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Pikes Peak Chapter Cog Road April 2010

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Submit articles to Editor Lily Wright at
lawright33@msn.com.

MEETING NOTICE

Tuesday, April 13, 2010

PROGRAM

Elements of Team/ Organizational Effectiveness

Marion Shumway, Honeywell Technology Solutions Inc. will present guidelines for preparing a strategic plan to use in our personal life along with organizations. He will help us develop direction/purpose (Mission, Vision) as well as how to develop our chapter's strategic plan. Other topics include effective relationships and interaction; open discussion on continuous improvement and best of all how do we get there from here? *Recertification points are pending.*

NOTE: We will be collecting pajamas and books for Sweet Dream Colorado at the April meeting.

TIME 5:45 p.m. Social Time
6:00 p.m. Chapter Meeting

LOCATION Leon Young Service Center
1521 Hancock Expressway

MENU From Boston Market: Rotisserie Chicken, Creamed Spinach, Steamed Vegetable, and Corn Bread. *Beverages are available for purchase at .50 cents.*

COST is \$11 per person. Make checks payable to *Pikes Peak Chapter IAAP* or exact payment in cash is appreciated.

HOSTESSES: Kerstin Von Hoene CPS/CAP, Marian Fitzwater CPS

BEVERAGE HOSTESS: Need volunteer

GREETERS: Carla Hall CAP, Eileen Verosko CPS

Deadline to RSVP is Thursday, April 8, 2010. RSVP now to Chapter Liaison Christine Schemmel CPS/CAP at 201-3561 or cschemmel@q.com. If you wish to attend meeting only (no meal), please inform Christine when you make your meeting reservation. Thank you.

NOTE: Any member or guest who orders a meal and is unable to attend the meeting, must cancel their reservation by the RSVP deadline to avoid being billed for their meal.



President's Message



From the Desk of Carol L Hardin CPS/CAP,

It is hard to believe that we are already into April. My tulips are coming up and the grass is starting to green up. This is always a big welcome sign of new growth and development. This is just like us, during the winter months we do tend to slow down and coast, making plans for vacation, volunteering, etc. The Pikes Peak Chapter is a great place to volunteer, to develop new skills, networking, and find new friends. We have three more months of chapter meetings this year. At our May chapter meeting we will be holding our election of officers. This is a great way to step out of the box and run for a Board position. You will have such great support from the membership and you are always among friends.

April promises to be a very busy month for our chapter as we host the annual Administrative Professionals Day (APD) seminar and luncheon on April 21st. We are going to have a wonderful time as we have several members working hard to make sure we have great door prizes along with gift bags for every attendee. The APW Committee will meet frequently this month to ensure we have everything in order. April 16th is the deadline to RSVP for the seminar and luncheon. All the information for the APW event is located on our website www.iaap-pikespeak.org.

Membership Chair Marilyn Sullivan CPS and her sub-committee chairs have been equally hard at work. On Saturday, March 27th, the committee hosted a Membership Drive, New Member Orientation, and Certification presentation for prospective members and members. Pikes Peak Chapter has worked very hard to keep our membership steady. Members, this is a great time to look around you and spread the word about IAAP. If you have any organizations you would like me to promote IAAP, please contact Marilyn Sullivan CPS. I know we would love to set up an appointment to spread the word about IAAP and the benefits of membership. You can send an email to Marilyn at marilyn.sullivan@memorialhealthsystem.com or me at carol.hardin@afscn.com.

We are approaching the June 30, 2010 deadline for the submission for the "Member of Excellence." Please forward me your proof of submission so the chapter can recognize you for your achievement. All Members of Excellence will also be acknowledged during the EFAM (International Education Forum and Annual Meeting) scheduled for July 18 – 21st in Boston, Massachusetts. Chapters and Divisions of Excellence will be awarded their banners at the District Caucus.

It has been an honor to be the Pikes Peak Chapter President this year. In my heart and opinion we have the best chapter!

Carol L Hardin CPS/CAP

President, Pikes Peak Chapter

POWER
of
Commitment

2009-2010 International Board of Directors



Front row left to right: Treasurer Karlena Rannals CPS/CAP, Vice President Tamra Goodall CPS/CAP, President Susan Shamali CPS/CAP, President Elect Mary Ramsay-Drow CPS/CAP, Secretary Janine Riemersma CPS/CAP. *Second row left to right:* Northeast District Director Judith Yannarelli CPS/CAP, Affiliate Representative Jennifer Hinkson CMP, Northwest District Director Valerie King CPS/CAP, Great Lakes District Director Wendy Melby CPS/CAP, Southeast District Director Virginia Boyd CPS/CAP, Canada District Director Sharron Buttler CPS/CAP, Southwest District Director Antoinette Smith CPS/CAP.

2009-2010 Colorado/Wyoming/Montana (CWM) Board of Directors

President: Margaret Hartl, Rim Rock Chapter, Billings MT
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Vice President: Eileen Verosko CPS. Pikes Peak Chapter, Colorado Springs CO
Recording Secretary: Judy Smith CPS/CAP, Old West Chapter, Cheyenne WY
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Pikes Peak Chapter 2009-2010 Board of Directors



Front row left to right: Carol Hardin CPS/CAP, President; Lynn Dibben CPS, Vice President; Gloria Viebrock, President-Elect. *Second row:* Paula O'Keefe CPS/CAP, Treasurer; Christine Schemmel CPS/CAP, Chapter Liaison; Pat Andries CPS/CAP, Parliamentarian; Micki Vogt CPS, Recording Secretary.



Pikes Peak Chapter IAAP
 Invites you to join us in honoring
 Administrative Support Professionals



2010 Administrative Professionals Day®
 Professional Education Seminar and Luncheon
 Wednesday, April 21, 2010
 The Crowne Plaza Hotel
 2886 S. Circle Drive, Colorado Springs, CO

Seminar and Luncheon Keynote Speaker Sponsored by



Crystal Jonas, M.A.
 Motivational Speaker and Author

Recertification/Continuing Education Units (CEUs) Seminar
 Registration starts at 8:30 a.m.
 Seminar 9:00 – 10:30 a.m. / \$30 per person

“How to Boost Your Self-Esteem and Project Gracious Self-Confidence.”

Discover the first step to positive and lasting transformation. What to say to yourself whenever you are having self-doubt, it will turn your life around! Essential and subtle nuances of admirable, self-confident professionals, from body language to overt actions.

and

Administrative Professionals Day Luncheon

Registration starts at 11:00 a.m.
 Luncheon 11:30 a.m. – 1:00 p.m. / \$30 per person

“Your #1 Success Factor”

- Find out: *The key to being the kind of person others truly enjoy being around
 *How to bounce back quickly from an especially challenging day
 *How great people (like you!) keep getting even better

Join us for our Annual Program Honoring:

Executive of the Year • Administrative Professional of the Year •

Member of the Year • Pikes Peak Chapter Scholarship Award Recipient

MENU: Garden Salad, Fresh Rolls and Dessert with your choice of entrée: Chicken Catalina with Wild Rice Blend and Squash Medley; London Broil with Roasted Baby Reds and Buttered Broccoli; or Vegetable Wellington with Wild Rice Blend

(Cut along dotted line and return bottom portion to the address listed below)

April 21, 2010 Administrative Professionals Day Seminar / Luncheon Reservation

Each person attending must complete a reservation form. Please make extra copies of this form as needed. Sorry credit cards cannot be accepted. Deadline for Reservations is Friday, April 16, 2010. ***No refunds after April 16, 2010***

MENU SELECTION (Please check one entrée choice) Chicken Beef or Vegetarian

Enclosed is a check for \$30 Seminar Only \$30 for Luncheon Only \$50 for Luncheon & Seminar

Attendee _____
 Company _____
 Address _____ Phone _____
 E-mail _____ Fax _____

Make check payable to Pikes Peak Chapter, IAAP and mail to Dee Ross c/o Northrop Grumman, 3535 Northrop Grumman Point, Colorado Springs CO 80916. Contact Info: dee.ross@ngc.com. Phone 719-393-8188 or Cell 719-510-3259

Certification News

May 2010 CPS and CAP exams

Currently we do not have any chapter members sitting for the May Certified Professional Secretary and the Certified Administration Professional exams.

However it's not too early to think about the November 2010 exams. Application deadline is August 15 and the Certification Application Packet is available at www.iaap-hq.org/prodev/certification/CertAppPacket.pdf. The Certification Review Guide is available at www.iaap-hq.org/prodev/certification/examrevw.pdf.

Recertification Packets

CPS and CAP holders are required to recertify every five years. When submitting your recertification packet, include the following:

- Completed Recertification Application
- Completed Recertification Spreadsheet
- Check payable to IAAP or credit card information
- Certificates of attendance to verify seminars/courses attended
- For IAAP chapter programs approved for recertification, submit the official Recertification Certificate
- For online courses, the verification must include the number of estimated hours to complete the course
- In all cases, the certificate needs to include the date, title/topic and the number of education hours

- College transcripts to verify courses awarding college credit
- Official certificates to verify technology certifications or other professional certifications earned (must include the date earned)
- Letters from unit president to verify office or chair held (must include dates).

Remember **do not** include: Original certificates or transcripts – send copies only of seminar handouts or notes, course syllabus, self-verification.

When submitting seminars/courses attended, the education must have been at least one-hour in length, and the content must relate back to the content areas of the CPS and CAP exams.

Free Weekly Podcasts

IAAP has teamed up with *The Office Professional Newsletter* to bring free weekly podcasts to members. Visit the homepage of the IAAP Web Community at <http://community.iaap-hq.org/IAAPHQ/IAAPHQ/Home/> and there you'll find the link to the podcasts. You must be logged in to access them. Some of the upcoming topics include training on career management, teamwork and professional development. This is one way to update your skills easily and without charge!

Chapter Meeting Minutes

A draft copy of the minutes is posted on the chapter website at www.iaap-pikespeak.org.

Call for Nominations

Take advantage of this opportunity to challenge yourself both professionally and personally by running for a **chapter office**.

As our chapter looks forward to continued growth and leadership, please consider serving for the following offices:

President-Elect, Vice-President, Recording Secretary, and Chapter Liaison

Contact Barbara Hermansen, Nomination Committee Chair to serve on the Board or for more information. Barbara can be reached at hermansenjob@q.com.

March Program: Fitting In and Standing Out in Office Environment

Victor Granados, Division Director, OfficeTeam
CEU and Recertification Points

If you have not attended chapter meetings recently, we missed you! You also missed out on informative programs. At the March meeting, Victor Granados presented the results of a survey by OfficeTeam, IAAP and HR.com and he covered a lot of material during the quick-paced hour presentation.

First and foremost: Do not underestimate the value of the right work environment. 87% rated it as a major consideration when evaluating a new job opportunity. Employees differ in what factors they value when considering the right work environment. What works for one person would be anathema to another.

One helpful way to assess and determine the company culture would be through a temp to hire position. It's a great way to see if there is a match between you and your prospective employer. You can go to www.officeteam/CultureCalculator to determine your ideal work environment.

Questions to ask during an interview:

1. What is it like to work here? (to get an idea of the culture)
2. What characteristics are valued in employees?
3. How does the company define success?
4. How is good performance measured and rewarded?

The top technical skills most in demand included word processing software, spreadsheet, email/calendar, presentation and database. To enhance your marketability, commit yourself to updating your skills through training.

While technical skills are important to get ahead in your field, don't underestimate the value and significance of soft skills. HR Managers rated the top three soft skills for the successful employee as organization skills, verbal communication and teamwork/collaboration. Since these skills vary, due to ability, talent and experience, seek constructive criticism on your soft skills, preferably from a mentor who will be honest. Then it is up to you to take appropriate action to hone your skills.

Lastly, increase your visibility; show up on the radar screen of key people and introduce yourself to co-workers you do not know. You never know what can happen. Selling yourself is not limited to sales people. We are all in the business of marketing ourselves in these difficult times.

Lily Wright

Members Corner

Congratulations to our many members who achieved an anniversary milestone during April. We value your membership in our chapter!

April Anniversaries	
Mary Adams	35 years
Liana LaCroix	10 years
Kim Peters	9 years
Brenda Schulz	9 years
Lorna Cwiak	9 years
Christine Swanson CPS	9 years
Kerstin Fracassini-Rieff	7 years
Angie Pallotto	4 years
Gloria Viebrock	3 years
Tamara Beck CPS	3 years
Connie Robertson	3 years
Louise Garcia	2 years
Mary Lynn Black	2 years
Lori Mohr	2 years
Linda Alexander	1 year
Kathleen Ausborne	1 year
Mary Bartelson	1 year
Amy Bonner	1 year
Karen Bullock	1 year
Stacey Flaten	1 year
Cindy Gardner	1 year
Korynn Neil	1 year
Sandra Sozio	1 year
Jackie Webster	1 year

Happy Birthday	
Louise Garcia	April 2
Kelsey Donahue	April 8
Kim Peters	April 17
Julie Linley CPS	April 19

Community Service Project Sweet Dreams Colorado

We will be collecting pajamas and books for Sweet Dreams Colorado. Please bring all items to the April chapter meeting. Thank you, Cheryl Sanfilippo, Community Service Chair.





Specialized Administrative Staffing

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

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. Locally, please contact OfficeTeam Associate Member Victor Granados at 719-532-9500.

Honeywell Sponsors Earth Day Collection Event

Honeywell has partnered with El Paso County, Metech Recycling, and Cartridge World for a collection event on Earth Day (April 22) between 10:00 a.m. and 2:00 p.m.

This event will be held at Honeywell's facility located at 1110 Bayfield Drive, Colorado Springs near Quail Lake and World Arena. The event is open to the public to provide an encouragement to clean out household wastes from your garage and home and recycle responsibly to prevent landfill contamination.

Collection is free except for a small fee for electronics and will include:

- Electronics (computers, TVs, small appliances, printers, fax machines, laptops, and diskettes – a small fee up to \$10 may be collected).
- Household wastes (paint cans, aerosol cans, stains, prescription drugs (no controlled substances).
- Medical sharps (hypodermic syringes, intravenous needles, other devices that penetrate the skin to deliver medications).
- Batteries (AAA to automotive sized)
- Cell Phones (donated to Cell Phones for Soldiers)
- Ink Cartridges

Contact Rick Anderson of Honeywell at 573-6482 if questions arise.

Publishing PowerPoint Slides/Notes to Word by Marie Herman

As a speaker, I often find it extremely useful to be able to transfer my PowerPoint presentations with my speaker's notes to Word. This generates a nice neat table which I can edit and is so much easier to work with than PowerPoint's notes view.

This option is available in 2003 (File - Send To - Microsoft Word) and 2007 (Office Button - Publish - Create Handouts in Microsoft Word).

A window pops up that gives you the options of Notes next To Slides, Blank Lines next To Slides (similar to the commonly used handouts view), Notes below Slides (similar to printing notes in PowerPoint), Blank Lines below Slides, and Outline Only. A little thumbnail image shows you what it will look like.

In addition, you have the option to Paste the slides or Paste Link the slides. Pasting will insert the slides into Word as a PowerPoint Object (which means you can double-click on them to edit them in a mini PowerPoint window). Paste Link means that if you change the text in PowerPoint, the slides are automatically updated in Word when you next open the file (note the usual cautions of this doesn't apply via email unless you are also mailing the PPT file, etc.). Make your selections and click OK. If you have a very large PowerPoint file, it may take a while to generate the Word document. Be patient.

See the end of this posting for a HUGE tip on how to reduce the size of your final Word document.

Word then opens and creates a table with a column for the slide number, a column with a picture of the slide, a column for notes. Your boss may like having the slide numbers (in which case, using the hint at the end, copy and paste the slides into the same column as the slide numbers all at the same time, then you can delete one column. When it's for me, I usually delete the slide number column and just number the pages. By doing this, I can then widen out the third column of note text.

Using the Outline Only feature allows you to bring only your PowerPoint text into a Word document. I often use this option to generate take home documents with more details added about what we covered.

You can edit everything in the Word document.

One huge suggestion: If you are "done" with the slides, go through the Word document, cut each slide individually, then click Home Ribbon-Paste-Paste Special and paste it as a picture so that it becomes a picture instead of a PowerPoint object. (I've yet to find a more efficient way to do them all at once - if you know of a way, please let me know!) If you don't do this, your Word document could be a gazillion Megs file (i.e. 30 MB files are not uncommon). When you are done pasting all the slides (this is actually very quick to do), then click on the Format Ribbon after you select a picture, Compress Pictures, Options and select Print/Screen/Email as appropriate for how much you would like to reduce the size of the pictures, then click OK, and OK a second time to apply the compression to all pictures in the document (do not select compress only selected pictures unless you really only want the selected picture to be compressed). These steps will reduce the size of your file dramatically.

Hope you and your boss find this feature helpful!

Marie Herman CIWD, ATM-B is a long time member of IAAP. She is launching webinars on Microsoft Office that will include one hour presentations on various features of Microsoft Office, multi-week certification study groups for Microsoft Certified Application Specialist exams and private one-on-one training and tutoring of Microsoft Office programs, all done online! If you would like to learn more about these training opportunities, email Marie at iaap@mrhenterprises.com.

IAAP Pikes Peak Chapter 2009-2010 Calendar of Events

Pikes Peak Chapter meets the second Tuesday of each month. Chapter meetings begin at 5:45 p.m. at our new location, the **Colorado Springs Utility (CSU) Leon Young Service Center**, 1521 Hancock Expressway, Colorado Springs, CO. More information can be found at our website <http://www.iaap-pikespeak.org> or by contacting President Carol Hardin CPS/CAP at carol.hardin@afscn.com.

September 8, 2009 Chapter Meeting Welcome to the 2009-2010 Year. No program scheduled.
October 13, 2009 Chapter Meeting. Discovering Your Memory Power with Jana Owen and Celebrating Pikes Peak Chapter's 65 th Year.
October 17, 2009 Information Seminar on Enhance Your Career (CANCELLED) Membership Drive and Certification Presentations, Printers Pkwy Medical Plaza.
November 10, 2009 Chapter Meeting. Retirement/Savings with Tony Beach, Vice President UMB; Retirement Trust Foundation
December 8, 2009 Chapter Meeting Annual Holiday Social, Gift Exchange & Silent Auction
January 12, 2010 Chapter Meeting Web Community with Ellen Polyard, Chapter Webmaster; Past President Recognition
February 9, 2010 Chapter Meeting New Strategies for the New Job Hunt, Dianne Dillinger, Everest College (Recertification/CEUs)
March 9, 2010 Chapter Meeting Fitting In & Standing Out in an Office Environment with Victor Granados, OfficeTeam. (Recertification/CEUs)
March 20 Membership Informational Seminar 8:30 to 10:00 a.m., Printers Park Medical Plaza, 175 S Union
April 13, 2010 Chapter Meeting. Elements of Team/Organizational Effective, Marion Shumway, Honeywell Technology Solutions. <i>Recertification points pending.</i>
April 18-24, 2010 Administrative Professionals Week April 21 Administrative Professional Days Luncheon & Program with Keynote Speaker Crystal Jonas, M.A.
May 11, 2010 Chapter Meeting Avery Office Products; Chapter Elections
June 8, 2010 Chapter Meeting 2010-2011 Officer Installation
July Chapter Social (Date & location TBD)

April Observances

April 1	April Fool's Day
April 4	Easter Sunday
April 15	Income Taxes Due
April 19-23	Administrative Professionals Week
April 21	Administrative Professionals Day
April 22	Earth Day