



LISTEN UP!

President's Message

Recharged & Energized!

There's nothing like the feeling of returning from an EFAM. If you have never been or it's been a long time, I encourage you to think about attending next year in Grapevine, Texas. EFAM epitomizes our Mission Statement of growth through education, community building (in this case our own IAAP community) and leadership development. With workshops to fit your own specific career needs, networking with the larger IAAP community and attending the business meeting to see how our leadership operates ... it's an experience of a lifetime.

My delegate report was distributed in a recent Monday folder and I am sure you could tell after reading it that I have a sense of being recharged and energized for the coming term. I was so proud of the San Jose chapter and its members as I stood in front of the CA Division attendees and accepted our awards for the past year. We really put our Passion & Purpose to the test and came out triumphantly

with awards for CPS and CAP certifications, Members of Excellence, and even the Chapter of Excellence award. As a chapter we are already making that Leap to Remarkable and I can only wait to see our outcome for this year!

Let's all keep this momentum going in the coming months. Get interested in your own career and development and let the San Jose chapter help you with your goals. Whether that means becoming CAP or CAP-OM certified, striving for Member of Excellence, getting involved in one of the many committees we have or reaching out to our community, I say "Just Do It"! The more you put into

your efforts the more you will reap its benefits.

Attitude is everything, and the speeches at EFAM really brought this home to me. Staying positive, believing in your own progress, adding laughter and music to lighten the load will help propel you forward with great results.

Let's all make that Leap to Remarkable this year. How will you Step Up, Think Big and Lead the Way? Let me and your chapter help you reach the goals you are striving to accomplish. Together we can and will be unstoppable!

*Kathi Cohen, CPS/CAP
Chapter President,
2011-2012*

Casino Bus Trip- Sept. 17

Sign up for the Casino Bus Trip September 17! There is room for only 55 people (over 21 a must and some of us are barely that) - seats are filling up quickly!

Register by September 2 for this one-day bus trip to Feather Falls and Thunder Valley Casinos. A day filled with fun and winners. You could be one of those

winners so don't miss the bus!

Download the flier and <http://www.iaap-sjc.org/Home/> for more detailed information.

Or you can contact Jennifer directly at jmarquez62@yahoo.com for this great FUNdraiser!

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San Jose Chapter





WAN – August 31, 2011

Intergenerational Workplace Dynamics:

Dance of the Ages: Join the Crossroads, El Camino and San Jose IAAP Chapters for our annual WAN (Wide Area Networking) meeting. This event promises to be fun & engaging as our speaker, Tim Dunkin, takes us through the ages and offers us insights on how to approach each one.

It is possible to have four distinct generations working together today. They are all closely related, and each one influences the other. Even while they may suspect they are not even of the same species!

Traditionalists, Baby Boomers, Xers and Millennials: What makes up the distinctions of each generation; Realize the critical characteristics that

have shaped each generation; Learn how to make it work; Gain some hope for the future.

Michaels At Shoreline
2960 North Shoreline
Boulevard, Mountain
View, CA 94043
5:30-8:30 pm

Download flier for details at:
<http://www.iaap-sjc.org/Home/>

Upcoming Meetings for San Jose Chapter

September 13, 2011

Tips & Tricks - Computer Magic's is back!

Join us in September for some training in Microsoft Power Point. Computer Magic's Power Point Guru, will teach us new tools, tips and tricks to becoming a star at Power Point! Please come prepared to take some notes and walk away with a wealth of knowledge!

"Destiny is not a matter of chance, it is a matter of choice; it is not a thing to be waited for, it is a thing to be achieved."

William Jennings Bryan

Certification

Do you want to get ahead in the workplace? Are you interested in increasing your skills and knowledge and being recognized as an expert in the administrative field? If so, IAAP can help you. IAAP's Certified Administrative Professional rating is recognized as the industry standard for proficiency. And that's not all - you'll improve your professional qualifications and your self-confidence will soar.

October 12, 2011

Executive Appreciation Night

Clara Chorly from Clarity Unlimited will be speaking on "How to be an effective communicator." Clarity Unlimited's Mission is to inspire, support and empower entrepreneurial men and women globally to clarify their vision, integrate intuition for more efficient business decision-making,

and develop a focused mindset that supports (rather than fights against) the organization's vision.

Kathi Cohen, our Chapter President will be sending out letters to each of our bosses, with the hopes that they will join us for this fantastic motivational speaker. To learn more about Clara you can check out her site @ <http://clarityunlimited.com/>

The San Jose Chapter can help you attain this prestigious designation. In addition to loaning study materials to members, the chapter helps organize study groups to help you prepare for the exam. Register today for the next exam taking place this November 4-5, 2011, at

http://www.iaap-hq.org/sites/default/files/pdf/certification/CAP_OM_Application.pdf ! Late registration for November's

exam ends **August 31, 2011** - \$50 late fee. New study guides for CAP/CAP-OM are now available! For more information or questions, go to <http://www.iaap-hq.org/certification> or contact Vicky Lara, CPS/CAP at: vicky.lara@sbcglobal.net



Membership

Do you know that as a member of IAAP, you receive special offers and discounts from the following companies: Geico Auto Insurance; Office Depot; Avis Rent a Car; Carlson Wagonlit Travel; training and educational programs through National Seminar Group - a Division of Rockhurst University; UPS; and Teleflora? You may also apply for an IAAP Platinum MasterCard with WorldPoints Rewards and sign up for the IAAP health insurance

program. Log into your IAAP account today for all the details!

Who Do You Know?

If you know someone who might be interested in IAAP and would like to know more before joining, you can refer them to a recorded version of the "What's In It For Me? Why IAAP is Perfect for You" webinar on the **IAAP website**. Prospective members will discover what's in it for them and how IAAP can help them become

career-minded administrative professionals.

Vunteer?

For those who are still interested in helping to make this chapter successful, there are numerous chances to get involved. We are still looking for help with the following committees: **Bylaws & Standing Rules, Newsletter (graphic design and/or editing), and Membership**. Contact any BOD member for more information.

Microsoft Office Best Practices

Best practice #1: Pin the tail on the font (or don't)

Serifs are the funny little "tails" at the end of the stems of some letters in a particular font, such as Times New Roman and Georgia. Sans serif fonts don't have the tails (kind of like my Australian shepherd, although he does have a little stump). Examples of these are Times New Roman (serif) and Tahoma (sans serif):

1 Serif

2 Sans serif

When you're trying to figure out whether to pick a serif or

sans serif font: consider if this is for an on-screen job or a print job.

Studies show (although I'm not a font scientist and I don't play one on TV, either), a serif font is easier to read in print while a sans serif font is better when reading something on the computer.

The theory is that serifs form a visual guide, or train, which helps the reader's eye follow the type and read groups of words, rather than single words one at a time. And while this works great for print, it doesn't work as well for the screen. So, to sum up:

Use a serif font for printed materials such as books, reports, and catalogs.

Use a sans serif font for documents or other things you'll be popping up onto the Web.

Excerpts taken from article authored by Annik Stahl, Crabby's Font Facts 102: Best practices.

<http://office.microsoft.com/en-us/help/crabby-s-font-facts-102-best-practices-HA001119384.aspx>

"Good ideas are not adopted automatically. They must be driven into practice with courageous patience." — Hyman Rickover

MILESTONES

1 year

Lucy Phung

2 years

Thomas Hood

Anna Kathner

5 – 10 years

Susan Baiata

15+ years

Angie Carey



**SAN JOSE
CHAPTER IAAP**
P.O. Box 640773
San Jose, CA 95164



We're on the Web!

See us at:

<http://community.iaap-hq.org/IAAPHQ/SanJose/Home/Default.aspx>

**San Jose Chapter
Meetings
Second Wednesday
of each month**

**NETWORK
MEETING CENTER**
5201 Great America
Parkway
Santa Clara, CA
95054



San Jose Chapter

About IAAP

The International Association of Administrative Professionals is a not-for-profit professional association for office professionals with approximately 28,000 members and affiliates and nearly 600 chapters worldwide. Our mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership

development. The association was founded in 1942 as the National Secretaries Association to provide a professional network and educational resources for secretarial staff. The association's name was changed in 1998 to the International Association of Administrative Professionals to encompass the large number of varied administrative job titles and recognize the advancing role of

administrative support staff in business and government.

Our Mission

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building, and leadership development.

2011-2012 BOD Contacts & Websites

The Board of Directors would love to hear from you! Here's our contact information:

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