

Chippewa Valley Chapter

International Association of Administrative Professionals

November 2007

Chapter Meeting Monday, Nov. 26

CESA 10
725 W. Park Ave.
Chippewa Falls
Click [here](#) for directions.

5 p.m.

- Networking
- Dinner – Lasagna, garlic bread, salad & dessert, \$7

5:30 p.m.

- Business Meeting

6:30 p.m.

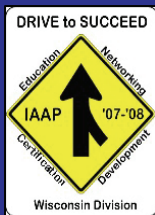
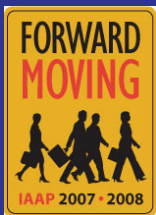
- Program: Harassment (see page 4 for more information)

RSVP by noon Nov. 21 to

Heidi Wold
(hwold@cesa10.k12.wi.us or 720-2058).

Inside this issue:

Recover From Mistakes	2
Giving Thanks	2
Technology Tip.....	3
Upcoming Events	3
Harassment Program	4
Community Service	4



Chapter Officers

President Kathy Dean	Vice President Kathy Briggs
Treasurer Heidi Wold	Secretary Kim Yeager

Know Your Chippewa Valley Chapter & Win!

In the upcoming issues of the newsletter, I will be asking questions about the life and structure of the Chippewa Valley Chapter. The answers can be found in your “Chippewa Valley Chapter Orientation Manual.” Find the answers, and e-mail them to MaryEdna Hagen at hagenme@uwec.edu or bring a hard copy to the meeting.

Each correct entry will be put in “a hat,” and the winner will be randomly drawn at the monthly meeting. You need not be present to win the magnificent prize, but we will not be mailing it to you! The winner’s name will be printed in the next month’s newsletter.

Have fun with this!

1. What are the three name transitions our organization has gone through since 1942?

2. The Chippewa Valley Chapter was chartered in what year? _____
3. The Charter Treasurer was _____.
4. The current name of International Organization was changed in what year? _____
5. There are _____ districts at the International level.
6. Wisconsin is a member of the _____ District.
7. There are _____ chapters in the Wisconsin Division.
8. CPS is an acronym for _____.
9. CAP is an acronym for _____.
10. The CPS certification rating focuses on what three parts of the profession?

MaryEdna Hagen
Membership Chair



Web Wanderings

International Headquarters
www.iaap-hq.org

Wisconsin Division
www.iaapwisconsin.com

Chippewa Valley Chapter
www.iaapwisconsin.com/cv

"It's an indulgence to sit in a room and discuss your beliefs as if they were a juicy piece of gossip."

—Lillian Hellman



Article or information submission deadline for the January newsletter is January 11. There will be no newsletter in December.

Four Ways to Recover From Mistakes

It happens to all of us — you have a day when you're tired, stressed and overworked. Then you find out that you've made 250 copies of a document you forgot to proofread. It's human to make mistakes, but essential that you handle them professionally. The next time you make a mistake:

Own it. Resist the urge to blame others or circumstances for your error. If you made it, take responsibility regardless of the reason it happened. This doesn't mean that you should take all the blame if others contributed to the problem though. Also, you don't have to flag every single

mistake you make. Some things can be corrected without anyone knowing what happened.

Correct it. Take whatever action you can do to immediately fix the problem. That way, when you bring the problem to your manager, you can point out what you've already done to correct the situation.

Apologize for it. A humble apology demonstrates that you understand the seriousness of the mistake and accept responsibility for it. If others have been affected or inconvenienced by your actions, be sure to

let them know that you regret the error and will take steps to correct it and prevent it from recurring.

Take preventive measures. Analyze what contributed to this mistake and take whatever steps you can to prevent it from happening again. Some mistakes are unavoidable. But if you tend to keep making the same types of errors (such as forgetting things when you're rushed), put in an extra step where you can to check your work.

From *The Office Professional*

Giving Thanks

The fall season is winding down. The beautiful colored leaves have fallen and thoughts of the winter season are upon us. What a privilege it is to live in an area where we experience the four seasons!

Thanksgiving will soon be here. What a great time to remind us of the things we have to be grateful for. Here are a few tips to keep mind:

- Tip 1:** Take a moment each night before going to bed to think of the things you are grateful for that happened that day.
"Never lose an opportunity of seeing anything beautiful, for beauty is God's handwriting." — Ralph Waldo Emerson
- Tip 2:** Think about the people you have known that have made a positive influence on your life.
"Be around the people you want to be like, because you will be like the people you are around." — Sean Reichle
- Tip 3:** Focus on what you have, not what you don't have.
"Every time we remember to say "thank you," we experience nothing less than heaven on earth." — Sarah Ban Breathnach
- Tip 4:** Look for the good in others.
"When we look for the best in others, we find it in ourselves." — Anonymous

As the holiday season approaches, keep focused on the good things in life and keep smiling.

"A smile is a passport that will take you anywhere you want to go" — Anonymous

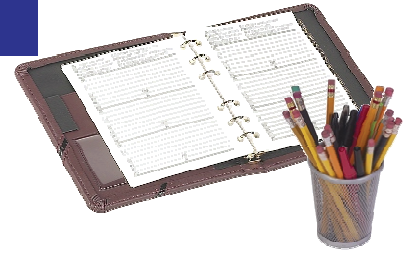
Enjoy your Thanksgiving.

Heidi Wold

Chapter Treasurer



Technology Tip – Outlook Calendar



Calendar Time Scale

If you frequently schedule short meetings or tasks, you may have difficulty doing so in Outlook's default time scale setting. By changing the calendar's time interval setting, you can quickly set up a 15-minute meeting in your Day, Week or Work Week views.

1. In the calendar, switch to the Day, Week or Work Week view by clicking the appropriate view button on the main menu bar.
2. Right click on the time scale along the left side of the view, and select the desired time

interval from the menu that appears.

Now, when you double-click on a time to set a new appointment in Day, Week or Work Week view, the start and end time differ by the interval you chose.

Skip Outdated Reminders

When you return from vacation, the first time you open Outlook, you may see dozens of task, meeting or appointment reminders. Follow these steps to dismiss them all at once.

1. Select Tools|Options from the main menu, and then click on the Other tab.

2. Click the Advanced Options button, then click the Reminder Options button.

3. Deselect the check box for Display the Reminder.

4. Click OK repeatedly to dismiss all dialog boxes.

5. Close Outlook and all past due reminders are dismissed for you. Relaunch Outlook to a clean window, without those annoying reminders.

6. Re-enable the option to receive reminders for upcoming items.

From *Inside Microsoft Office*

Mark your calendar for these upcoming events!

2008

Chanhassen Dinner Theatre
February 23

Professional Education Conference
March 2 – 5
Charleston, S.C.

Administrative Professionals Week
April 20 – 26

CPS/CAP Exam
May 2 – 3

Wisconsin Division Annual Meeting
May 16 – 18
Green Bay, Wis.

International Convention and Education Forum
July 27 – 30
New Orleans, La.

Certification Conference
October 19 – 22
Denver, Co.

Keep the date!

Saturday, Feb. 23, 2008

The Chippewa Valley Chapter will be making its annual trip to



for



More details coming soon.

Contact: Pauline Spiegel
(pspie519@yahoo.com or 715-404-5774)

Great X-mas Gift!



Special Dates for November

IAAP Anniversaries

- Pauline Spiegel, 2006
- Jeanine Weiss, 2006

Birthdays

- Loretta Leable, 11/30
- Kimberly Woerner, 11/11

Community Service

Helping Neighbors in Need

At the last CVC board meeting, members talked about our chapter getting more involved in community functions. There is something we can do that will bring immediate results:

Please bring several nonperishable food items or a monetary donation to the November meeting for the food pantry.



There is a particular need for cereal and canned fruits and vegetables. Monetary donations allow the pantry to buy even more than we can buy ourselves.

Help make a difference during the holiday season!

Chapter Chairpersons

CPS Services

Kim Yeager

Executive Event

On hold

Goals & Priorities

Executive Board & Committee Chairs

Membership

MaryEdna Hagen

Newsletter

Michele Halterman

Publicity

Cynthia Welch

Office Personnel Seminar

Donna Weidman

Professional Development

Kim Woerner

Scholarship/Mini-Grants

Kim Yeager

Ways & Means

Pauline Spiegel

Web Master

Heidi Wold

November Program: Harassment Awareness

Presented by Kristy Martin, Human Resource Manager, Nestlé Nutrition

- Do you work in a comfortable environment, or are you experiencing harassment?
- What is "harassment"?

Our guest speaker, Kristy Martin, will provide our group with a refresher on the topic of harassment, as it applies to the workplace. We'll explore what constitutes harassment, how to respond to it and what an employer is expected to do about harassment in the workplace.

Kristy Martin is the Human Resource Manager for Nestlé Nutrition, supporting two factories in Eau Claire. She's been with Nestlé for seven years, in both training and Human Resource roles. She's also served as adjunct faculty at Lakeland College, teaching courses in Business Management and Human Resources. Kristy holds a bachelor's degree in Business Administration, a master's degree in Training & Development, and is a certified Professional of Human Resources (PHR).

UW-Eau Claire Cultural Events



Larry Yazzie, Fancy Dancer, *Honoring the Spirit*

Wednesday, Nov. 28

Schofield Auditorium, 7:30 p.m.

"My mission is to go around the world and educate people and bridge the cultures." — Larry Yazzie

Raised on the Meskwaki Indian Settlement in Central Iowa, Larry Yazzie (Meskwaki/Dine) began dancing at the age of seven. Throughout his childhood he was instructed in the traditions of the Meskwaki People, including the flamboyant and energetic fancy dance and the northern Plains style of singing.

Yazzie won the World Championship for the Northern Style Fancy Dance in 1995 and is now a recognized lecturer, educator and performer who has shared his culture throughout North America, South America, Europe and Australia.

Tickets: General public \$12, senior citizens (62 and over) \$10, students \$4



UWEC Theatre Production: *Prometheus Bound* by Aeschylus

December 6–8 & 12–15 at 7:30 p.m.

December 9 at 1:30 p.m.

Riverside Theatre

In Greek mythology, Prometheus is the Titan chiefly honored for stealing fire from Zeus in the stalk of a fennel plant and giving it to mortals for their use. For that, Zeus orders him to be chained on top of the Caucasus Mountains. Every day an eagle comes and eats his liver [eewww!], but since Prometheus is immortal, his liver always grows back, so he is left to bear the pain every day.

Tickets: General public \$12, senior citizens \$10, youth (under 18) \$8

Ticket information available at <http://www.uwec.edu/ServiceCenter/>.