

SE Wisconsin Chapter IAAP

## 2009-2010 SE Wisconsin Chapter IAAP Officers

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**"Power tends to corrupt,  
and absolute power  
corrupts absolutely. Great  
men are almost always bad  
men.  
~ Lord Acton**



## Officer's Message

By  
SE Wisconsin Chapter IAAP

In this newsletter you will have an opportunity to read several articles about the job market including job security and dealing with rejection. A similar theme is emphasized in the January/February issue of *Office Pro Magazine*, with articles on what to expect in the 2010 job market, guidelines for working at home, retaining workers during recession and one of the feature articles "Down, But Not Out."

Although some reports will say that the job market is on its way back up in 2010, others will say that employers are still hesitant to hire back laid off employees or hire additional employees due to their continued insecurities about our still struggling economy.

What does this mean for us as administrative professionals? Keeping our skills sharp, taking opportunities for

continuing education whenever available, striving to do our best each day for our employers, valuing our contributions to our companies, even finding ways that our companies can save the bottom line. These are just a few of the ways that admins can prove and improve their value.

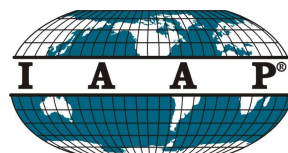
However the truth is that even though we may be valued employees who contribute a great deal to our organizations, lay-offs and terminations still happen. Here is where membership in IAAP is one of your most valuable assets. Networking with your fellow admins, knowing what is happening in your field, where the opportunities are, what employers are looking for in new hires, finding opportunities to improve your skills – these are all things that you can do through IAAP, most of

## **POWER** **of** **Commitment** SE Wisconsin Chapter

them right off the website!

Please make time to regularly visit the IAAP website, see what is there and take the opportunity to make it a learning experience. An opportunity is coming up very soon for any of you who do not yet have your CPS/CAP certification. The deadline to apply for CPS/CAP testing is February 15 with exams on May 7/8. The second deadline for 2010 is August 15 for exams in November. Please check out the info on the IAAP website and contact SE WI chapter member Debra Ruane at [Debra.Ruane@uhsi.org](mailto:Debra.Ruane@uhsi.org) if you would like to work on your certification and be a part of a study group.

As we begin our journey through 2010 may you find happiness and peace in all that comes your way.



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### **Purpose**

To provide information, education and training, and to set standards of excellence recognized by the global business community.

### **Mission**

To be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence.

### **Vision**

To inspire and equip all administrative professionals to attain excellence.

**Thursday**  
**February 4, 2010**

Gateway Technical College  
Bio Science Building  
Room #120  
3520 – 30<sup>th</sup> Avenue  
Kenosha, WI

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## PROGRAM TOPIC:

*Office Politics and People Reading: The Vital Role That Active Listening Plays In Effective Communication*

\*Recertification Points are available for this program.

### Special Speaker:

*Mary Ramsay-Drow CPS/CAP*

*International President-Elect*

You've been told that to succeed at work, you have to play office politics. You don't care to play games; you just want to get your work done. As hard as it may be to accept, any workplace that has more than two people has office politics. On top of that, in today's fast-paced and highly communicative business world, admins must interact with execs, customers and clients, colleagues, vendors, and virtual teammates via cell phones, faxes, e-mail, teleconferences, and face-to-face encounters in both real and cyber time. Customers can be wooed or shooed; execs impressed or distressed; teammates buoyed or annoyed. It all depends on you and how well you listen, really listen, each time you interface with another individual.

Learn how to become an exceptional communicator by fine-tuning your listening skills and engaging others, allowing you to be more successful at office politics. Become the empathetic listener who is noted for bringing out the best in others, and in the process, developing the best in yourself.

### Program / Meeting Schedule

#### Schedule:

6:00 pm – Networking / Dinner

6:30 pm – Program

7:30 pm – Business Meeting

#### Cost:

\$7.50 – Members & Guests

No Charge to attend Meeting Only

#### RSVP Deadline:

**Noon, Tuesday, February 2, 2010**

**Please contact Sharon Lunetta at**

**lunettas1@mail.gtc.edu**

*CANCELLATIONS must be received by  
Noon February 3<sup>rd</sup> to avoid dinner charges.*



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Visit our Website at:

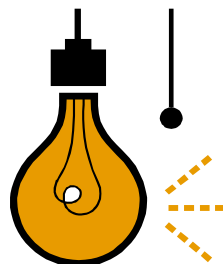
<http://community.iaap-hq.org/IAAPHQ/SEWisconsin/Home>

## 2009-2010 SE Wisconsin Chapter IAAP PROGRAMS

Meeting Date	Location	Program Title	Speaker	Summary
March 4 <sup>th</sup>	GTC – Kenosha	There Actual is a Viable Solution: Peer Mediation	Jerry Scott, City of Racine, HR Affirmative Action Officer	Peer mediation involves using those involved in a conflict to solve their own disputes. A peer mediation/conflict resolution program includes certain components that are intended to help develop critical skills or abilities for constructive conflict management. The presentation will explore the historical context, success rates and positive energy inherent in the process; as well as a glimpse into a session.
April 1 <sup>st</sup>	GTC – Racine	How to Recession-Proof Your Career	Jennifer London, Office Team	Given the turbulent economy, many professionals are doing their best just to keep their careers afloat. But whether you're concerned about your current position or looking for a new one, now is the time to take action to raise your visibility and "recession-proof" your career. In this presentation, you'll learn strategies for staying motivated and productive on the job, becoming an indispensable asset to your employer, landing a job in a tough economy and improving your marketability to ensure ongoing career success.
May 6 <sup>th</sup>	TBD	The Green Initiative	Jeff Neubauer of Kranz, Inc.	
June 3 <sup>rd</sup>	GTC – Kenosha	Election & Installation of 2010-2011 Officers Awards Presentation	TBD	

**Board Meetings** will be held at the Chancery (Racine) at 5:30 pm on the following dates:  
January 28<sup>th</sup>, February 25<sup>th</sup>, March 25<sup>th</sup>, April 29<sup>th</sup> and May 27<sup>th</sup>.

*If you would like to attend, please contact MaryBeth Kallio CPS/CAP to make your reservation.*



"The right is not created in the exercise of **power**, but if the right does not have the **power** to become established, then **power** will rule of itself."

~ Kenneth Patton

## SE Wisconsin Chapter IAAP Birthdays

### SE Wisconsin Chapter IAAP Anniversaries

Muriel Andersen (2004)

Karen Saliscente (2009)

Wishing you a day  
bursting with happiness  
and sparkling with joy!

Best Wishes throughout  
the coming year to

Dolores Rosplock ~ 2/1

Pat LaBucki CPS/CAP ~ 2/6

Marilyn Holden ~ 2/26



## 2009-2010 SE Wisconsin Chapter IAAP Committees

Committee	Committee Chair	Committee Member
APD Executive Night Audit	Heidi Hoefler	Deborah Ross- Corbett Tammy Shannon
Bylaws & Standing Rules	Pat LaBucki CPS/CAP	
Certification CPS & CAP	Debra Ruane	
Hostess	Sharon Lunetta	
Membership/Orientation	MaryBeth Kallio CPS/CAP	
Newsletter	Corinne Dombeck	
Nominating		
Programs	Muriel Andersen	
Publicity & PR	Deborah Ross-Corbett	Kathleen Sexton
Retirement Trust/R&E	Pat LaBucki CPS/CAP	
Scholarship	Sandy Weber CPS/CAP	Barb Bruntzel
Ways & Means		
	Nuts Karen Fandrey CPS/CAP	
	Ads Pat LaBucki CPS/CAP	
Website	Trish Martinez	



"When leaders take back power, when they act as heroes and saviors, they end up exhausted, overwhelmed, and deeply stressed."  
- Margaret J Wheatley

## 5 Ways Companies Mistreat Job Seekers

By ALISON GREEN, US NEWS & WORLD REPORT

Posted: August 3, 2009

When it comes to hiring, some employers act like they hold all the cards--and they can treat job seekers as poorly as they want, without consequence. They're wrong: Smart employers know that good candidates have options (to say nothing of the ethical implications of being rude just because you think you can). Here are five common ways employers behave badly when hiring:

### Having no regard for the candidate's time.

From last-minute cancellations, without apology or acknowledgement of the inconvenience, to not paying attention in the interview, some employers act like their time is the only time that matters. Most candidates go to a lot of trouble to prepare for an interview -- reading up on the company, taking time off work, and often traveling--and their time should be respected too.

**Not sharing their timeline.** Employers have some idea of whether they'll be getting back to candidates in a week

or a month. There's no reason not to share that information, and it can be agonizing on the job seeker's side to have no sense of the timeline the employer will be moving on -- and yet many employers keep job seekers uninformed.

### Refusing to share their salary range, but asking you for yours.

Employers know roughly how much they're willing to pay; there's no reason not to share that info, other than that they're hoping to get you for a lower price. But that's lame: If they lowball you now and you figure out later that you're underpriced for the market, they risk losing you over it. They should tell you the range they expect to pay and put an end to all the drama and coyness.

**Misrepresenting the work.** Interviewers who make the job sound more glamorous or downplay less attractive aspects of the job--such as long hours--are guaranteeing they'll end up with a bitter employee. Truth in advertising works to

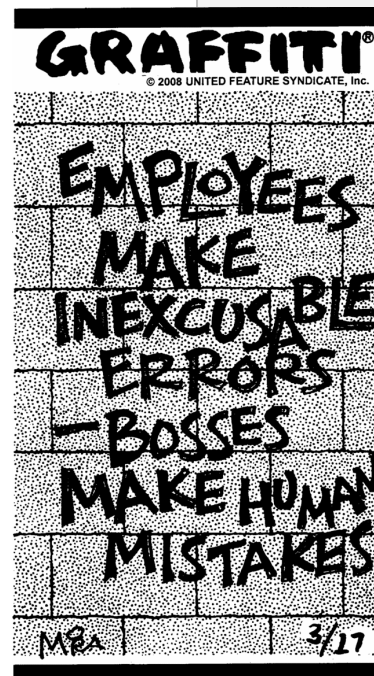
everyone's advantage, because candidates who won't thrive in the job, or the culture, can self-select out before they become your disgruntled employees.

### Not notifying candidates that they're no longer under consideration.

This is both common and inexcusably rude. Candidates are often anxiously waiting to hear an answer--any answer--and end up waiting and waiting, long after a decision has been made. It's about simple respect and courtesy (and it just doesn't take that long to email a form letter).



*Alison Green is the author of [Managing to Change the World: The Nonprofit Leader's Guide to Getting Results](#). Her writings have been published in the *Washington Post*, the *New York Times*, *Maxim*, and dozens of other newspapers. She blogs at [Ask a Manager](#).*



"Never work just for money or for **power**. They won't save your soul or help you sleep at night."

~ Marian Wright Edelman

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Office Pro Magazine is now online!

[http://officepro.iaap-hq.org/  
IAAPHQ/OfficePro/OfficeProHome/](http://officepro.iaap-hq.org/IAAPHQ/OfficePro/OfficeProHome/)

## Job Security Lies Within You!

By Joan Burge, Monday Motivators

I don't know how your week went last week, but mine was crazy! I received numerous requests from employees with questions such as: How do I survive 2009? I heard our company is downsizing and what if I'm next? Our company already cut jobs and more are on the way-how do I prepare myself? How do I not feel guilty when my best friend or coworker lost their job? What should I say to my coworkers who are feeling lots of anxiety?

I don't have all the answers. But I do have some answers and I will be addressing these issues through my Blogs at OfficeDynamics.com. These are great questions - realistic concerns - and need to be faced head on.

Right now it's my job to motivate you and kick start your week. The best advice I can give you from my 36+ plus years in the business world is that **Security Lies Within You, Not a Job!** And that is great news because that means you have control. You are at the head of the train determining where you need to go next, how to maneuver a curve in

the track, and whether to go full speed ahead or slow down.

**First**, you must see yourself as someone worth investing in. I hear far too many employees tell me that if their company doesn't pay for their training or a book or CD, forget it. Investing in yourself is the best investment you will ever make. It is something that will go with you the rest of your life and no one can ever take it away from you.

**Second**, own your career. It's not up to your manager or your company to make your work life exciting and rewarding. Those days are long gone. Use your creative abilities to make your job more interesting. Right now, maybe interesting isn't even what you need to do. You need to hang on to your job. Put your energies into streamlining processes, saving money, and keeping yourself busy.

**Third**, make time during the week to network. Go to lunch with people you

normally would not ask. Broaden and diversify your relationships. Let people know how great you really are!

**Fourth**, encourage others who may be expressing anxiety or concern. The idea is that being anxious is not going to change the outcome. It only makes things worse and takes away energy. It will literally zap you. Focus on the positive things you can do during the week and put your energy into things you can control.

**Fifth**, remember *tough times never last, but tough people do*. That was written by Rev. Robert Shuller. He is right. Stay tough. You are not a victim of circumstances unless you choose to be. Choose to be a victor and rise above any negativity.

I hope you have a really good week. Make it so!



# How to Deal With Job Rejection

By ALISON GREEN, US NEWS & WORLD REPORT

Posted: August 24, 2009

If you're a job seeker in this economy, in addition to knowing how to write a good cover letter, talk winningly about your accomplishments, and follow up without being too stalkerish, you'll probably need another skill too: dealing with rejection after applying for a job, maybe even one you really wanted and thought you were perfect for. Here are five things to keep in mind.

**1. Even great candidates get rejected, so don't take it personally.** Especially in this job market, I'm turning down extremely qualified candidates constantly, simply because there are so many of them applying and I can only hire one of them for the job. Many times, I would happily hire plenty of the candidates who I have to reject.

**2. Sometimes the person who rejects you for a job could be wrong.** Hiring managers aren't infallible, and hiring

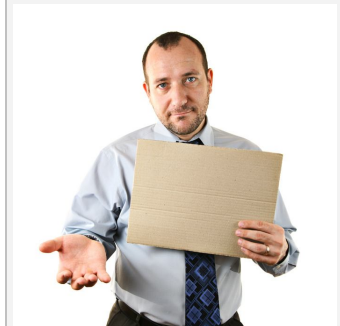
isn't an exact science. We do the best we can with the limited information we have, so you shouldn't take it as a measure of your worth.

**3. Consider that the person may be right.** Maybe your background wouldn't match with the job, and you'd be likely to struggle in it. Or, maybe your working style would clash with the company culture or the manager. Often, one personality type will simply fit better into a role than another would, and that's the kind of thing that's very difficult (if not impossible) for a candidate to know, looking in from the outside. Remember, it's not just a question of whether you have the skills to do the job, it's also a question of fit for this particular position, with this particular boss, in this particular culture, and in this particular company.

**4. Rejection letters are rarely forthcoming about why you weren't**

**hired.** Don't try to read between the lines and figure out what they might be hinting at. They're not hinting at anything; they're just trying to deliver the news in the easiest way possible, and they're generally deliberately vague (because otherwise some people—not you, of course—will try to debate the decision).

**5. Maybe you dodged a bullet.** After all, you don't want a job in which you won't excel, or a culture that would make you miserable, and maybe the hiring manager did you a favor in the long run.



"I suppose leadership at one time meant muscles; but today it means getting along with people."  
~ Mohandas K Gandhi



"I'm so glad that you're in such a good mood. It makes it easier for me to lay you off."

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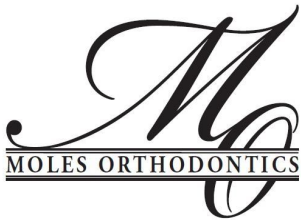
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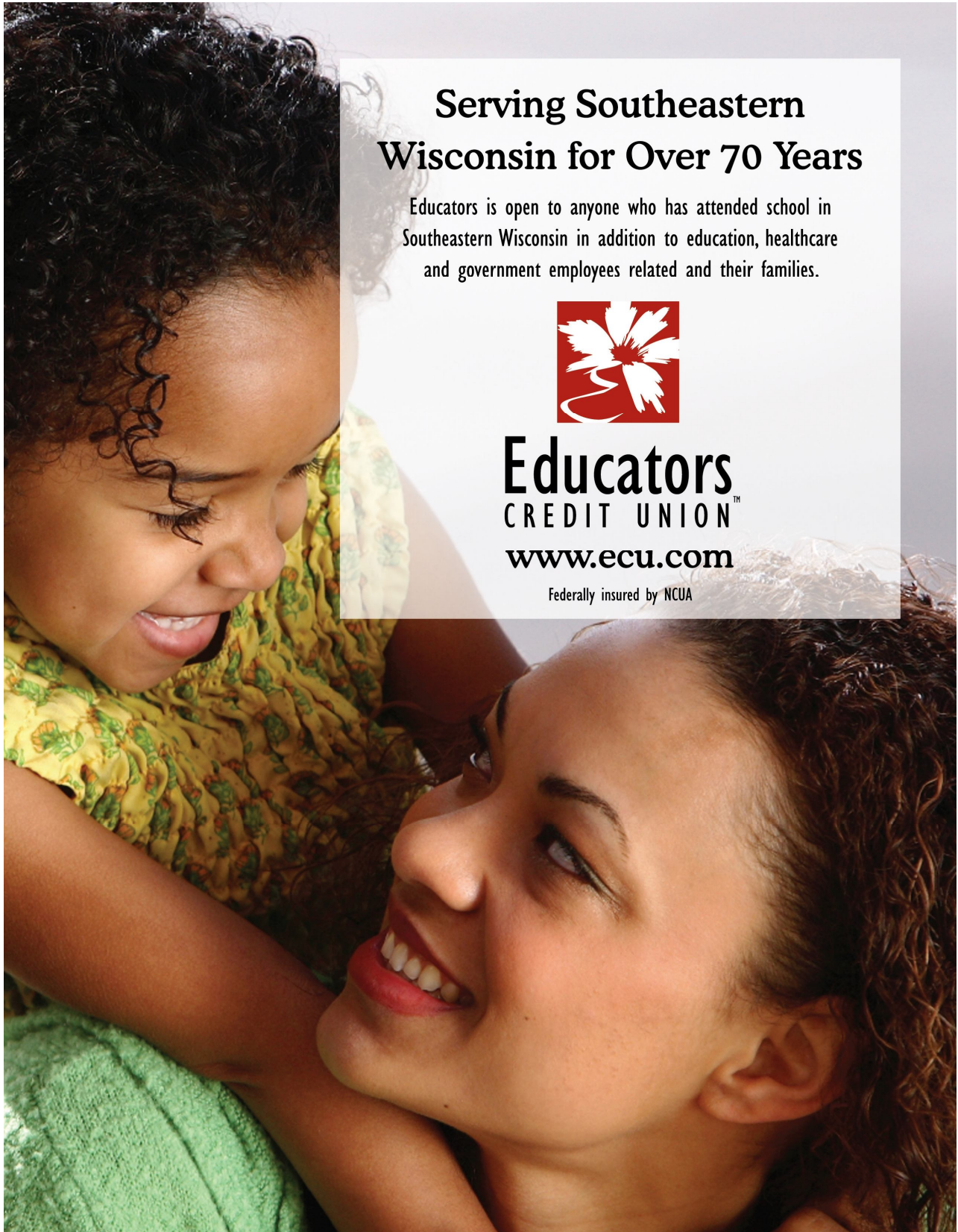
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At Lincoln Lutheran, we have celebrated aging since 1954.  
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by providing housing, skilled nursing care, rehabilitation, assisted living  
and a wide variety of community services.

## Communities

### Senior Community

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*A gracious apartment complex  
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Assisted Living Apartments  
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independence as desired with  
assistance when and if needed.*

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activities.*

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churches at eight sites in Racine.*

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