

POWER *of* **Commitment** Golden Corridor Chapter

January Meeting Topic

**“Stress: We All Have It, Now
What Do We Do With It?”**

Presented by:

Dr. Scott A. Cabrera

January 21, 2010

6:00 P.M.

Zurich Café

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The editor reserves the right to edit
submissions for length or content.

www.goldencorridor.org

IAAP's **VISION** is to inspire and equip all
administrative professionals to attain
excellence.

January 2010

Issue 31

LETTER FROM THE PRESIDENT

Welcome Back GCC Members!

I am thrilled that I did get one big present off my wish list; my granddaughter, Avianna (Ava) Morgan Young, was born December 17th - 7lbs 8oz and 19 inches long.

Now if only I can get my other wish filled - a recording secretary position filled. This position doesn't require alot; just taking minutes at the meeting (which we all can do) and attending board meetings as many as possible. Please let me know before our next board meeting January 21.

We have so many exciting events planned for the upcoming year and I encourage your participation. Read through the newsletter and web page for all the scheduled dates. Since we have a few new members, I will go over the GCC passport. The passport is a tool you use to track your membership goals, and you need to get a stamp each meeting or event to qualify for the raffle at the end of the year. You only need 11 stamps; (recording secretary is a stamp).

On your travels through IAAP, you get stamps from the meetings/events, chairing a committee or volunteering on a committee like hospitality, submitting newsletter articles, participating in the fund raiser, donating to the food pantry, along with seminars outside the GCC membership including certification, etc. I guarantee it is a sure thing to get into the raffle; if you just participate. Join your fellow colleagues/members on a career enhanced journey and I am sure you will enjoy looking back at how much you have enriched yourself through the IAAP Golden Corridor Chapter.

Happy New Year to you and your families,

Evelyn Szalkowski

President GCC 2009-2010



January 21st Program – GCC Meeting

“Stress: We All Have It, Now What Do We Do With It?

Conclusion - Sit and Be Fit!”

Presented by: Dr. Scott A. Cabrera

<http://www.feelgretchicago.com>

Brief Description:

In this difficult economy, you may find it harder than ever to cope with challenges on the job. Both the stress we take with us when we go to work and the stress that awaits us on the job are on the rise – and employers, managers, and workers all feel the added pressure. While some stress is a normal part of life, excessive stress interferes with your productivity and reduces your physical and emotional health, so it's important to find ways to keep it under control. There are a variety of steps you can take to reduce both your overall stress levels and the stress you find on the job and in the workplace. Dr. Scott Cabrera will present an engaging and informative session to guide participants to an understanding of the warning signs of stress as well as simple and healthy ways to deal with stressful situations. We will conclude with a demonstration of proper stretching techniques to put us on the path to “Sit and be fit.”

About the Speaker:

Dr. Scott Cabrera is committed to helping families in the community experience improved health and vitality. He enjoys educating others on how to manage stress better, how to prevent injury in the workplace and at home, and how to maintain peak performance in all facets of health. His mission is to empower as many people as possible to experience their own optimal health potential through genuine care and education.

Dr. Cabrera became interested in the chiropractic field when he was injured as an undergraduate student at Illinois State University. He has a deep, heartfelt desire to help others regain their health and happiness and maintain a wellness lifestyle – free from stress.

Dr. Cabrera is a member of the Illinois Chiropractic Association and the Park Ridge Chamber of Commerce. He received his Bachelor of Science in Human Biology from Illinois State University and his Doctor of Chiropractic in 1998 from National University of Health Sciences, located in Lombard, IL. He is active in the community and lives locally with his wife and three daughters, ages 8, 6, and 3. He enjoys fishing, cycling, weight training, cooking, reading and spending time with his family.

GCC COMMITTEES

Membership Committee

Chair: Linda Clark CPS/CAP

Direct all activities of the chapter having to do with the recruitment and retention of members.

Educations & Certification Committee:

Chair: Kathy Harper CPS/CAP

Stimulate interest and encourage participation in CPS/CAP program. This will include submitting documentation to headquarters to allow GCC monthly meeting attendees to receive recertification points or CEUs. On behalf of the Board, Kathy will monitor chapter's progress in completing the Pathways to Excellence criteria to attain Chapter of Excellence.

ByLaws and Standing Rules Committee

Chair: Andrea Turner CPS/CAP

Maintain conformity in the chapter bylaws with the International and Division bylaws by proposing amendments and resolutions to the GCC.

Program Committee -

Chair: Ann Kuhlmann

Plan and schedule GCC monthly speakers from September to June for GCC meetings.

Audit Committee

Chair: Susie Witwicki

Perform an audit within 45 days of the close of the fiscal year. This will include a written report covering t-he audit, which will be submitted to the Board/GCC. All records will then be transferred to the incoming Treasurer.

Fundraising Committee:

Chair: Jane Holland

Collect and review ideas for Golden Corridor Chapter fund raising and make recommendations to the Board/GCC.

Nominating Committee

Chair: Barbara Turek CPS/CAP /

Susie Witwicki

Contact chapter members to inform them of

open seats on the Board and solicit nominations.

Community Service Committee -

Chair: Jane Holland

Plan community service projects for the chapter to take part in from September to June.

Chapter Archivist Committee

Chair: Barbara Turek CPS/CAP

Keep all records pertaining to the history of the chapter.

Impact Meeting Planning Committee

Chair: Ann Kuhlmann

Plan a theme for October and April Impact meetings to draw new members to attend and see what our Chapter/Organization has to offer.

RTF Committee

Chair: Linda Robinson CPS/CAP

Provide awareness of the Retirement Trust Foundation (RTF) to chapter members, act as liaison between IMP Illinois Division RTF Chair and Golden Corridor Chapter regarding RTF activities and communication, and encourage participation in RTF Fundraising events.

Newsletter Committee

Chair: Rita Baseleon

Gather information pertaining to our profession and prepare the Chapter's monthly newsletter to distribute to all GCC members.

Website Committee

Webmaster: Ann Kuhlmann

Keep website current with chapter information and events.

GOLDEN CORRIDOR CHAPTER'S OPEN HOUSE A SUCCESS!



Where were you on November 14? Not at the Golden Corridor Chapter's Open House held at the NIU

Education Center? You didn't sleep in, did you? Well, you missed a great event. Did you see the photos in our chapter website? (<http://www.goldencorridor.org/IAAP/Photo%20Album.htm>)

If you missed out on this one, don't despair! Chapter committees and board members are planning other events that you will not want to miss: a computer tech session on February 27 (see article below) and our APW (Administrative Professional Week) event on Thursday, March 18 ("Social Media – How does it apply to me?")

With a 50/50 mix, (half members and half guests), the open house provided something for everyone. Our members were given an opportunity to attend an event on a weekend instead of a busy week night. Guests were exposed to the benefits of IAAP membership with a great presentation by Don Humphrey CAP and all learned many new Microsoft Tips and Tricks from Two Rivers Chapter member, Marie Herman ATM-B, CIWD. To top it all off, the site of our event was held at the very comfortable NIU Education Center in Hoffman Estates!

Thank you to all our guests and committee members for making the day a huge success!

SAVE THE DATE: FEBRUARY 27 TECH SESSIONS

Another Golden Opportunity for Training! With the successful Open House this past November behind us, the Membership committee is planning another Saturday morning program, scheduled for February 27. In partnership with NIU, two hands-on computer training sessions, (1½ hours for each) will be presented, providing our members and friends

an opportunity to hone their computer skills, network and make new friends.

Watch for the registration email. Details will also be posted on our Golden Corridor Chapter (<http://www.goldencorridor.org/>) website.

Submitted by Membership Committee

JOB SEARCHERS CONTINUE NETWORKING ...

Each month, a group of members and guests in transition are meeting at the back tables (Zurich Café) from 5 – 6pm, prior to our Thursday monthly meetings. Whether you may be changing jobs due to company downsizing or you feel it's time to make a change, consider this an opportunity to receive / provide support to others in a similar situation.

Guests and members can either just walk in for this self help group or register with Don Humphrey to attend the dinner and program that follows at 6pm, Thursday, January 21. (Networking and Program alone are free!) **Come Prepared!** After the business session, participants in this group may be given an opportunity to introduce themselves to the Chapter and deliver their 'elevator speech'.

Between meetings, we are encouraging continued discussions through the Yahoo group: **iaap-goldencorridor** (<http://finance.groups.yahoo.com/group/iaap-goldencorridor/>), formed for Golden Corridor Members and supporters of our chapter. As our members are learning, finding a job today is much more challenging than ever and it will take many avenues to reach the end of the road – or employment! This discussion group is not limited to career development. It's open to all members and friends to discuss other chapter / IAAP news and events.

If you are interested in participating in this group, please contact Andrea.Turner@motorola.com for an invitation to membership in this group.

Members, even if you are not job hunting, you may have past experience that would be of help and encouragement to this group. Please feel free to join the group at any of these meetings. This is Golden networking at our finest!

Submitted by Membership Committee

PICTURES FROM THE NOVEMBER 14 NIU CONF. CENTER EVENT



JANUARY 21, 2010 – GOLDEN CORRIDOR CHAPTER MEETING COMMITTEE REPORT

COMMUNITY SERVICE:

Thank you for continuing to contribute to our Community Service Project for 2009-2010. As you are aware, again this year Golden Corridor is collecting non-perishable food items at each of our monthly Chapter meetings to help stock area food pantries. Our contributions were given to the Self-Help Pantry in Des Plaines, IL during the months of September, October and November.

FUNDRAISING:

We are winding down our Terri Lynn fundraiser. I still have Cashews, Dark Chocolate Bridge Mix, Fruit Mix, Fruit & Nut Mix, Trail Mix and Honey Roasted Peanuts. These products are healthy snacks and make nice hostess gifts.

At the present time, it looks like we will not hit goal in our fundraising efforts for 2009-2010. I am working with the Board to develop a plan for fundraising options for the remainder of the year. We welcome your suggestions. Please contact me at jane.holland@dentsply.com or any Board member to share your ideas.

IT'S ME OR IT'S I – PRONOUNS AS SUBJECT COMPLEMENTS

You're trying to make the right impression as you knock on the door of your blind date's apartment, or on the door of the personnel manager who has your job application. "Who's there?" you're asked. What's your reply? If you've ever been unsure, read on.

A subject complement is a word or phrase that follows a linking verb such as is or seems; it's the that in This is that, and it's the gray in All cats seem gray. A subject complement isn't the object of a verb but something linked to the subject by the verb. The rule for subject complements is very simple: They should be in the same case as the subject they are linked to, which is, of course, the subjective case.

It's me and It's us break the rule, a fact that has probably generated more incredulity among grammar-school students than any other precept of "good grammar," because It's I and It's we seem impossibly unnatural to them. Grammar experts often advise breaking the rule whenever the subjective pronouns I and we seem stiff or prissy, as they do following the informal contraction It's and in many other situations. That was we waterskiing by your cabin yesterday; When you hear three knocks, it will be I; His chief victim was I -- such sentences may obey the rule, but they are idiomatically objectionable.

There are, of course, sentences in which obeying the rule is not idiomatically objectionable. In It was I who broke your ski, the subjective who seems to make I preferable even though in principle there need be no agreement in case between a pronoun and its antecedent. The ear has to be the judge. It's him and It's her cannot be defended quite as energetically, because the rule-observing It's he and It's she, though perhaps slightly stilted, are not outlandish; most careful speakers and writers do use them. It's them is perhaps more often defensible, because It's they is more than slightly stilted. Again, the ear must be the judge; That was he skiing by your house seems fine to most, but His chief victim was she seems contrary to idiom, and to a lesser extent so does That was they skiing by your house.

Our suggestion: When asked, "Who's there?" and you want to sound natural and idiomatic, go with "It's me." But if you are eager to impress with your impeccable grammar, consider replying with "It is I."
Source: The Handbook of Good English, by Edward D. Johnson.

Submitted by Don Humphrey

SIX STRATEGIES TO RECESSION PROOF YOUR JOB AND CAREER

By Peggy Klaus

If the bad economic news is making you feel anxious about your career or afraid of losing your job, there are actions you can take right now to improve your soft skills in ways that will help you survive the slowdown. While certainly soft skills can make or break your career under any conditions, they become indispensable during hard times. These skills cover a wide range of abilities and traits—from self-awareness to attitude, initiative to problem solving, handling criticism to communicating your agenda, leadership to time management, political astuteness to integrity, and then some. Increasing your soft skills savvy will help you demonstrate your value during a soft economy, whether you simply want to recession-proof your career or if you find yourself back on the job market.

1. BE SEEN AS INDISPENSABLE

Be seen as the go-to-person for getting things done—the one who will make it happen when others can't or don't.

Demonstrate your versatility. Even if you are not best at any single position on the team, you are more likely to be kept on when you are seen as a multipurpose player. Versatility becomes even more important during times of cutbacks when fewer employees remain.

Have strong relationships with the people your company serves. For example, when the higher-ups are deciding whom to ax, you want them to think, "If we let Bob go, we will be putting some business at risk—try explaining to everyone why we've laid him off!"

2. MANAGE YOUR BOSS

Be the one who really understands what the boss needs and delivers it when and how he wants it delivered.

Make sure that the results you focus on and produce are the ones your boss and company value most.

Don't think of supporting your supervisor as "sucking up." Rather, think of it as creating and

maintaining good relationships with superiors—just as you do with colleagues—which, by the way, is simply part of doing your job.

3. UNDERSTAND YOUR COMPANY'S SHADOW ORGANIZATION

If you think office politics are beneath you, catch up fast on the "shadow organization" that really runs things and impacts key decisions—including those about reorganizations and layoffs.

Don't be an ostrich. Catch the signs of shifting tides and be a detective about what's ahead so that you can proactively position yourself.

Maintain strong relationships and create high visibility with the higher ups. Get to know their interests outside of the office, volunteer for key committees that are close to the division head's or CEO's heart, and learn where they play golf. In other words, make the effort to bond with them.

4. BRAND AND BRAG

Connect the dots for people and show them how your strengths can be utilized in other departments, capacities, or fields. Avoid pigeonholing yourself. Instead of, "I'm a mortgage assistant," present yourself like this: "I'm a strong problem solver, great at putting deals together, good with numbers, and strong with my people skills."

Make sure your managers know what a great job you are doing all the time—not just during performance reviews.

5. DEMONSTRATE LEADERSHIP ABILITY OR THE QUALITIES FOR BECOMING A LEADER

Get along with and motivate others. How peers or direct reports view you becomes increasingly important during downturns. At layoff time, the tolerance level rapidly decreases toward people who are good at doing their job but perceived as being jerks or bullies.

Take the initiative and problem solve. It's not enough to be good at getting things done—you need to be seen as someone who is looking for ways to get them done better. Generate solutions, especially to problems that no one else wants to handle or acknowledge.

continued on next page

SIX STRATEGIES TO RECESION PROOF YOUR JOB AND CAREER (Cont'd)

Think big. Being seen as a big-picture thinker becomes more desirable during times of transition when solving challenges becomes more critical than ever.

Stay positive. Your ability to remain constructive and positive during layoffs, cutbacks, or talk of downsizing speaks volumes.

6. CONTINUOUSLY LEARN AND REACH OUT

Keep learning new skills. Don't assume that you are bullet proof.

People think that keeping their job is what it's all about, but sometimes a layoff is unavoidable. So stay connected to colleagues and leaders in your industry, professional associations, and colleagues at other firms. Be positioned to ask for referrals and information regarding other opportunities or positions.

About the Author:

Peggy Klaus is an executive coach and the author of two books: *BRAG! The Art of Tooting Your Own Horn Without Blowing It* (Warner Books, 2003) and *The Hard Truth About Soft Skills: Workplace Lessons Smart People Wish They'd Learned Sooner* (Collins, 2008). For more information, visit peggyklaus.com

Everyone needs an edge above their competition in this competitive job market. Here are some great tips to follow to be *liked* in your next interview!



10 WAYS TO BE LIKED IN YOUR JOB INTERVIEW

No matter your resume and talents, if you mess up a job interview you won't get that position. In today's tough economy you need every possible edge. As authors of the new book, "I Hate People! Kick Loose from the Overbearing and Underhanded Jerks at Work and Get What you Want Out of Your Job," we see it as a simple equation: You want to be liked -- not hated.

Here are 10 simple things to do that will dramatically increase your chances: from wearing the right expression, to knowing what not to say, to never ever breaking a sweat.

1. Don't be a "smiley face."

Excessive smiling in a job interview is seen for what it is -- nervousness and a lack of

confidence. A smiley-face person exudes phoniness, which will quickly be picked up by the interviewer. Instead be thoughtful and pleasant. Smile when there's something to smile about. Do a practice run in front of a mirror or friend.

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10 WAYS TO BE LIKED IN YOUR JOB INTERVIEW (Cont'd)

2. Don't be a small-talker.

Your job is to be knowledgeable about the company for which you're interviewing. Random facts about last night's episode of "Dancing with the Stars" or your favorite blog will not get you the job. Never feel you have to fill an interview with small talk. Find ways to talk about serious subjects related to the industry or company. Pockets of silence are better than padding an interview with random babble.

3. Don't sweat.

You can lose a job by wearing an undershirt or simply a little too much clothing. Sweaty palms or beads on your forehead will not impress. You are not applying to be a personal trainer. Sweat will be seen as a sign of weakness and nervousness. Do a practice run with your job interview outfit in front of friends. The job interview is one place you definitely don't want to be hot.

4. Don't be a road block.

Interviewers are seeking candidates eager to take on challenging projects and jobs. Hesitance and a nay-saying mentality will be as visible as a red tie -- and seen as a negative. Practice saying "yes" to questions about your interest in tasks and work that might normally give you pause.

5. Don't be petty.

Asking the location of the lunchroom or meeting room will clue the interviewer into your lack of preparation and initiative. Prepare. Don't ask questions about routine elements or functions of a company: where stuff is, the size of your cube, and company policy on coffee breaks.

6. Don't be a liar.

Studies show that employees lie frequently in the workplace. Lying won't get you a job. In a job interview even a slight exaggeration is lying. Don't. Never stretch your resume or embellish accomplishments. There's a difference between speaking with a measured confidence and engaging in BS. One lie can ruin your entire interview, and the skilled interviewer will spot the lie and show you the door.

7. Don't be a bad comedian.

Humor tends to be very subjective, and while it may be tempting to lead your interview with a joke you've got to be careful about your material. You probably will know nothing about the sensibilities of your interviewer, let alone what makes them laugh. On the other hand, nothing disarms the tension of a job interview like a little laughter, so you can probably score at least a courtesy chuckle mentioning that it's "perfect weather for a job interview!"

8. Don't be high-maintenance.

If you start talking about the ideal office temperature, the perfect chair for your tricky back, and how the water cooler needs to be filled with imported mineral water, chances are you'll be shown a polite smile and the door, regardless of your qualifications. Nobody hiring today is going to be looking for someone who's going to be finicky about their workspace.

9. Don't be a time-waster.

At every job interview, the prospective hire is given the chance to ask questions. Make yours intelligent, to the point, and watch the person across the desk for visual cues whether you've asked enough. Ask too many questions about off-target matters and you'll be thought of as someone destined to waste the company's resources with insignificant and time-wasting matters.

10. Don't be a switchblade.

Normally the switchblade is thought of a backstabber, often taking credit for someone else's work. In an interview setting, the switchblade can't help but "trash talk" his former employer. If you make it seem like your former workplace was hell on Earth, the person interviewing you might be tempted to call them to find out who was the real devil.

IMPORTANT DATES

February 27, 2010
Computer Training at NIU Conference Center

March 8-10, 2010

IAAP's [Professional Education Conference](#) (PEC) is designed especially for admins and will provide attendees with all the knowledge, skills, and attitudes they need to fit in with their executive teammates and the credibility and confidence they need to stand out from the crowd. Don't miss the next conference March 8-10 at the Grand Sierra Resort in Reno, Nev.

March 18
Golden Corridor Impact Meeting at Sheraton in EGV

.....See the flyer on the next page.

April 19-24
Admin Professional Week

April 21
Admin Professional Day

April 30 – May 2, 2010
 2010 Illinois Division Annual Meeting (IDAM)
 Elgin, IL. Elgin theme for 2010 IDAM is Celebrate...Yesterday, Today, and Tomorrow!

WELCOME TO GOLDEN CORRIDOR NEW MEMBERS

Julie A. Hanson
 Karen Stagg
 Martha A. Keyes

UPCOMING BIRTHDAYS

Kristen Banks	1/3
Gina M. Kruse	1/6
Betty Clinton, CAP	1/20
Susan A. Witwicki	1/29

Christine Cain, CPS/CAP	2/5
JoLynn K. Altvatter	2/14
Dianne Debellis	2/16
Theresa E. Torres-Taylor	2/18
Evelyn Szalkowski	2/24

UPCOMING

ANNIVERSARIES

Kristen Banks	1 Year (January)
Lisa M. Nuske	1 Year (January)
Fay A. Schafernak	9 Years (January)

A GOLDEN MOMENT

Do you have something interesting you want to share with your fellow members? This is the place to get it printed for no charge. We are always looking for human interest stories, and professional topics/tips besides of course, any open position within your company. We want to put the Golden Spotlight on our members. Please send to Rita Baseleon, our newsletter editor, at rita.baseleon@comcast.net.

***Congratulations Don
 on passing your
 exams – we all knew
 you would pass
 them!!!!!!***

RETIREMENT TRUST FOUNDATION (RTF)

Thank you to everyone who participated in the Retirement Trust Foundation (RTF) raffle held at the November meeting.

I am happy to inform you that the Golden Corridor Chapter raised \$70 for this worthy cause. The lucky winner of the wine basket was Kathy Harper, CPS/CAP. Congratulations, Kathy and enjoy the basket.

A big thank you to everyone for your generosity.

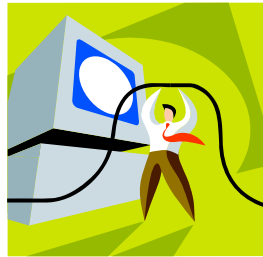
***Linda A. Robinson CPS/CAP
 Golden Corridor Chapter RTF Chair***



International Association of
Administrative Professionals®
Golden Corridor Chapter

Door Prizes

Save the Date
Thursday - March 18, 2010



Social Media - How does it apply to me?

Joel Warady will discuss social media... Twitter, Facebook, MySpace, YouTube, LinkedIn, Flickr, and things you haven't even heard of yet! He will talk about how these apply to you and your company and why your company should be involved. Joel will discuss the need for building a personal brand and how to do this through social networking. He will also discuss using social networking to expand your knowledge base and enhance value for you and your company.



The evening will offer networking opportunities, vendor tables, door prizes and a silent auction. There will be appetizers, coffee and tea along with dessert to enjoy while you view the vendor tables and network before the program begins.

*Networking
Recertification*



POWER
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Golden Corridor Chapter