



LISTEN UP!

President's Message

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Executive Appreciation!

As we enter Fall, let's redirect our thoughts toward appreciation. On October 16 we celebrate National Boss Day. Traditionally this has been a day for employees to thank their bosses for being kind and fair throughout the year.

So ... where did this originate?

Patricia Bays Haroski registered "National Boss' Day" with the U.S. Chamber of Commerce in 1958. She was working as a secretary for State Farm Insurance Company in Deerfield, Illinois and chose October 16 because that was the birthday of her boss, who was her father. Haroski's purpose was to designate a day to show appreciation for her boss and other bosses. She also hoped to improve the relationship between employees and employers. Four years later in 1962, Illinois Governor Otto Kerner backed Haroski's registration and officially proclaimed the day.

National Boss' Day has become an international celebration in recent years

and now is observed in countries such as Australia, India, South Africa and very recently Ireland and the UK.

Now that you know the origin, how do the members of the San Jose Chapter recognize this special day?

First, invite your executive to attend our October 12 meeting. This is a wonderful opportunity for your boss to actually see what a professional organization we are and how we assist our members in professional growth through education, community building and leadership development. Our speaker, Clara Chorley, will lead us through an in-depth presentation on communication that will certainly spark conversations between you and your boss. I've heard her speak at several venues and she's engaging and full of energy.

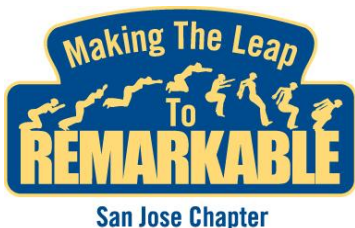
Next, sign up to have the San Jose Chapter send your executive a "thank-you" letter for all the support he or she has provided toward your efforts with our chapter.

Look for details later in this newsletter regarding what information we need to send this letter.

Before the holidays hit us and we're all off in a whirlwind frenzy, let's remember to be thankful for our jobs and the bosses who support us throughout the year.



Kathi Cohen, CPS/CAP Chapter President, 2011-2012 with International President, Tamra Goodall, CPS/CAP



Chapter Meeting October 12, 2011

How to Be an Effective Communicator



October is "Invite your Executive" month and we are excited to offer **Clara Chorley** as presenter at our October Chapter meeting.

Clara is a speaker, international entrepreneur, coauthor of the book "15 Winning Ways to Better Living," and President of Clarity Unlimited. Their 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.

Through her work across 3 continents and 34 countries, Clara has uncovered specific steps to move people toward professional and personal life satisfaction.

So bring your executive and join us on October 12 to learn how you can:

- Increase awareness around being your own 'real' self and how keeping it 'real' increases success

- Create maximum results by focusing on what is 'real' and meaningful to you

- Integrate intuition to increase success in both business and in life!



EFAM Scholarship Program

From IAAP website

The IAAP Research and Educational Foundation (R&E) wants to help you grow your career! And they are doing just that with the R&E's new **2012 EFAM Scholarship Program**.

The program helps cover the cost of attendance for temporarily unemployed admins or those who have never attended EFAM before. It's part of the foundation's commitment to helping admins reach and maintain their professional edge. Scholarship applications will be accepted between

Oct. 1, 2011 and Jan. 31, 2012.

Visit the new page at iaap-hq.org/about/refoundation to learn more about the EFAM scholarships, the foundation and how to help the R&E reach its goals. The page includes an FAQ about the R&E, PowerPoint presentation and script, scholarship information and donation forms. It's the go-to source for the R&E. So join R&E and start to advance your career as an administrative professional.

We are on the Grow!

Do you know someone in the administrative profession? Help them out by sharing your secret. Send them this link and tell them to check it out now - <http://www.iaap-hq.org/featured/in-it-for-me>. Let's go viral! The San Jose Chapter

challenges every member to send this link to just one person in the profession this month. Doing so means 92 administrative professionals will discover how IAAP can help them become career-minded administrative professionals.



Ronni's Right



This month I want to briefly discuss budgeting. The board works hard to develop a proposed budget for membership approval and to ensure we are on the right track. How will we know that we are spending our money wisely, if we don't know how you want it spent? It is the first step in determining our financial health and stability. Living within a budget is not the easiest thing in the world to do but it is better than worrying and guessing about expenditures and feeling guilty about spending money we may not have.

A budget is a realistic, yet flexible, financial plan put together based on our projected income, expenses and goals. Another important part of building our plan is to ensure that the funds we earn are being spent to **benefit the chapter members**. We must keep in mind the IAAP's Mission Statement: "Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development." That's where our money should be spent. I understand that many of you feel that is the responsibility of the board. However, I submit that each of you has to keep the Board and Treasurer accountable by asking "why?"

Lest you think that the title

challenges or questions, let me clarify. Please consider the name as encouragement to anyone who wishes to bring forth additional or corrected information, and I will take the initiative to publish your comments here in this column. The more we know, the better we can share that knowledge with each other. Please read, digest, comprehend and question any/all information I share with the chapter regarding your \$\$\$\$.

P.S. Someday, I might even let you know the history of "Ronni's Right."



Feel free to contact me with any thoughts, questions and suggestions:
ronni.handley@gmail.com

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

IAAP Mission Statement

MILESTONES

1 year

Brianne Miller
Caterina Dan
Nancy Griton
Dolores Salvi
Patricia Edwards
Renee Castro

2 years

Deborah Bretschneider
Donna Cortez
Jodie Stover
Karen Meyer, CPS/CAP
Stephanie Francis
Vicky Lara, CPS/CAP

3 years

Veronica Duarte

4 years

Nancy Rao

5 years

Gloria Ebner, CAP
Pamela Tharp

6 years

Jeana Soden, CPS/CAP
Margo Swanson

7 years

Judy Heckerman

10 years

Beverly Weager, CPS
Yvonne Correia, CPS/CAP

17 years

Loy Tingley, CPS/CAP

18 years

Laura Leonard, CPS/CAP

22 years

Pat DeRitis-Light, CPS

NEW MEMBERS

Christine Olson
Jana Herlitz



MAKING STRIDES AGAINST BREAST CANCER

We're creating a world with less breast cancer and more birthdays!

We can all ***Make the Leap to Remarkable*** by getting involved. The San Jose Chapter's team, "The Cancer Crushers," is out to Lead the Way in fighting this disease.

We need your help to beat this disease! By raising funds for a ***Making Strides Against Breast Cancer*** event, you will provide hope and help to millions of people nationwide whose lives have been forever changed by this disease. Join us for a few hours of exercise, inspiration, camaraderie, entertainment, and most importantly, to honor someone you know who has been affected by breast cancer -

especially if that person is you.

Your Donations are used to find cures, help people stay well and get well and the best - to fight back.

We have currently raised \$1,716.00 for the 2011 walk!

All donations will go toward supporting Making Strides against Breast Cancer. There is no registration fee or minimum fundraising amount, and people of all ages are welcome to participate. If you'd like to participate by joining our team or making a donation, please contact:

Tammy Chavez, Team Captain
Phone: (408) 206-4693
Email: tchavez@wyndham.com



MAKING STRIDES AGAINST BREAST CANCER EVENT

Saturday October, 29, 2011

Arena Green, Guadalupe River Trail
 San Jose, CA

8:00 am - Registration
 8:00 am - 10:00am - Rolling Start
 8:30 am - Ceremonial Start

We Want You

The San Jose Chapter is on a mission. We want our members to take advantage of the many opportunities our chapter has to help you develop your professional and leadership skills,

build friendships and help make a difference in our community. And that's not all. Doing so will take you one step closer to achieving Member of Excellence. Member of Excellence Criteria #7 entails your serving in some way in the IAAP organization. This could be in a big way such as a committee chair; or not so big like serving on a committee.

Need more reason to help you make the leap to remarkable? Well, you'll meet others with similar interests to your own.

You'll build professional contacts and discover new resources. You'll make friends and build relationships. And you'll have fun.

Here's the truth - volunteers play an integral part in the successful operation of our chapter. Maybe you just want to help at an event or work on a project - we can find a role for you. Maybe you have a little time here and there or can commit more regularly - we have a place for you! Contact a Board member today for more information.

Current opportunities include:

Tips & Tricks Articles for the Newsletter
 Chapter Meeting Check In & Welcome Table
 Website Content Development
 Flyer Design
 Membership Recruitment Event Planning
 Committee
 Plus many more

An Attitude of Gratitude

Susan Fenner PhD, IAAP Staff

Any behavior that is positively reinforced will get repeated. What the heck does that mean? Simply put, if you like something, say so or show your appreciation and it will happen again. In addition, developing an attitude of gratitude will make you a person of choice – someone people will want to be around, work with, and please.

If there's so much to be gained from something as small as saying, "Thanks, I appreciate that..." or "Thanks, I appreciate you...", then why doesn't everyone do it? There's lots of reasons, and here are a few: not wanting to show that you need help/support; feeling uncomfortable telling certain people (like higher ups or strangers) they are valued; being in an environment where people aren't routinely praised (openly or in private); not making a habit of acknowledging the good.

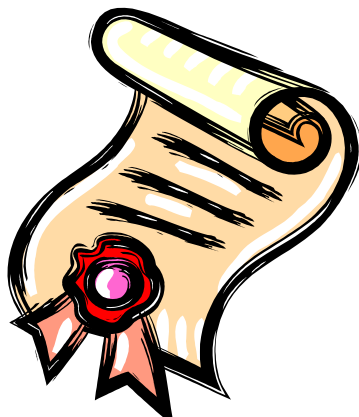
Have you missed an opportunity to show gratitude?

- Acknowledging a door held open or someone letting you cut in line ahead of them
- Waving thanks to a driver who lets you turn in front of him when he could have made the light
- Telling a co-worker she's your role model
- Bringing a small gift to a boss who changes his deadline to accommodate your work schedule
- Complimenting the appearance of someone who is usually "invisible" at work
- Telling your exec you like his style and support of you as a professional
- Letting the IT staff know that the bugs are fixed and things are purring along
- Commenting the janitors for turning a messy office into a spotless workplace
- Thanking someone for their quick response to an e-request
-

An attitude of gratitude may not be a big thing for you, but I can guarantee, it is a big thing for others!

As we express our gratitude we must never forget that the highest appreciation is not to utter words, but to live by them.

~ John F. Kennedy



Division Certifications

Congratulations to all California Division members and Members-at-Large who attained CPS (10) or CAP (19) certification with the May 2011 examinations, those who certified between exams, and 22 who recertified between January 1 – June 30, 2011.

Remember that all members who attain certification or recertify during the year will be honored at the Annual Education Forum and California Division Meeting in San Mateo in June 2012.

Start making your plans to attend and bask in the glow of recognition!

Executive Appreciation Letters

Want to thank your executive for all the support he/she provides you throughout the year with your IAAP membership?

We have a detailed letter that spells out exactly what we, as a professional organization, do and how the San Jose chapter leads the way in professional growth through education, community building and leadership development. Each letter is personally addressed and signed for that special touch. If you would like your executive to receive one of these letters please send Ronni Handley the following:

Member First & Last Name
Executive First & Last Name
Title
Company
Address
City, State, Zip

Deadline for submitting this information is October 21 - and the letters will go out the week of October 24.

Casino Bus Trip



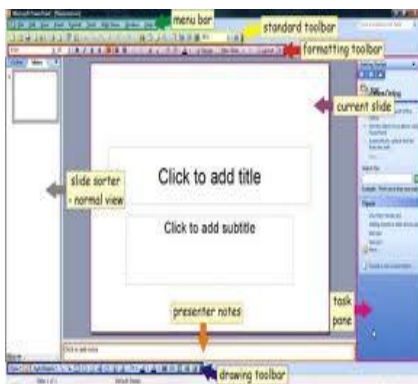
What a fun day we had! Who would have thought there was such a production for going to the casinos? As we all arrived bright and early around 6:30 a.m., there were multiple large busses waiting to pick up their passengers. Once loaded, we enjoyed some Dunkin Donuts, fruit and water while we kicked

back and enjoyed the scenery. There was lots of laughter as the conversations got more and more animated as we finally began to wake up. Then it was time for a movie, *Due Date*, which had us all in stitches. Before hitting the first casino we tried our luck on a few bingo games. The three winners were Colleen Rafferty, Brian Handley, and Vicky Lara.

Feather Hills Casino was our first stop and, loaded with \$10 cash, we all tried our hands at several games. There were even some who got back on the bus 4 hours later richer! Between the two casinos we enjoyed another set of bingo games where Colleen, her friend Yvonne and Larry Lara won. The second casino was even more fun since it had extra amenities such as an outdoor pool with live music and a spa with an array of available treatments. Loaded with \$20 in casino gambling credits we all tried once again for that big jackpot. Then it was back on the bus for another movie, *The Lincoln Lawyer*, as we watched the sunset and the day turn into night. Thank you to Jennifer Marquez for all her hard work and planning! It turned out to be a memorable day for everyone; I can't wait to see what's being planned for next year's trip!

Less Is More with Presentations

*From Administrative Professional Today
September 2011*



Heed these four tips when preparing a PowerPoint Presentation:

1. **Keep slides clutter free.** Don't take an "everything but the kitchen sink" approach. Nix the flashy images, quirky transitions and verbose text. "All the clutter becomes like wallpaper," says Jim Confalone, founder and creative director of ProPoint Graphics.
2. **Use one image to sell each idea.** When it comes to bullets, the rule is one line of text per bullet.
3. **Follow the same color schemes, fonts and logo**

as your company's website or brochures. "There's an assumption of what a PowerPoint is supposed to look like, and company standards fall through the floor," Confalone says.

4. **Give the audience a break to prolong attention spans.** *Example:* The late Steve Jobs, a master of the presentation, used this tactic: Insert a blank slide occasionally as a way for people to relax and maintain focus.

-Adapted from "5 Tips for a Great PowerPoint Presentation." Inc.

SAN JOSE

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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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