

TRC Talk

Two Rivers Chapter Newsletter
April 2012



2011-2012 Regular Meeting Schedule

~~September 13, 2011~~
~~October 11, 2011~~
~~November 8, 2011~~
~~December 13, 2011~~
~~January 10, 2012~~
~~February 14, 2012~~
~~March 13, 2012~~
**** APW 2012 ****

Thursday, April 26th at NIU
Naperville,

(a regular meeting will not be held
during the month of April.)

May 8, 2012

June 12, 2012

Schedule is as follows unless otherwise
noted:

**5:30-7:00 PM Check in/Dinner/
networking/Business Meeting**

7:00-8:00 PM Educational Program

To RSVP for meetings, please e-mail
Deborah Adelman,
deborah.adelman@us.gt.com or
send reservations with payment to:
Deborah Adelman
Grant Thornton

1901 South Meyers Road,
Suite 455, Oakbrook Terrace,
IL 60181

IMPORTANT! Cancellations are required 48 hours in
advance of the event or meeting. Late cancellations and
no shows will be billed a \$10 fee. All no show/
cancellation fees must be paid prior to attendance at
another TRC event or meeting.

**Bring a Guest to a
Meeting!**

**1st Time Guest FREE!
Must Register!**



In the Spotlight!
About Administrative Professionals Week
Since 1952, the International Association of Administrative Professionals has honored office workers by sponsoring Administrative Professionals Week. Today, it is one of the largest workplace observances outside of employee birthdays and major holidays. In the year 2000, IAAP announced a name change for Professional Secretaries Week and Professional Secretaries Day. The names were changed to Administrative Professionals Week and Administrative Professionals Day to keep pace with changing job titles and expanding responsibilities of today's administrative workforce. Over the years, Administrative Professionals Week has become one of the largest workplace observances. The event is celebrated worldwide, bringing together millions of people for community events, educational seminars and individual corporate activities recognizing support staff. Today, there are more than 4.1 million secretaries and administrative assistants working in the United States, according to U.S. Department of Labor statistics, and 8.9 million people working in various administrative support roles. More than 475,000 administrative professionals are employed in Canada. Millions more administrative professionals work in offices all over the world. APW is always the last full week in April. In 2012, Administrative Professionals Week is April 22-28, and Administrative Professionals Day is Wednesday, April 25.

Board of Directors

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April Events



April 11th

What's the Difference Between Delegates, Alternates, & Proxies Webinar

April 17th

Sullivan's Steakhouse (Naperville) Administrative Professionals Networking Event

April 18th

ID Budgeting Webinar

April 22nd-28th

Administrative Professionals Week Theme: "Admins, the pulse of the office"

April 24th

HQ Webinar

April 26th

Administrative Professionals Week Event (APW)

President's Piece

Spring is here, spring is here and everything is starting all over again. What a month we just had! March did indeed come in like a lion and went out like a kitten. Wasn't the weather fantastic?

Please take this opportunity to consider all you've accomplished and all you want to accomplish and put the goal setting techniques from our March program into action! Being in "transition" has allowed me to reflect on how grateful I was to have been gainfully employed for the past three years! Don't take your jobs for granted. Keep up with education and technology by taking advantage of our chapter meetings and seminars. The Illinois Division recently held a well-attended seminar full of Microsoft Program highlights and training. The Division also offered several webinars this year; the last one being offered on May 3 (more info in the newsletter). For \$10, you can join the Virtual Chapter and be educated through webinars in the comfort of your own home!

Now that I am back in the job market I was asked recently what my "dream job" would be. What a great question? How many of you have an answer for this? This would be a good icebreaker for an upcoming meeting.

April is promising to be a great month. We have some fantastic networking events planned. We are participating in a membership drive at the Arboretum Office Complex on April 11th and 12th. Sullivan's Steakhouse has invited us to partake in their wonderful cuisine for APW and the Hyatt is showing their appreciation and has invited us for appetizers and cocktails. Then there's our APW event at NIU which we hope will be our most successful ever.

Get out and enjoy the spring and plan on enjoying what we have in store this month.



Veronica "Ronnie" Jones-Finley
Two Rivers Chapter President

Reminder: You can now use PayPal to pay for your Dinner. See our website for more info: www.iaap-tworivers.org

Thank You!

Thank you to the Hotel Baker for the tour of their hotel, appetizers and cocktails.

Thank you to Jerilyn Willin with JWillin Consulting for the inspiring seminar she presented on Goal Setting.

Thank you to Bill Fairman, General Manager with Pompei Little Italy in Oak Brook Terrace for supplying dinner for our March board meeting.

Thank you to all members who continue to come to all of our monthly chapter meetings.

Management Skills for the Administrative Professional

When we review the job responsibilities of our position, the phrase, "other duties as assigned." is usually listed last on the list. The idea is there will be other duties and responsibilities not specifically listed and if your boss says, 'Do it.' you are required to take on that additional task. Management duties include:

- Managing your boss.
- Managing yourself.
- Making decisions in the absence of your supervisor or handle issues as they arise that he or she trusts you will deal with appropriately.
- Managing other support staff or personnel in the department. Such as file clerks, receptionists, work study students/interns, etc.
- Managing tasks/projects.
- Negotiating with vendors.

So how do you acquire the management skills needed to handle 'other duties as assigned?' Here are 5 ways:

1. **Use assertiveness skills.** This is effective in any line of communication, whether you are interacting with your boss, colleagues, vendors, or other office support staff.

Create a W.I.N. list. The [W.I.N. list](#) is going to help you identify your wants and needs; you will have an easier time prioritizing and organizing your tasks to get more done. It's the get what you want and do what you need to do list.

Develop good leadership skills by following the 7 Laws of an [Effective Leader](#). Leaders are born and made. If you are managing others, it's good practice to make everyone feel like they are a part of the team, provide feedback, and most importantly reward them for a job well done- that is, if you want to get things done.

Use your '[hump hour](#)' to your advantage. Hump hour is the time of day when you are most productive. Determine the time of day when you are more energetic and focused. Then find out your boss' hump hour; this would be the time to hold meetings or get him or her to take actions on pending items.

1. **Keep reading the Office Professionals Place Blog.**

Even though the job description may not specifically spell out the management duties, you may still be required to stand in as manager and perform the necessary responsibilities of someone in authority. Be prepared to take action and be sure to add the experience and skills to your resume and [portfolio](#).



Dewoun

3 Approaches to Getting an Extension on a Deadline By Jimmie Flores

We are all overwhelmed with deadline after deadline. The work never seems to go away. The Information Age was supposed to make things better for us. The idea was that technology would make it easier for us to manage information overload, resulting in a more productive workforce.

Our bosses think we can now manage more responsibilities. Many of us have to manage both routine work and additional projects. We aren't given more time to do the work. The expectation is that the work will get done on a schedule that someone else determines for us.

There are several approaches that might give you some breathing room. The goal here is to ensure the work gets done on time, and that it meets the quality requirements.

Approach #1: Stress the Importance of Quality - Doing work in a rush may result in subpar quality. If you feel that you are focused only on meeting the deadline, and not on the quality requirements, it's best to schedule a meeting with your boss. Let her know that you can continue the frenetic pace, but the final product will fall short of expectations.

In project management, throwing more resources is called crashing. This is a schedule compression technique designed to get the work done by the deadline. When we crash a project, we increase the overall costs of the project because the only goal is to complete the work on time. We might have to hire a resource that charges double what we normally pay, and that is acceptable given the emphasis on meeting the deadline.

Approach #2: Prioritize Your Work - Many of us have heard of the A-B-C time management concept. The "A" activities are urgent, and must get done. They go to the front of the line. The "B" activities are important, but not urgent. They are on the schedule, but we can delay the start. The "C" activities are not important, and can wait until all "A" and "B" work is done. Find out what is important. I find that many people refer to easier work as more important.

The idea here is that you have a comfort level with these assignments. However, what is easy may be of little importance to your boss. The goal is to work on the activities or projects that are of greatest importance to your direct. Once you are clear regarding what is both urgent and important, you can focus solely on that work. Avoid too much multi-tasking. Stick with one project until its completion.

Approach #3: When All Else Fails - Try Honesty - A big mistake is to make excuses about why work is not getting done. As a project manager, I understand that I sometimes will lack the skills or resources to complete the work. For example, when working on a web-based training product, I might not have the audio and video specialists needed to do the work. Make sure the sponsor is aware of these limitations. It's imperative that you express your concerns when they are first discovered.

However, avoid looking for sympathy. Your boss wants you to assume responsibility. You are not seeking a shoulder on which to cry. Instead, walk in with a game plan. Express the problem, and be ready to provide a solution.

Your stock will rise by delivering quality work by the stated deadline. To do that, you must accept only assignments that can get done on time. When you are unsure if the expectations can be met, make it clear immediately. Avoid being the "eager-beaver" who accepts anything thrown at him.

When you know that a deadline cannot be met, inform the key stakeholders. If you don't let them know, they will expect the work as scheduled, and if you fail to delivery, the consequences may derail your career.

Dr. Jimmie Flores, PhD, PMP, ITIL, SSBB, SPHR, GPHR is a seasoned organizational development and continuous improvement professional with 20 years of experience. In 2006, he founded the Flores Consulting Group, a company based in San Antonio, TX. Dr. Flores is also an expert in project management, ITIL, Six Sigma, Entrepreneurship, and Sports Officiating.

Article Source: http://EzineArticles.com/?expert=Jimmie_Florers

Importing Calendars (Events, etc.) from External Sources

By Marie Herman

Does your boss have you add outside dates to his or her calendar? Say for example they have a subscription to the Metropolitan Opera or season's tickets to all Chicago Bears games. It's kind of a pain to manually enter all those dates, isn't it?

Well if you have Outlook 2007 (and some other calendar programs too), you may be able to take advantage of new functionality that allows you to sync up with those calendars by using internet calendars, if they are available (and a LOT of them are!).

Internet calendars come in two flavors. One version is static (just like printing out the page - if the game gets cancelled, the calendar won't reflect it). The other version is dynamic - game time gets changed from 3:00 to 4:00; the calendar automatically updates to reflect it.

Guess what else? You can actually publish your own calendar so that other people can subscribe to it! One example where you might want to do this would be your chapter meeting dates, but this works for your personal life as well. How about publishing your family calendar with birthdays and anniversaries to your family around the country?

Here's a page that gives an overview of this nifty new feature in Outlook 2007:
<http://office.microsoft.com/en-us/outlook/HA101673251033.aspx>

Here's a page that gives you step by step instructions for how to do it:
http://www.ehow.com/how_2058421_add-internet-calendar-outlook-2007.html

OK, you're sold and dying to try it out for yourself?

Start here!

<http://icalshare.com/index.php> - This website has over 1500 shared calendars - everything from theater performances to professional sports to concert venues. Check it out! Plus, it doesn't just work with Outlook 2007. It actually works with a number of other programs as long as they support the iCal format.

MARCH MEETING PHOTOS



Hotel Baker Event



Two Rivers Information:

Calling All Members!!!

The Two Rivers Chapter is in need of volunteers for APW and IDAM coordination and event day assistance. Please contact Cheryl Franklin at cfranklin@downers.us to let her know if you are available. to help out in any way.

CareerVision has a Job Search Groups page on their website:
<http://www.careervision.org/Resources/JobGroups.htm>

Feel free to refer anyone planning on changing jobs (rather than a career change that may involve returning to school) to this particular webpage.



Birthdays:

- 1st Jessica Griffin
- 7th Theresa Solis
- 8th Lorri Roe
- 21st Jenny Murray
- 25th Gina Morrow

Anniversaries:

- 1 Year - Laurel Howard, Lorri Roe and Emy Trotz
- 3 Years - Kathleen Farmer, Denise Lawrence, and Niki Pieretti
- 5 Years - Cheryl Franklin, CAP and Debbie Karras
- 6 Years - Vivian Sheehan
- 8 Years - Margaret Bucholz, Rebecca Kidd, Mary Anne Marker and Carol Synal
- 15 Years - Marie Herman

See your name listed in the birthdays of the month!
 Contact the Sunshine Committee with your birthday (month & day) Contact: Kathy Brown, Sunshine Committee, Chair kmbrown@sbcglobal.net

Calendar of Events

April 3rd	TRC Board Meeting at Grant Thornton
April 5th	2012 EFAM Preview—1-2 p.m. CST
April 11th	What's the Difference Between Delegates, Alternates, & Proxies? - 2-3 p.m. CST
April 12th	File Organization Webinar—6:30-7:30 p.m. CST
April 15	Division Team Call at 7 PM
April 17	Sullivan's Steakhouse (Naperville) Administrative Professionals Complimentary Networking Event - 5:30-7:00 PM
April 18	ID Budgeting Webinar
April 22nd—28th	Administrative Professionals Week Theme: "Admins, the pulse of the office"
April 24	HQ Webinar
April 26th	Administrative Professionals Week Event (APW)
April 30th	Submit Strategic Plan to Division/post on chapter website
May 1st	TRC Board Meeting at Huizenga Capital Management
May 3rd	FREE Illinois Division Webinar—Topic to be Determined
May 5th	CAP and CAP-OM Exams
May 8th	TRC Meeting at Wyndham
June 5th	TRC Board Meeting at Huizenga Capital Management
June 8th—10th	Illinois Division Annual Meeting (IDAM) 2012 at Wyndham
June 12th	TRC Meeting at Wyndham
July 22nd—25th	Educational Forum & Annual Meeting (EFAM), Grapevine, TX
October 20th	Professional Enrichment Program (PEP) 2012 at NIU—Hoffman Estates

Headquarters Information:

Free HQ APW Webinar - 04/24/12

Registration is now open for the free APW 2012 webinar from IAAP and OfficeTeam, "**Business Etiquette: New Rules In A Digital Age.**" The webinar will be broadcast 1:00 - 2:00 pm Central Time Tuesday, April 24. Space is limited.



Options Training Program

The Options Office Skills Training Program provides quality training for office support staff through a series of self-study modules spanning four skill levels. Materials can be used individually or in groups. After choosing a skill level, employees can reasonably finish one module per month. Each employee receives a certificate after finishing the module, completing the assignments and submitting them to IAAP. Those who complete all 12 modules are eligible for 24 IAAP Certified Administrative Professional recertification points.



Options Technology Training Program

With Options Technology hands-on learning, you get comprehensive technology training that will increase your productivity as you move from the basic to advanced levels. Hone your skills and prove your competency with Microsoft Office certification. Options Technology gives you everything you'll need to prepare for the Microsoft certification exams. Options Technology has earned one of the highest scores of any instructional materials. Be confident in your knowledge of Microsoft Office as you use the post assessments to measure your readiness to take your certification exams.

Other Chapter Happenings:

Tri-County:

April 3rd APW Event: The 21st Century Leader - How to Lead, Manage, and Influence Others When You're Not in Charge

Quad City:

April 9 Better Business Writing

DuPage:

April 9 Professional Branding

CIA:

April 10 Live, Laugh, and Be Motivated

Lake County:

April 10 APW Event: How To Be Extraordinary

VIP:

April 12 Building Your Personal Brand: The Essentials of Professional Presence

Greater Will County:

April 14 APW Event: L-Leading to E-Exceptional A-Administrative P-Professionals

Greater Lakes:

April 17 Microsoft PowerPoint (How to Prepare Presentation & Tips

Elgin:

April 18 APW Event: Procrastination: The Art and Science of Stopping It

Greater O'Hare:

April 19 APW Event: Take a Chance, Dance Your Dance

April 21 Annual Spring Luncheon at Pescatore Palace

Golden Corridor:

April 19 APW Event: Productive Thinking -vs- Critical Thinking

Hononegah:

April 25 APW Event

Chicago Lake Shore:

April 25 APW Event: Admins, the Pulse of the Office: Yesterday, Today & Tomorrow

Two Rivers:

April 26 APW Event: Teamwork-work runs smoother when you leave the ego at the door.

Kishwaukee:

April 26 APW Event: Professional Communications Is Vital

Division Information:

Support the Illinois Division! Check out our division fundraiser here: www.efundraisingonline.com/IllinoisDivisionIAAP

ID Needs YOU!!!

Certification Chair opportunity. Don't miss it. There is only a few months left to our year. If anyone is interested in being the ID Certification Chair, please contact Diana Hampton at: President@iaap-illinoisdivision.org

ID Free Webinar

May 3, 2012 7 PM - Upgrade to Free! By Beth Ziesenis

Go to www.iaap-illinoisdivision.org for registration and records of past webinars.

Education Bank

One of the Illinois Division strategic goals is to assist the division's chapters to provide programs eligible for recertification points. In order to assist chapters in locating programs, we are collecting information on presentations and speakers contact information. This list is not inclusive and additional programs will be added as submitted to ID. Go to the ID website to get a list of speakers. Also, OfficeTeam and the Free Speech Speakers Bureau offer presentations.

****Note Date correction - WEDNESDAY APRIL 18 - 7 pm CT****

As we enter last quarter, chapters should be looking to create their preliminary budgets for next year. Many chapters will have new treasurers (or potential treasurers). To assist with learning about the position and responsibilities, I will be hosting a budgeting webinar Wednesday April 18 at 7pm CT. This will be an educational presentation geared toward all board members to help them understand the budgeting process.

There is no charge for this event - recert points are not applicable.

Register at: <https://secure.jotformpro.com/form/20858101140946>

Topics will include:

- Setting up a budget
- What should be included & how to estimate
- Keeping track/reporting
- What's required of the Treasurer
- Financial Reviews
- Q&A

This presentation will be designed for any board officer or member interested in learning more about the Treasurer position or how IAAP budgeting works. Please share this information with your board and chapter members - all are welcome!

Your **ENTIRE** IAAP membership becomes absolutely priceless!

As IL Division members, I would like to share an exceptional opportunity for you. Become a **DUAL** member of an IL Div virtual chapter!

Your membership in your bricks and mortar "home" chapter is very important and offers you not only exceptional educational but remarkable networking opportunities and friendships that will never be replaced. But, an **additional** / dual membership in a virtual chapter will **EXPAND** your networking and increase your education. Our newly installed VIP chapter has a lot to offer. Check it out!

Top Ten Reasons Why **YOU** Should

Become a **Dual** Member of the VIP Chapter

- Your circle of influence and experts will continually grow
- Have more quality time with your family
- Meet from the comfort of your home
- Enhance leadership training skills
- Become comfortable using social media, computer software and technology
- Increase online networking opportunities
- Monthly educational opportunities
- Attend educational seminars for \$5
- Annual dues are only \$10
- Your **ENTIRE** IAAP membership becomes absolutely priceless!

As our guest you can attend a maximum of three educational seminars, so **why are YOU hesitating?!**

Join us now, and make that **LEAP TO REMARKABLE** today!

We meet virtually on **the second Thursday** of each month via Webinars or Teleconferences:

VIP Chapter Meetings begin promptly at **7:00 p.m. CST** and **VIP Educational Seminars** begin promptly at **7:30 p.m.**

CST

For a VIP dual membership application/more details, contact: **VIP Chapter Treasurer Romanita L. Ross, at** romanitaross@msn.com



VIP Chapter Dual Membership Application



#

Application Date: _____

Name:		Certification(s):	
Address:			
City, State, Zip:		Telephone: ()	
Email Address:			
Your PRIMARY Chapter's Name:			
Chapter #:		Division:	
How did you hear about VIP?			
<input type="checkbox"/> VIP Member/Name:		<input type="checkbox"/> IL Division Newsletter <input type="checkbox"/> OTHER:	
Would you be interested in becoming a chapter committee member? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Perhaps Later			
List any educational seminars you would be interested in attending:			

"Dual" members in the VIP chapter shall be afforded the rights and privileges of professional members with access to educational seminars and the ability to become committee members. The dual membership annual dues are \$10.00 and each educational seminar fee will be \$5.00. Guests are limited to a maximum of three educational seminars they are allowed to attend and are charged \$10.00 per each educational seminar attended.

While "Dual" members are not eligible to become chapter officers or committee chairmen; these rights will be granted upon permanent primary chapter membership transfer. "Dual" members will be listed only in their primary chapter roster, not as a VIP member.

Complete VIP Membership Application and return to:
 VIP Chapter Treasurer Romanita L. Ross
 542 169th Street, Hammond, IN 46324
 (or scan and send to: romanitaross@msn.com)

***** Chapter Use Only *****

<input type="checkbox"/> Annual Dues Paid By:		<input type="checkbox"/> Membership Renewal Paid By:	
<input type="checkbox"/> Credit Card / #:		<input type="checkbox"/> Check / #:	
<input type="checkbox"/> Money Order / #:		<input type="checkbox"/> OTHER:	

Member Renewal Information:

Renewal Date:	First Renewal Notice Sent:	Second Renewal Notice Sent:
Date Renewal Received:		



Two Rivers Chapter 2011-2012 Program Schedule

<http://www.iaap-tworivers.org>



Month	Topics	Speakers	Social Event	City Training
September	September 13 Meeting Planning Progressive Hotel Tour	Naperville Convention and Tourism Center	Sept 29 Wynndham Bonfire	
October	October 11 Handling Disappointments in our Relationships at Work	Dianne Michels Serendipity HR	October 20 NIU Hospitality Expo 3:00 – 7:30	
November	November 8 Corporate Travel Trends and Tips	Tad Scheele Hobson Travel	Nov 29 Tree Trimming	
December	December 13 December Diva Holiday Event Holiday Shopping	Office Team – Landing a Job in Diffcult Times Holiday Shopping Bazaar	Dec 1 - Wynndham Tree Decorating	
January	January 10 The Art & Science of Managing Your Career	Nicole Keller Devry/Keller Center for Corporate Learning		January 21, 2012 Computer Workshop SharePoint Overview Leadership Skills
February	February 14 Turning Your Assets into Income for Life	Joseph Nicholson MetLife Securities Agency Director	February 21 Schmatze Deli Tasting Naperville	
March	March 13 Goal Tending – 5 Steps to Get Where You Want To Be!	Jerilyn Willin J Willin Consulting--	Irish Pub Crawl (tentative)	March 10, 2012 Illinois Division Workshop
April	April 28 – NOTE DATE CHANGE APW Event - Vendor Expo Navigating Your Work Day Using Improv	Richard Oberbruner (Career Trainer)	Sullivan's APW Event	Computer Workshop TBD
May	May 8 Social Media Skills Linked In, Facebook, Twitter	Brian Basilio B2B Marketing	Morton Arboretum Tour (tentative)	
June	June 12 "Are you Insane?" Insanity means doing the same thing over and over and expecting different results... Turn Resolutions Into Reality	Staci Boyer Motiv8n U		

Programs subject to change

Administrative Professionals Week

Greater Will County Chapter - IAAP
Presents

"L.E.A.P." - Leading to Exceptional Administrative Professionals

Saturday, April 14, 2012



Speaker Briefs

Luisa Buehler – The Hire Solution

Excellence: A Tale from Two Perspectives

We will look at connections to and from the Administrative Assistant. We focus together on how to achieve the balance of excellence in our particularly distinctive manner.

Doug Dvorak and Dr Earnest Carpediem

"Mega Motivation With A Twist."

What tool can improve an employee's productivity, yet at the same time let them enjoy what they are doing? Humor! Humor can bring true employee and customer satisfaction.

\$35 per person

(pre-registration is required)

- 8:00 am Registration / Coffee, Tea, Snacks
- 8:30 am Welcome
- 8:45 am Luisa Buehler – The Hire Solution
- 10:00 am Membership Recruitment Program
- 10:15 am Doug Dvorak – Professional Humorous Speaker
- 11:30 am Door Prizes and Wrap Up
- 12:00 pm Lunch/Networking

Joliet Junior College
1215 Houbolt Road, Joliet 60435
Campus Center Presentation
Room A1061

Raffles and Door Prizes will be available

Partnering with Joliet Junior College Computer Information and Office Systems Department

"ADMINS: The Pulse of the Office"

3 Recertification Points Have Been Awarded

Name: _____ IAAP Chapter _____
Address: _____ IAAP ID No. _____
Phone # _____ No. of Tickets @ \$35 _____
Email: _____
Amount of Check Enclosed _____ Check # _____

RESERVATIONS MUST BE MADE IN ADVANCE FOR THIS SEMINAR.

REGISTRATION DEADLINE: Friday, March 30th

Please return this ticket and your check (*make payable to Greater Will County Chapter - IAAP*) to:
Lois Norman, 624 Vine St, Joliet, IL 60435

Contact information can be found at www.iaap-greaterwillcounty.org





APD Luncheon

International Association of Administrative Professionals® Chicago Lake Shore Chapter

24th Annual
Administrative Professionals Day®

Networking Luncheon

*Admins, the Pulse of the Office:
Yesterday, Today and Tomorrow*

WEDNESDAY, APRIL 25, 2012
11:30 AM - 2:00 PM
CHASE TOWER
21 SOUTH CLARK STREET, 56TH FLOOR
CHICAGO, IL 60603

LUNCHEON FEE: \$40 PER PERSON
Unlimited beautiful lunch buffet.

Smoked Chicken with Sweet Tomato Chutney & Fresh Herbs
Herb Roasted Salmon over Sweet Corn Puree

Agenda

11:30 - Registration & Lunch Buffet
Welcome from our President
12:00 - Speakers Panel
1:00 - Door Prizes & Closing Remarks

The afternoon offers the opportunity for personal growth and professional development through networking and information sharing to vitalize your potential.

EVERYONE IS INVITED!

Why not ask your friends and other administrative professionals to join you at this wonderful event?

Questions? Contact us apday2012@gmail.com or Sandra Blanch at 312-558-1248

Click [Chicago Lake Shore Chapter](#) website for online registration

Opens: March 30, 2012 Closes: **April 20, 2012**

Payment: Cash or checks accepted

Checks payable to: IAAP CLSC

Mail in advance to:

Yvonne Matos
Ref: CLSC APD 2012
8949 Skokie Blvd. # 1
Skokie, IL 60077
-or-
Pay at the door

About Our Speakers

We are excited to present an administrative journey showing how the administrative profession has and is *making the leap to remarkable*.

We will begin by showcasing the Chicago Shore Chapter's distinguished merited members.

Hear them share their perspective on how Admins were the pulse of the office yesterday.

Featuring:

Elnor Hickman
(Past International IAAP President)

Joyce Wagner
(Past Great Lakes District Director)

The next stage will show the future we have as administrative professionals.

Featuring:

A local expert from Robert Half International will define how Admins are the pulse of the office today and wrap up with what they see for tomorrow.



IAAP *Two Rivers Chapter*

8th Annual Administrative Professionals Week
 “Celebrating All Office Professionals”

Thursday, April 26, 2012

5:00 pm to 8:00 pm

Northern Illinois University (NIU)

Naperville Campus, 1120 E. Diehl Road, Naperville, IL

Enjoy an evening of
 education – networking – food – raffle prizes
 Learn about our organization and how we can help you!

5:00-6:30 PM Vendor Expo

6:30-7:00 PM Impact Meeting/Network Event

7:00-8:00 PM Educational Program presented by

Richard Oberbruner, Career Trainer, Naperville

Teamwork - Work runs smoother when you leave your ego at the door

8:00-8:15 PM Wrap-up & Evaluations

FREE to all administrative professionals

Learn more about IAAP and how this association can help you with
 education and business referrals.

RSVP to deborah.adelman@us.gt.com

Come and meet businesses that will help make your job easier. The Vendor Expo will include (but not limited to) caterers, restaurants and suppliers of office products, signs and banners, awards, promotional items, and much more.



Illinois Division of IAAP

APW Webinar • May 3, 2012 • 7 pm CST



Upgrade to Free!

Top Free and Bargain Tech Tools to Keep You and Your Office Running Smoothly
presented by Beth Ziesenis, Your Nerdy Best Friend

This webinar has been approved for one (1) recertification point.



Today's administrative staffers need tools that help them organize themselves and everyone around them to render computer time more productive. Your Nerdy Best Friend, also known as author Beth Ziesenis takes the mystery out of today's online tools and on-the-go apps to increase your productivity and make your job easier! And best of all, the tools she shares are all either free or darn cheap, perfect for any office budget.

In this session, you'll discover:

- Free tools that replace very expensive software
- Quick fixes for productivity roadblocks
- Web-based solutions that you can access on the go
- Time-saving, budget-conscious tools that don't require an IT degree to figure out!
- Bonus: Leave the session with a quick reference guide to 70+ favorite tools!

Meet Beth Ziesenis, your own personal Nerdy Best Friend. Beth Z keeps up with all the new online applications and downloads that can help you look like you're working with a team of marketing, computer and productivity experts, even if you suffer from a shrinking staff and a disappearing budget.

Beth loves to share her tools online via the blog and in person at presentations. And she's even been known to share a few tips over cupcakes and coffee. Beth Ziesenis is an author, speaker technology consultant and nerd. Since her first Commodore 64 computer, Beth has been fascinated with technology and computer shortcuts that make people's lives easier. From her home base in sunny San Diego, California, Beth helps computer users all over the country filter through thousands of apps, gadgets, widgets and doodads to find the perfect free and bargain technology tools for business and personal use through presentations and her book *Upgrade to Free: The Best Free and Low-Cost Online Tools and Apps*, available in electronic and print editions on Amazon.com and other online outlets.

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Read more about Beth Z at www.askbethz.com



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