



President's Corner



Fall has arrived, the leaves have begun to turn, and pumpkins and mums have begun to appear everywhere! I hope you had the opportunity to enjoy the last few days of summer.

Crossroads is off to a great start. The networking presentation that Gail Freeman, CPS, gave at our September meeting was excellent! I know that I picked up some tips to help me. Our Yard Sale was a great success. We earned enough to cover the cost of our website for the year plus added a little extra to our treasury.

Mark your calendar for the October 6th meeting. Our topic will be Emotional Intelligence! Some of you may be wondering what it is and why is it important to me? Well, Janice Beck, a trainer here at Columbia Management, will help to answer these questions. This program has been approved for one recertification point.

I look forward to seeing you at the October meeting.

Gerry

What in this issue?	
President's Corner	Page 1
Next Meeting	Page 1
Certification Study Group	Page 2
Avery Box Tops for Education	Page 2
Member of Excellence	Page 3
Information Night/ Mini Office Expo	Page 3
Calendar	Page 3
Sample Question Answers	Page 3

Next Meeting
October 6, 2010
Brillo's Restaurant
John Kelley Boulevard (Route 152)
North Attleboro

Networking 5:30 p.m.
Dinner and short meeting 6:00 p.m.
Program 7:00 p.m.

Members \$22.00 Non-members \$25.00
Attend the program only
Members \$7.00 Non-members \$10.00

Program: Emotional Intelligence
Presenter: Janice Beck, Vice President for Learning and Development at Columbia Management.



This program is designed to give attendees an overview of the subject and inspire them to want to explore the subject more fully. Participants will have the opportunity to take a self-assessment and to begin to explore the value of this tool and how it can improve communication as well as interpersonal relations at work and in their personal lives.

Have you made your reservation for our October 6th meeting? If not, contact Diane Souza at souza@masstech.org.

Certification Study Group

A couple of members are planning to take the certification exam in May. They are forming a study group. This group is open to all members, so if you are interested, contact Diane Souza at souza@masstech.org or Gerry Brunell at mgbrunell@comcast.net.



Karen Gunther has loaned the study materials she used when taking the exams under the current format, and that is what the study group will be using. It is recommended that candidates download the review guide. The study guide recommends a minimum of 30-40 classroom hours for each of the three parts of the CPS exam. For Part 4 of the CAP exam, the guide recommends 45-60 hours of study.

Changes to the certification exam will take effect with the November 2011 exam. A candidate who takes the CPS exam in May and has passed one part will automatically be moved to the new CAP exam. Any CAP candidate who has passed only one part will automatically be moved to the new CAP exam and Organizational Management specialty exam. Any candidate who has passed two parts will be given through November 2011 to complete their final parts.

If you have questions regarding the certification program, bring them to the meeting or contact Gerry.

"One important key to success is self-confidence. An important key to self- confidence is preparation." -- Arthur Ashe

Sample Questions to try! (Answers will be found on the last page)

Part 1 Office Systems and Technology

- a. Which one of the following storage options provides sequential access to information?
 - A. Disk packs
 - B. Tape drives
 - C. Hard disk
 - D. Optical disk

- b. Application software whose primary function is to record a repeat financial transaction is
 - A. project management software
 - B. desktop publishing software
 - C. database software
 - D. accounting software

Information Night and Mini Office Expo Help Needed!

The board needs your help to make our Information Night and Mini Office Expo a success. Please send Gerry or Diane names of administrative personnel that you would like us to invite to our November 6 event. We would also like contact names and companies that you would like us to contact and invite as well.



Crossroads will take part in Avery's Box Tops for Education program. Box tops can be collected for many products. This contest does not limit us to Avery products only. Please ask

family and friends for their help. **If we are the most box tops for a chapter with less than 40 members, we could win money for an educational seminar!**

Help us chose the school that will get our box tops. We have not chosen the school we will support with our box tops. Please send your nomination to Gerry as soon as possible (mgbrunell@comcast.net).

Member of Excellence

The GNED Board would like to know how many of our members are planning to work towards the Member of Excellence award. Remember, you only have to complete eight of the 11 categories. If you sign the commitment form, pay your dues on time, and attend a minimum of eight chapter, division, or international meetings, you will have three categories covered.

If you signed the commitment form or plan to, please let Gerry know as soon as possible. Thank you.



Certification Questions Answers

a. (B) b. (D)



Coming Events

September 25 – GNED Fall Workshop – Sheraton Hotel in Framingham. Presenter, Gini Courter, Triad Consulting. Topic: *Microsoft 2007 with preview of Microsoft 2010 and Cool New Software Websites.* Gerry and Dotti are going. If you need a ride call Gerry.

October 6 – Crossroads Meeting at Brillo’s Restaurant, North Attleboro, 5:30 p.m. Networking, 6:00 Meeting and Dinner, 7:00 p.m. Program. Program: - *Emotional Intelligence* presented by Janice Beck

October 14 Crossroads Board Meeting – “Pannera” at the Target Plaza in Plainville 6:30 p.m.

October 17-20 – IAAP Fall Conference – Core Characteristics of a Champion – Seelbach Hotel, Louisville, KY

November 3, 2010 Information Night and Mini-Office Expo - , Brillo’s in North Attleboro. Representatives from Avery, Esselte and Ampad. Free samples for each attendee.

November 4 & 5 Certification Exams Best wishes to all candidates



November is Trust month.