job search services at www.officeteam.com.

10 Classic Career Disasters and Lessons Learned

By [Steve Tobak](#) | July 20, 2010

Something we all have in common is those horrible workplace experiences when really important things go terribly wrong. Those are the times when people reveal their true selves. Those are the times that bring out either the best or the worst in us. Here are 10 of the most trying experiences in my career, and the lesson learned from each one, told chronologically:

1. **Getting chewed out.** My boss, the first manager I respected and admired, dressed me down at a staff meeting. To make matters worse, he was wrong. But once he realized it a few days later, he apologized in front of the same group. It taught me that humility was a good thing.
2. **Mediocre review.** When I received my first mediocre review and inquired why, I was told that the program I was working on wasn't that important so nobody got excited when my name came up. That's when I learned to take risks on high-visibility projects. That changed the entire trajectory of my career.
3. **I'm illiterate? Really?** After reading my first-ever attempt at writing a product specification, the project manager called me illiterate and asked how I ever graduated college. He was right, and that's when I learned the importance of writing. How am I doing?
4. **Micromanager boss.** I tried talking to him; that didn't help. I tried talking to our management; that didn't help. So I left the company. I learned that the boss is always more important to the company than you are. It was also that important kick in the behind I needed to get out and try something new.
5. **Customer disaster.** I was relatively new to sales when a manufacturing delay caused my biggest customer's product line to be shut down. They weren't pleased, to say the least. That's when I realized this was the best opportunity to prove our value to the customer. I fought for them and did it with transparency. When my company delivered, we had a customer for life.
6. **Getting laid off.** Yes, it happened to me once. My first instinct was to feel rejected and a pressing desire to lash out in anger. But I fought it down and acted about as poised as I could. It turned out to be the right move and a blessing in disguise. That's when I learned that everything happens for a reason and, when one door closes, another opens.
7. **High-visibility crisis.** As head of marketing for a microprocessor company, I experienced my first high-visibility product crisis - a bug in one of our processor chips that had already shipped and were being used in tens of thousands of computers. That was the first of many experiences that taught me crisis management.
8. **Abusive CEO.** My boss and CEO ripped me apart a few times. But I wasn't alone and I loved the company and my job, so I hung in there. Lo and behold, the board eventually fired him (for performance reasons, of course). For me, that proved an old Japanese proverb: "If you wait by the river long enough, you'll see the body of your enemy float by."
9. **CEO called me out.** After a meeting where I blew a gasket, my CEO took me aside and explained that I had shot myself in the foot and how it hurt my credibility. I was so impressed with his willingness to confront me that it got me thinking about my bullying ways and the merits of being straightforward with my own staff.
10. **Branding disaster.** I put my neck on the line to deliver a complete rebranding of a public company by a specific launch date. But when one of the consultants let me down big time, I had to dig in, 24x7, and make it happen. The lesson was stay on top of your vendors. Regardless of the relationship, they may not have the same skin in the game that you do.

BYLAWS PASS AT EFAM

All proposed International Bylaws amendments presented at the 2010 EFAM in Boston passed.

- Proposed Amendment #1 passed – It deleted full-time employment as a qualification for international office, must only be employed.
- Proposed Amendment #2 passed – It specifies that candidates for president and president-elect serve as vice president, treasurer or secretary for one year.
- Proposed Amendment #3 passed – It states that candidates serve as district director as a qualification for vice president, treasurer or secretary.
- Proposed Amendment #4 passed – It stipulates that candidates for district director serve at least one full year as a division president.
- Proposed Amendment #5 passed – It pertains to International Bylaws and Standing Rules Committee and deletes the committee's recommendations and reasons for recommendations on proposed bylaws amendments. Instead the proposer's reasoning will be included.
- Proposed Amendments #6 and #7 passed – They were relevant to the annual meeting. Bylaws amendments #6 deleted the paragraph regarding scheduling the annual meeting six years in advance. Bylaws amendment #7 added the stipulation that delegates and alternates must be members of the unit they are representing.

Four of the RTF Bylaws amendments were amended, but the changes did not impact the intent. All of the changes made were recommended by IAAP's parliamentarian and all the amendments passed.

The Delegates Report for the 2010 EFAM is posted on the Tulsa website and can be found by searching the Tulsa Library for "Delegates Report".

IAAP PODCASTS

Have you listened to any of the podcasts available on the IAAP website? There is now a page available that lists all past podcasts. You can go back and listen to one you missed or listen to a previous one again.

<http://community.iaap-hq.org/IAAPHQ/IAAPHQ/Resources/Podcasts/Default.aspx>

“Time Outs” Take an Increasing Toll on Women’s Careers

The long-term prospects for women who take time out from their careers have worsened since the recession, according to a new study from the Center for Work Life Policy.

Since the recession, the study found, time outs or “off-ramping” from a career for childcare or other reasons have become increasingly unaffordable to women whose income has become even more important to family budgets. Moreover, for women who do take a time out, getting back into the workforce has become even more difficult:

- 73% percent of women trying to return to the workforce after a voluntary timeout for childcare or other reasons have trouble finding a job.
- Those who do return lose 16% of their earning power and over a quarter report a decrease in their management responsibilities.
- 22% had to step down to a lower job title.

Many women can’t sustain the increased hours that many jobs demand today while also keeping up family childcare and household responsibilities. Unless companies offer workable solutions to facilitate off-ramping and on-ramping more effectively, women’s earning power and promotion opportunities won’t measure up to the linear, lock-step progression of male careers. Moreover, over the long term, companies will lose out on the valuable contributions of women, who represent 58% of the highly credentialed talent pool.

Key Findings of the Study Include:

- In the past five years, the number of women who took an off-ramp fell from 37% to 31%.
- The average length of an off-ramp rose slightly from 2.2 years to 2.7 years.
- The decline in off-ramping is likely due to the down economy: 15% of women currently in the workforce would like to off-ramp but can’t afford to.
- 58% of women have switched to a part-time, reduced time, or flex-time schedule in order to balance work and family.
- Family “pull” factors remain the top reason for career downshifting. The number of women leaving for childcare issues increased from 45% in 2004 to 74% in 2009.
- 26% of women who off-ramped felt their careers were not satisfying; 16% felt their careers had stalled.
- 69% of women say they wouldn’t have off-ramped if their companies had offered flexible work options such as reduced-hour schedules, job sharing, part-time career tracks or short unpaid sabbaticals.
- Although 89% of off-ramped women want to resume their careers, only 40% successfully return to full-time work.
- The “second shift” is alive and well: 60% of full-time working women routinely perform more than half of the domestic chores and 56% take charge of childcare.
- Driven by a tight economy, women are working longer hours: 49 hours per week, up from 40 hours per week in 2004.

How companies can respond effectively

There are proven and relatively inexpensive solutions to off- and on-ramping issues. Since 2005 more than 50 corporations and organizations around the world have initiated on-ramping programs to help women re-launch their careers. The following are some of those solutions:

- Provide career “scenic routes” that make off-ramping unnecessary: work-life balance options such as reduced-hour schedules, job sharing, part-time tracks, short unpaid sabbaticals, and flextime, temporary flextime, or part-time opportunities.
- Adequately publicize available work-life options to employees: 54% of women surveyed left their jobs without discussing their options with their supervisor.
- Create flextime work options over the arc of a career.
- Reimagine work-life balance.
- Tap into altruism: data shows that work opportunities to give back to the community are a primary motivator for professional women.
- Combat the stigma associated with flexible work arrangements.

“As women experience difficulty getting back on the career track, confidence and ambition stall, and many women end up downsizing their dreams,” says Sylvia Ann Hewlett, one of the authors of the study and founder and president of the Center for Work Life Policy. “Five years after the original study in 2005, this research continues to have profound implications: off-ramps and on-ramps are here to stay and employers should sit up and pay attention—or suffer the consequences of sidelining and side-swiping 58% of the highly credentialed talent pool.”

The study, *Off-Ramps and On-Ramps Revisited*, authored by Diana Forster, Sylvia Ann Hewlett, Laura Sherbin, Peggy Shiller and Karen Sumberg from the Center for Work-Life Policy, surveyed 3,420 professionals in spring 2009 by Harris Interactive.

From AMA Administrative Excellence-Summer 2010-July 20, 2010

October newsletter
deadline:

September 15, 2010

Send articles to
styler@arrowengine.com

***Our September Chapter
meeting is scheduled for
Thursday, September 2nd.***

We're on the Web!

www.iaap-tulsa.org

www.iaap-ao.org

www.iaap-hq.org

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Tulsa Chapter Officers

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Janet Griebel, CPS/CTM
Vice President

Jolene Yowell, CPS
Secretary

Regina Thompson
Treasurer

*Minutes from the
August 5, 2010
meeting are
available for review
on Tulsa Chapter's
website:*

www.iaap-tulsa.org

TULSA CHAPTER MISSION STATEMENT

TO PROMOTE AND ENHANCE THE PROFESSIONAL AND PERSONAL GROWTH of Tulsa Chapter members through continued education, providing leadership opportunities and networking, resulting in career advancement and increased value to employers.