



CHIPPEWA VALLEY CHAPTER

Chippewa Valley Chapter

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS
WISCONSIN DIVISION
CHIPPEWA VALLEY CHAPTER

INVITES YOU TO A
NETWORKING & INFORMATIONAL RECEPTION
FOR
OFFICE & ADMINISTRATIVE PROFESSIONALS

MONDAY, FEB. 23, 2009
5:15 – 7:30 P.M.

RCU CORPORATE CENTER
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“Presentation is Everything”

Program and hors d’oeuvres presented by



One of the many opportunities administrative professionals are presented with is organizing meetings for the office, board of directors, gatherings of notables, or friends and families.

Join us for a relaxing conversation with the Chippewa Valley franchise owners, Kevin Schippers (founder and owner of Water Street location) and John & Marilyn Toczek (owner of London Road location), to discover catering tips and easy-to-digest solutions. Taste the menu offerings and learn how becoming a member of the Chippewa Valley Chapter of IAAP may benefit your company when requested to “set up a meeting.”

Membership in IAAP allows administrative professionals immediate answers to software questions as well as ethical, everyday situations that might arise in the workplace. A tour of the IAAP Headquarters community website will introduce you to the networking tools available to members such as chat rooms and forums.

REPLY REQUESTED PRIOR TO THURSDAY, FEB. 19, 2009, TO:
MARYEDNA HAGEN, HAGENME@UWEC.EDU, 715-836-5984.

February 2009

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2009 Administrative Careers Outlook

With all that administrative professionals do these days, most companies simply can't keep running without them. The question for 2009 is: With so many economic trains running out of steam, how many admins will employers still need?

As always, demand for administrative professionals is hard to predict, since so many admins work in temporary, contract or other contingent arrangements.

"I don't think 2009 is different from any other year, but employers are going to be cautious about who they hire," says Archie Toth, senior vice president of franchise operations for Snelling Staffing Services.

Toth also believes that middle managers may attempt to bring on admins while they can, before their companies batten down. "There may be some hiring freezes, so some managers will try to get hiring done in the first quarter."

One thing is for certain: Admins cannot assume their careers are safe. They must act to maximize their visible value to current and prospective employers.

"It's a full-time job getting a job, and in 2009, it'll be a full-time job keeping a job," says Susan Fenner, Monster Admin/Support advisor and manager of education and professional development at the International Association of Administrative Professionals (IAAP). "Yes, that's a lot of pressure, but you're up to it if you have motivation and initiative."

Specialist vs. Generalist Skills

In 2009, more than ever, administrative professionals must work to make themselves jacks of all trades and masters of several. "Specialist skills will help get you in the door, and generalist skills will help when things



change, enabling you to pitch in with anything that comes up," says Fenner.

This means, for example, that subject-matter specialists should learn to apply their expertise on new technology platforms, such as microblogging sites Yammer and Twitter. And admins who excel at Excel in the context of project management would do well to learn how to apply the spreadsheet program to tasks such as complex data entry.

Toth sounds a similar theme. "Employers will try to do more with less and use people on staff to multitask," he says. "Companies have gotten smaller, so you may work in accounting and HR and several different environments."

It's also more important than ever to project your skills toward your employer's current and future needs. "You need to sell the skills you

have, not the title you used to have," says Fenner.

Fenner notes that today, many jobs for admins have titles other than administrative assistant, such as presentation specialist. So it's important to broaden your search of job titles to include the full range of specialist administrative positions for which you are qualified.

Companies Will Employ Staffing Strategies to Suit the Times

Administrative professionals should recognize their work arrangements will be subject to their employers' sometimes chaotically changing needs. "Companies will be looking for temporary help if they have a specific project, such as writing or proofreading a substantial report or reorganizing a filing scheme," says Fenner.

Admins who work on a contingent basis may find themselves in demand when the deep recession of the late 2000s begins to ease. "If companies are unsure of when business will pick up, they will use temporary workers to give them more flexibility, to turn a fixed cost into a variable cost," says Toth.

To be sure, 2009 will be no time to petition for a big raise. "There will be very small increases, or pay will be static as companies look at their expenses," says Toth. "There are so many candidates on the market."

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Office Personnel Seminar

Mark your calendar for the Office Personnel Seminar (OPS) scheduled for **Wednesday, April 15, 2009**, at The Plaza in Eau Claire. This all-day seminar includes a keynote speaker, break-out sessions, door prizes, raffles and more. Continental breakfast and lunch is included. All those who work in an office environment will gain valuable knowledge from this information-packed seminar.



Keynote speaker Jean Jirovec will talk about liking you and your job. Break-out sessions include: drawing tools using Word 2003 and 2007, getting along with co-workers of every generation, going green, motivational techniques to improve productivity, nonverbal communication, office yoga, Outlook, protecting your business by protecting your data and meeting/event planning.

New this year, the Chippewa Valley Chapter's Executive Event is incorporated with OPS so office professionals can recognize and thank their employers and supervisors for supporting membership in a professional association. Executives are invited to attend breakfast and the keynote speaker with their office professional.

Back by popular demand, raffle tickets are available for purchase throughout the seminar for an assortment of baskets and various merchandise. If you have any ideas for raffle items or would like to donate something to be raffled, please contact Pauline Spiegel, Ways & Means Committee.

During lunch, enjoy a style show sponsored by Sandy's, a local shop located at 115 W. Grand Ave. in downtown Eau Claire. At Sandy's you will find a variety of clothing, hand-crafted art and unexpected treasures.

OPS Committee members are: Kathy Briggs, Chair; Donna Weidman, Chair; Michele Halterman; Debbie Paulson; Della Schindler; and Kim Yeager.



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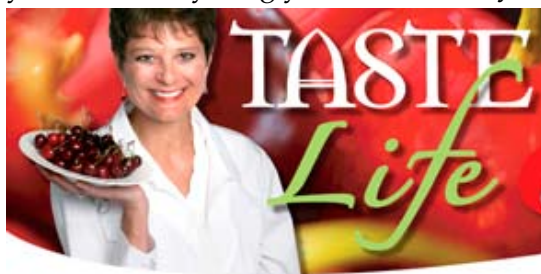
Heidi Wold

Submit your articles, ideas and accomplishments to Michele Halterman at halterman.michele@mayo.edu.

Energized Abundance by Chere Bork

With all the talk about recession, depression, and doom and gloom of the headlines, there was only one theme word I could pick — ABUNDANCE.

You may not be aware of a secret powerful force called the Law of Attraction which attracts people, situations, relationships and jobs into your life. Everything you do



creates a vibration and the universe matches your vibrational bubble. I want to put out positive vibrations and attract abundance this year.

Abundance is a feeling. We choose our feelings. Our feelings create a positive or negative vibration to the universe. When I choose to live an abundant life, I can feel rich despite the failing economy, my disappearing retirement fund and fewer national speaking engagements. By being open to the possibility that what you desire WILL happen; you open your heart, hands and head to ALLOWING and ATTRACTING what you want in your life.

You can use deliberate creation to create abundance. Most people have the typical “American operating style” that is the exact opposite of abundance — with a fo-

cus on not enough (I don’t have enough time.) or lack (My boss doesn’t support me ever!) or loss. (He/she doesn’t show their love to me.)

A few years ago I worked with a client who was quite upset that she only lost 3 pounds in three months.

I thought this was absolutely fantastic as during this three-month period we worked together her mom had a heart attack, she changed jobs and her son went to jail. Most people I know would gain 20 stressful pounds,

not lose 3 pounds. Focus on what is good and you will get more!

Here are five ideas for you that I personally use to attract abundance!

Keep an Abundance Journal. Every day keep your “abundant ears” open to what you are attracting. Keep track of one or two abundances each day.

Play the Abundance Game. Start to see things around you as abundant. There must be 5,000 white specks in my grey office carpet. Spend one minute telling someone the abundance you observe around you. Take turns and let them tell you the abundance they see around them. The Law of Attraction suggests that this creates positive vibrations. Create the vibration you want by acknowledging it.

Create Your Abundance Energy Charger list. Create a list of things that you see, feel or do that make you feel better or feel abundant (i.e. the red cardinal that comes to my bird feeder, the smell of soup cooking, friends that call “just because”).

Flip the Switch. The opposite of abundance is lack. I picture my bedroom light switch. When my mind is racing towards lack I picture my bedroom dark and full of loss. I flip the switch to light and abundance. When I feel myself going “down” and giving out negative vibrations, I picture the light switch ON and can feel energized abundance.

Buy one lottery ticket and put it on your fridge. No I am not a gambler. What you focus on becomes bigger and bolder. When you look at your lottery ticket you remind yourself that if you think you are lucky, you are lucky!

If you want to manifest a life you LOVE, it is up to you to focus on what you want, not on what you don’t want. Live each day like the only thing on your “to do” list is living. Then, and only then, will you see the abundant gifts waiting for you. You just need to stop the “racing,” notice the abundance and allow it into your life. I want for you to have this year 2009 be the best year of your life. It is waiting for you to intentionally live in it.

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Technology Tip

Startup and Shutdown Jingles



Do you ever get tired of the startup and shutdown jingle that plays on your Windows XP or Vista computer? If you said yes, here's a better solution! Now, you can use your favorite song or dialogue for your PC's shutdown and startup music. It can be done with four simple steps, so let's get right to it!

Step 1

Choose the track you want to play during your computer's startup and shutdown times. The only limitations are that it should be in the .WAV format and the size of the file shouldn't be too big. You should keep it within 1 MB or your startup time will be much longer. If the file you want to use is not in the .WAV format, you can easily convert it by using a file converter.

Step 2

Next, rename the files as "Windows XP (or Vista) Startup.WAV" and "Windows XP (or Vista) Shutdown.WAV," respectively.

Step 3

Now, go to C:\WINDOWS\MEDIA and you will find your new files listed there. Go ahead and move them to another location of your choice. That's required, just in case you need to revert back to those files at any time. They'll be much easier to find if you put them somewhere you can easily remember.

Step 4

To move them, just copy and paste them into the new location. That's it. Now, you can enjoy a new sound every time you start and shut down your computer!

So, there's just one thing left to ask: What will you use for your new startup and shutdown jingle?!

<http://www.worldstart.com/tips/tips.php/5075>

RCU Ballot Counting

It's that time of year! We need your help with a very important fundraiser for our chapter.

RCU is gearing up for an election, and they pay our chapter to count ballots.

Our first ballot counting session will be from 4 to 7 p.m. Tuesday, Mar. 10, at RCU (Golf Road and Hwy. 93). Please find a few hours to help count at this session (other sessions to be announced as they are scheduled). This is your opportunity to show how much you value your IAAP membership.

To sign up, please contact Della Schindler by e-mail at dellaschindler@yahoo.com or call 715-563-7276.



International Headquarters
www.iaap-hq.org

Wisconsin Division
www.iaap-wisconsin.org

Chippewa Valley Chapter
www.iaapwisconsin.com/cv

Member Spotlight — Donna Weidman

I may be one of the senior-aged members, but my commitment to IAAP began in 1998 when I attended one of the spring chapter meetings to seek businesses for a summer office work experience. Being employed at Chippewa Valley Technical College since 1986 at the Chippewa Falls business lab where I taught 14 different courses for our office programs, getting out and updating myself on what was happening in the office field was essential for my effectiveness in the classroom. After completing this experience, my next step was to join this very professional organization of administrative professionals.

Having been raised on a dairy farm in Door County and always enjoying school and knowing I wanted to be a teacher, I attended and graduated from the UW-Stevens Point in May 1972 with a B.S. degree in business education. The early 70s were flooded with quite a few baby boomers seeking employment, but I was fortunate to secure a teaching position as a business instructor at Fall River High School, which was about 30 miles northeast of Madison. I taught six different courses which included teaching typing on IBM-Selectric typewriters and the usual courses of shorthand, office procedures and bookkeeping.

After four years of teaching, my next career change was to become an office manager/legal secretary for the law firm of Michael, Best & Friedrich located in Madison. Working for attorneys was

very challenging and provided me with both work and life experiences I couldn't replicate in any other secretarial field.

Teaching part time at a technical college in Door County and working at insurance and real estate agencies along with resorts and yacht clubs in various capacities as a bookkeeper, office manager and secretary, I embarked on my last career change in 1986 as an office instructor



at District One, now CVTC. I moved from Door County to Eau Claire, and now Eau Claire has been my home for the past 22 years. In 1989, I completed my M.S. degree in business education at the UW-Eau Claire. Teaching on a branch campus never prevented me from becoming involved with leadership opportunities as I was on and chaired numerous college-wide committees, was a union representative for 15 years, and last but not least, assumed the role of chair of the Business Technology Department, a department of 12 very diversified business educators.

Traveling has been one of my passions for the past 36 years with vacations to Europe, Australia, Alaska, Hawaii and most of the other 48

states. My advice is to travel while you are young, even if you do not have as much money as you never know if you are able and desire to travel when you are older.

Belonging to professional organizations is very important to me as I have been an active member in Wisconsin Business Education Association as president and convention chair; American Association of University Women serving as president, treasurer and program coordinator; Wisconsin Vocational Association; and since retirement, being more active in IAAP serving as the Office Personnel Seminar chair and now as the interim vice president. All my experiences in these organizations has given me a broader understanding and appreciation of my career choices and enabled me to develop so many friendships along the way. In 2006, I received the Outstanding Business Educator Post-Secondary Award from the Wisconsin Business Education Association.

Now in retirement, I enjoy being at home with my two cats, Anika and Erika, spending time volunteering at my church, delivering Meals on Wheels, traveling with my friend Lou Kassera, walking at the mall, golfing when weather permits and experimenting with my flower gardens.

I will leave you with this thought from my 2006 acceptance speech. "A banner at the 2006 Olympics read

Continued on page 7.

CPS/CAP Certification



In today's ever-changing business environment, you need every advantage to stay on top.

Professional certification shows employers, clients and associates that you are committed as a professional. Certification is a mark of excellence that you carry with you everywhere you go. IAAP offers the Certified Professional Secretary® (CPS®) rating and the Certified Administrative Professional (CAP) rating.

Taking the Examination

The CPS examination is a one-day exam, with three parts. The CAP exam is a one and one-half day exam, with four parts. The exams are administered each May and November. Applications must be postmarked by February 15 for the May exams; August 15 for the November exams.

Test your knowledge with a few test questions. Answers can be found on page 8.

CPS/CAP Quiz

1. Which one of the following is a web design tool that uses special codes or tags to set up web pages?
A) GIF (Graphics Interchange Format)
B) JPEG (Joint Photographic Experts Group)
C) WYSIWYG (What You See Is What You Get)
D) HTML (Hypertext Markup Language)
2. A computerized voice response system is:
A) used to input dictation
B) used for output in safety warning systems
C) must have a user's speech patterns taught to the software
D) when output is produced in hard copy format
3. To be classified as a record worth keeping, paperwork must:
A) be used a minimum of two times a year
B) contain factual information
C) have value to the organization
D) meet the Revised Rule 26 of ARMA
4. Procedures to be followed in the event of a fire, flood, earthquake or power outage are known as a:
A) healing plan
B) safety plan
C) preservation plan
D) disaster recovery plan
5. The introductory section of an oral presentation should:
A) capture the audience's attention and preview main ideas
B) give the major points and discuss courses of action
C) preview main ideas and compare differing views
D) capture the audience's attention and list all of the speaker's ideas

Member Spotlight *Continued from page 6.*

'Passion lives here.' I believe you need to have a passion for teaching — an enthusiasm and devotion to educating others to make their lives better. All of us need to say to ourselves each morning how fortunate we are to be teachers — we make a difference in someone's life each day. Teaching at the technical college level has given me the opportunity to inspire students to change their lives and to instill in them that passion for life-long learning."

National IAAP Events

2009

Spring Education Conf.

March 9-11
Nashville, Tenn.

Administrative Professionals Day

April 22

CPS/CAP Exam

May 1-2

Wisconsin Division Annual Meeting

May 15-16
Wausau, Wis.

International Convention

July 26-29
Minneapolis, Minn.

Certification Conference

October 18-21
Portland, Ore.

CPS/CAP Exam

November 6-7

CPS/CAP Answers from page 7

1. D; 2. B; 3. C; 4. D; 5. A

Chapter Meetings & Events

Executive Committee Meetings

First Mondays. All members
are invited to attend.
RSVP with Kathy Briggs at
khbriggs@yahoo.com.

Chapter Meetings

February 23, RCU
IMPACT Meeting

March 23, Globe Univ.
Globe University

April 15, The Plaza
Office Personnel Seminar

April 27, Red Cedar
Medical Center
"Diabetes Education"

May 25, RCU
Open

Wisconsin Division Board of Directors

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Special Dates for March

Birthdays

Joyce Orth, Mar. 1
Shari Owen, Mar. 9
Michele Halterman, Mar. 11
Barb Stuber, Mar. 26

IAAP Anniversaries

Ellen Mickelson, 2008
Beth Munson, 2004
Deborah Paulson, 2008
Della Schindler, 2008
Barb Stuber, 2008
Kimberly Woerner, 2007



Facts from 1907

- Only 8 percent of the homes had a telephone.
- Only 6 percent of all Americans had graduated from high school.
- More than 95 percent of all births in the U.S. took place at home.
- The average wage in the U.S. was 22 cents per hour.
- The average life expectancy in the U.S. was 47 years.
- The average U.S. worker made between \$200 and \$400 per year.
- The American flag had 45 stars.

Chippewa Valley Chapter

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. To provide education and training and set standards of excellence recognized by the business community on a global perspective.

Chippewa Valley Chapter is published monthly approximately one week prior to chapter meetings. Deadline for articles is two weeks prior to chapter meetings. Comments, questions and story ideas may be directed to Michele Halterman at halterman.michele@mayo.edu.

Michele Halterman, Editor

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800-522-9473

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800-569-2166

BACHELOR'S DEGREES

- Accounting
- Business Management
- Computer Science
- Criminal Justice
- Education (PK-6, 1-8)
- Hospitality Management
- Marketing
- Specialized Administration

MASTER'S DEGREES

- Business Administration (Traditional, Accounting, Finance, Health Care Management, Project Management)
- Counseling (School, Community, Higher Education)
- Education
- Theology

NOTE:

All degrees are not offered at all centers. Please contact the center nearest you to confirm program availability.

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