

International Association of  
Administrative Professionals®  
Tri-County Chapter

# Tri County Connection

May 2012 ~ Volume 9 ~ Issue 69

## Message from the President

Karen Haensel, CPS, CAP  
Tri-County President  
2011-2012



*Elevating Admins  
to Excel in  
Today's Office*



### May 2012 Happy May Day!

Where has the year gone? We are almost at the end of our 2011-2012 Leap to Remarkable IAAP year. At our June meeting, we will install our incoming officers for next year and a new theme will be applied. This is an exciting time of year ... we look back over the past year and all the things that we have achieved/experienced as a chapter and also look forward to the many opportunities that lie ahead. We are so fortunate to have gained six (6) new members this year. We have so many more opportunities to continue our growth spurt with the IAAP 70/70 Program continuing through 2012. Spread the word!

The Illinois Division Annual Meeting (IDAM) is scheduled June 8-10. For those of you who have not attended in the past, this is an opportunity to understand a little bit more of the business side of Illinois Division. A big thank you goes to Diana Hampton and Tonda Stewart who has served on the Illinois Division Board for the past two years. They have spent countless hours to ensure that the Illinois Division Chapter Presidents and Chapters are well informed and organized.

IDAM, this year, provides many educational sessions to make us REMARKABLE! We have many opportunities to cultivate our skills and our increase our value to our employers. We need to keep in mind -- we are each responsible for our own personal and professional development.

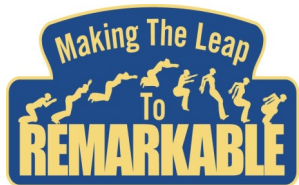
*Karen*



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*Happy  
Mother's Day!*



**“Star of the Month”**

Tri-County recognizes the efforts of our members at each meeting. Each month members can earn points by participating in personal/professional development activities. The points are totaled, submitted to the Leadership Committee, and tracked throughout the year. The *Star of the Month Form* used for tracking points as they are earned can be obtained from a Leadership Committee member or from our Tri-County website under the [Resources](#) tab.

APRIL 2012

**Star of the Month  
Winners!**



**Karen Haensel  
and  
Janet Vallianatos**

**Tri-County News & Events**

**MAY**

IMPORTANT TO-DOs  
Coupon booklet money due.

**JUNE**

IMPORTANT TO-DOs  
Member of Excellence (MOE) submissions due.  
Chapter of Excellence (COE) submissions due.

ANNOUNCEMENTS  
Star of the Quarter to be announced.  
New Board to be announced.



**Chamber “Business After Hours”**



Hosted by:

**Illinois Valley Yacht & Canoe Club  
(IVY Club)**



**Thursday  
May 10, 2012  
4:30 - 6:30**

[Click here](#) for Peoria Area Chamber of Commerce website.

Thursday, May 10, 2012  
5102 N Galena Road  
Peoria, IL 61616

## MEMBER SPOTLIGHT

**New Member**

Stacy Walker  
 Administrative Assistant  
 Children's Hospital of Illinois



**M**y name is Stacy Walker, I'm the Administrative Assistant to the Co-Director of the Congenital Heart Center, which is a part of the Children's Hospital of Illinois in Peoria, Illinois. I am the mother of 3 beautiful daughters. Three weeks ago I was blessed with my 1<sup>st</sup> granddaughter. I'm pretty sure my life is complete now. 😊

I have been with OSF now for over 5 years, first starting in the Health Information Management Department as a Coordinator. My job duties there included training all incoming personnel to the department and quality checking the work of the staff. I have been in my current position for only seven months. I love my current role, this is exactly where I want to be at this stage in my life. Prior to coming to OSF I worked for a very busy pediatrician in Pekin for 9 years. I also owned my own children's formalwear store. Some of you might remember Brenda's Fancy Frills in the Metro Centre. I co-owned this store with my mother-in-law at the time. What a great learning experience!

As an Administrative Assistant, I feel I'm best at organizing and implementing projects with little or no direction. I'm extremely organized, which, as we all know, is very important to our jobs.

**Employer Recognition**

David Chan, M.D.  
 Pediatric Cardiologist  
 Children's Hospital of Illinois Medical Group

**Thank you for supporting your employees in**

**IAAP Code of Ethics**

Recognizing that apposition of trust imposes ethical obligations upon administrative assistants, office coordinators, executive secretaries, and other types of administrative professionals to act for benefit of employers, clients, and the public, members of the International Association of Administrative Professionals established a promulgated four standards of professional conduct and resolve to be guided by them as embodying the ethical ideals of their profession.

**Capital A, Capital P**

Created By: Lupkoski, Anne On Wed, Apr 25, 2012 11:04 AM

This morning, on Administrative Professionals' Day, I received a heartwarming note from one of my favorite IAAP friends. A comment that she made has really resonated with me. She referred to not remembering what her life was like before IAAP...a simple thought, yet so profound. I know exactly what she means. Four years into my own IAAP membership, the person I am today is very different from the Anne of five years ago. I feel stronger, wiser and so much more empowered as an administrative professional, capital A, capital P. I've discovered strengths and talents that I didn't even know I had, and have made lasting friendships that provide added meaning to my life. I can't imagine my life without IAAP in it. I celebrate APW with you, and all the many ways that each of us has blossomed because, once upon a time, we made a decision to walk through the door of our very first IAAP meeting.

## UPGRADE YOUR LINKEDIN PROFILE



If you have a blog, you can connect it to your LinkedIn profile. [Sign up here.](#)

With Blog Link, you can get the most of your LinkedIn relationships by connecting your blog to your LinkedIn profile. Blog Link helps you, and your professional network, stay connected.

Promote your blog and develop your personal brand. Everyone knows blogs are the best way to cultivate your personal brand. Now you can share the thoughts and insights on your blog on your professional home, LinkedIn.

Trusted news from your connections. Blog Link automatically pulls in the latest blog posts from around your network so you can be informed by sources you trust. Stay up to date on the issues that matter to you from the people that matter to you.

110% complete profile. Blog Link enhances your LinkedIn profile and with the latest news from your blog. Your connections can see your latest thoughts as soon as you update your blog.

Support for all bloggers and all platforms. Blog Link supports TypePad, Movable Type, Vox, Wordpress.com, Wordpress.org, Blogger, LiveJournal, and many more. And it is Powered by TypePad technology, the premier hosted blogging service.



## Did You Know!



[Check out specific features here](#)



[Check out specific features here.](#)

## NEW STUFF

### EASY-TO-USE ON-LINE WORKSPACES

Dropbox is an easy-to-use resource which allows you to store documents and access them from any of your devices (computer, laptop, and Smart-phone). No more need to carry a flash drive around as long as you have internet access.



Box is an on-line workspace that makes it easy to store and share documents with others.

**Administrative Professionals' Recognition Breakfast**  
**AAIM Employers' Association**  
 April 25, 2012  
 Mt. Hawley Country Club



Karen Haensel, Tammy McBride, Jannise Bush, Mary Repasz, Janet Vallianatos, Christi Brackney, and Amy Ciota.



**Speaker, Marvis Meyers**  
 VP Training & Development



**Hostess, Mary Pille**  
 AAIM President



## How to Help Employees Think for Themselves

by Meredith Bell

When you're in a leadership role, whether as a business owner, a parent, or as president of a volunteer organization, one of your responsibilities is to help the people in your charge learn to think better. You want them to come up with their own ideas or solve their own problems rather than having them come to you and expecting you to provide them with all the answers. Otherwise, you foster dependency and keep them from learning this critical life skill. [Read the full article here.](#)



Christine  
Hueber

### 7 Tips For Using LinkedIn to Find a Job

by [Christine Hueber](#)  
April 13th, 2012


If you are interested in using LinkedIn to help you find a job or find a new job, here are some tips I think you might find helpful.

1. First of all, make sure your profile is complete, free of spelling, grammatical, or typographical errors. Use a professional profile picture. Consider your profile as your Resume. It's your opportunity to explain what you do best and the experience you have to back that up. Be creative and thorough in your descriptions. Remember LinkedIn is for professionals so leave the Facebook or Twitter updates for those sites.
2. Get recommendations. Having recommendations in your profile shows that people value the work you have performed for them or with them. Recommendations from managers or co-workers show your abilities and that you were a valued employee.
3. If you currently are unemployed, don't hesitate to put the word out there that you are looking for a position. You never know who might know someone or be related to someone who has the perfect job for you. So put the word out. If you have a job but are looking for a new one, discretion is very important. Chances are that someone else from your company is on LinkedIn and will know what you are doing.
4. Using the search tools within LinkedIn, connect with some local staffing agencies in your area. They are always looking for quality people to fill their positions.
5. Do some searching of companies that may interest you. Check out the "Company Profile" of some of the companies that interest you. Find out where their current employees came from, who is in the Human Resources Department or who the hiring manager is. Be sure and find out the job requirements and make sure that it's a good match for you.
6. Check out the Job Search section of LinkedIn. This is located on your Tool Bar. There are different search parameters that can be utilized to make searching easier to suit individual needs but don't hesitate to try them all.
7. Join Groups pertaining to your industry. Comment and participate in discussions, keeping your comments relevant, thoughtful and precise. Show your knowledge and build your reputation.

LinkedIn can be a powerful job tool. Job recruiters are watching so put your best foot forward.

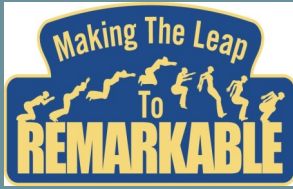
## Resource Websites for Admins

Administrative Arts	<a href="http://administrativearts.com">administrativearts.com</a>
Admin Advisor	<a href="http://adminsecret.monster.com">adminsecret.monster.com</a>
ADMIN SECRET	<a href="http://adminadvisor.com">adminadvisor.com</a>
ASAP Association of Administrative Professionals	<a href="http://asaporg.com">asaporg.com</a>
OFFICETEAM	<a href="http://officeteam.com">officeteam.com</a>
Office Arrow Working together for you.	<a href="http://officearrow.com">officearrow.com</a>
PlanetAdmin	<a href="http://planetadmin.net">planetadmin.net</a>
ProAssisting	<a href="http://proassisting.com">proassisting.com</a>
Save the Assistants	<a href="http://savetheassistants.com">savetheassistants.com</a>
AEAP	<a href="http://theaep.com">theaep.com</a>
Deskdemon.us	<a href="http://us.deskdemon.com">us.deskdemon.com</a>



**Next Chapter**  
*September*  
 The IAAP Tri-County Connection is published monthly Sept – June.  
 Deadline for submission of articles and photos is the 20th of each month.  
 Submit materials to  
 Jannise Bush, Editor  
[contactme@jabservices.org](mailto:contactme@jabservices.org)

## IAAP Members



What Does Microsoft OneNote  
2007 Actually Do?

Created By: Leonard-Porch, Debra On Mon, Apr 30,  
2012 11:29 PM

Dear Friends,

As always when I write to you, I do my best to share ME with you. Sometimes that is a good thing, and sometimes, perhaps not so much! :-)

I pride myself on the fact that due to my membership in IAAP, I have a vast network that I can call upon to answer any question in a few hours - and I am proud to say that the members of my IAAP-network have NEVER let me down.

I love learning the cutting edge tips and tricks of the latest computer software packages from my peers - lately I've heard so much about what Microsoft OneNote can do, that I felt that I really needed to actually get some "up close and personal time" with the software. Besides, I always like to be able to go back to work and share what I've learned with the other administrative professionals in my office. In the Illinois Division there have been several classes recently on Microsoft OneNote and all of the comments have been extremely positive, which has really intrigued me...

I've got great news - The VIP Chapter of IAAP will be hosting an educational webinar on Microsoft OneNote 2007, and it will be taught by the Illinois Division's Secretary, Dewoun Hayes, MAEd., CAP-OM on May 10, for only \$6.00 per attendee. From what I have heard Microsoft OneNote can be used for organizing notes, photographs, audio and video files, storing information and being able to access and share information instantly.

~

**BLOGGING**

## A Toast to the Speaker

It is said that the fear of public speaking ranks higher in many minds than the fear of death. How about your fear of speaking in front of a group? Do you dread a meeting where you may be called upon, or shiver to think that you will be asked to make a presentation? The fear is real, bringing on a host of emotions. But this need not be the case. As with any skillset, practice is the key to obtaining the courage and knowledge to better your speaking ability. Toastmasters International® is a perfect arena to gain the skills needed to speak publicly while developing as a leader.

Toastmasters began in a California YMCA basement, where Ralph C. Smedley acted upon the need for youth to develop speaking skills. Smedley intended it to be a social club, an informal setting where participants could practice in a no-pressure atmosphere. Today, the Club is run the same; fun, laughter, and education are part of each meeting agenda.

The advantages of learning to speak publicly are far reaching. It is common knowledge that confidence, improved communication skills and an increase in organizational skills rank among the top. Consider these one at a time.

### Confidence

Have you been in a room of people and thought, "I really should go over and introduce myself?" Introductions are a powerful tool to have in the Administrative Professionals tool belt. Confidence is increased every time we learn something new, meet new people, and take a step forward in our development. Interviews take on an entirely different feel when we walk in confidently, introduce ourselves, and are equipped to answer questions spontaneously. Confidence is important.

### Communication

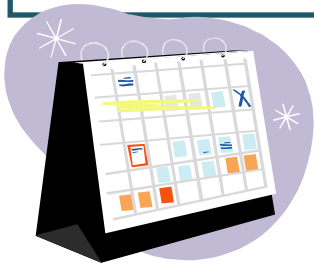
We talk all day, every day our entire lives. We encourage babies to begin talking as soon as they can form sounds. But speaking, or communicating effectively, is not the same thing as talking. Every situation we find ourselves in, professionally and personally, will be enhanced as we become great communicators. We learn to exchange ideas, stay calm in confrontation, and encourage others effectively. Communication skills should be a focus of continual development across our entire lives.

### Organization

Administrative Professionals are highly regarded for their organizational abilities. We organize calendars, schedules, events, trainings, and much more. High level professionals easily organize their thoughts, ideas and words as well. Are you sometimes left speechless, thinking later of an appropriate comeback? Thinking of the right answer versus presenting the right answer at the right time is what sets apart the well-organized person.

These three benefits and others are easily attained through public speaking practice. Consider joining a Toastmasters Club in your area. Water Street Toastmasters meets in downtown Peoria bi-monthly Monday afternoons from 3:30-4:30 pm at 601 SW Water Street, next to Kellehers. For more information contact Andrea Price, club President, at 309-680-1200. Those with the ability to speak publically are highly regarded and the trend of the future. Why not join the ranks? ~

Debbie King, Executive Assistant  
WATER STREET SOLUTIONS®



## Join Us! Mark Your Calendar for these Upcoming IAAP Meetings & Events



Diana Hampton  
IL Division President

### Tri-County

May 13, 2012

## Mother's Day

### Chapter Meeting

May 8, 2012

Joint meeting with **CIA Chapter**

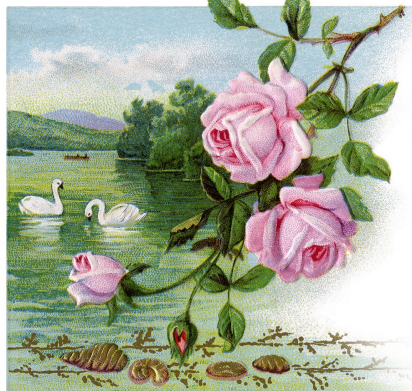
**Location:**

Business Furniture  
205 N. Main Street  
Bloomington, Illinois

**Speaker:** Vicki Tilton

**Topic:** "Not Just Vanity...Defining Customer Needs"

For further details, click [here](#).



### Chapter Meeting

June 5, 2012

**Location:** TBA

**Speaker:** No speaker

### International



Tamra Goodall, CPS/CAP  
International President

[Message](#) from the President

**October 9-12**

IAAP Fall Conference  
San Diego, CA

**November 4-5**

CAP Exams

OfficePRO® [Magazine](#)  
OfficePRO® [Buyers Guide](#)

### Illinois Division

## 2011-2012

### 2012 IDAM REGISTRATION!



**Admin Odyssey 2012: Reboot to**

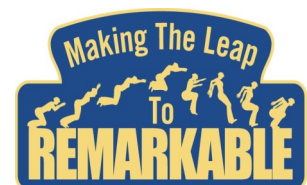
**Remarkable!**

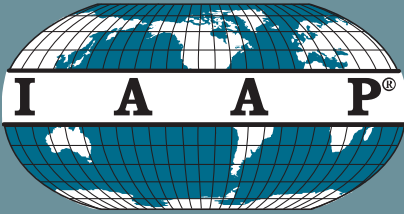
[Click here for registration form!](#)

[On-line payment here!](#)

You won't want to miss the IAAP Illinois  
Division Annual Meeting on **June 8-10,  
2012 at the Wyndham Lisle-Chicago  
Hotel in Lisle, IL.**

Visit [Illinois Division website](#)  
for more details.





International Association of  
Administrative Professionals®

*Tri-County Chapter*

[www.iaap-tricounty.org](http://www.iaap-tricounty.org)

*Power of Commitment to  
Excel in Today's Office*

**Tri-County Chapter  
Board**

**President**

*Karen Haensel, CPS, CAP*

**Vice President**

*Rebecca Heisler, BS*

**Recording Secretary**

*Jannise Bush, BS*

**Treasurer**

*Tammy McBride*

**Correspondence Secretary**

*Barbara Atkins, CPS, CAP*

*IAAP Tri-County Chapter Members  
resolve to enrich us, our employers  
and our communities by...*

- Promoting professional and educational growth
- Encouraging camaraderie between Administrative Professionals
- Sharing career advancement opportunities
- Being an advocate for the IAAP Organization
- Developing Leadership Skills

## 2011-2012 Committee Chairs

### Professional Development

Mary Pyatt  
[mary.j.pyatt@osfhealthcare.org](mailto:mary.j.pyatt@osfhealthcare.org)

### Leadership

Janet Vallianatos  
[janetv@mtco.com](mailto:janetv@mtco.com)

### Membership

Cindy Johnson  
[cjohnson7472@gmail.com](mailto:cjohnson7472@gmail.com)  
Donna Greer  
[dgreer@midstate.edu](mailto:dgreer@midstate.edu)

### Ways & Means

Deanna Klein  
[dklein@kac-peoria.com](mailto:dklein@kac-peoria.com)

### Public Relations & Marketing

Jannise Bush  
[contactme@jabservices.org](mailto:contactme@jabservices.org)

## Committee Tidbits

### Leadership

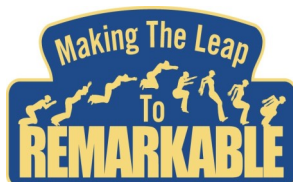
Star of the Quarter and Stellar Award to be presented at the June meeting.

### Public Relations / Marketing

Are you working towards your MOE? It's not too late to submit an article and have it published in the June issue of the Tri-County Connection.

### Leadership & Professional Development

If you are interested in personal and professional growth, consider serving as a committee member or chair for 2012-2013. If you are interested, please contact a board member or one of the committee chairs above.





The mission of the Illinois Division's Virtual International Professionals (VIP) Chapter is to provide enrichment opportunities through virtual media for personal, professional, educational and entrepreneurial growth by networking, enhancing leadership skills, sharing career advancement resources and being an advocate for membership in IAAP.

#### Chapter Meetings & Events

**May 10, 2012 from 7:00 p.m. - 8:00 p.m. CT**

\$6 for all attendees

One IAAP Recertification Point has been applied for. RSVP and register via this link:

<https://secure.iotformpro.com/form/20967860569974>

#### Microsoft One Note

Please join Dewoun Hayes, MAEd., CAP-OM, 2012 Illinois Division Secretary, Life Coach and Founder of Elite Office Concepts, Inc., as she shares secrets to better organize your professional and personal life by using the hottest software of the moment – Microsoft OneNote!

Click [here](#) to download flyer.

#### Become a member of IAAP's VIP Chapter!

Membership in the Virtual International Professionals (VIP) Chapter provides many opportunities to grow and advance in key areas, develop a valuable network, learn advancements and trends, attain professional certification and realistic, hands-on experience to sharpen leadership, team and management skills necessary to compete in today's business environment.

#### To join the VIP Chapter:

You can [JOIN ONLINE](#) through the IAAP Headquarters website. Be sure to select "professional", the "chapter" level option and when prompted for a chapter, type in VIP. If you have any issues or problems or would prefer to JOIN BY APPLICATION, fill out the [Application Form](#) using the Dues Breakdown below and contact our Secretary [Fran Puchli](#) for processing.

#### Transferring your Membership?

Fill out the [Membership Transfer Form](#) to transfer your membership between chapters. At any time if you have questions or need more help, contact our Secretary [Fran Puchli](#).

#### For Dual Membership

Click [here](#) for the *Top 10 Reasons why you should become a dual member of the VIP Chapter*. If you're interested in Dual Membership please complete this [Application.pdf](#).

#### IAAP Dues Breakdown:

Professional: \*Processing fee \$15, Annual Dues \$83, Chapter Dues \$15, Division Dues \$15 = \$128/year

- Professional Merited: \*Processing fee \$15, Annual Dues \$83, Chapter Dues \$5, Division Dues \$15 = \$118/year
  - Student: \*Processing fee \$15, Annual Dues \$50, Chapter Dues \$5, Division Dues \$8 = \$78/year
  - Associate: \*Processing fee \$15, Annual Dues \$180 = \$195/year
- \*One-time processing fee

*Thank you for your interest in joining the Virtual International Professionals Chapter IAAP!*



International Association of  
Administrative Professionals®  
Illinois Division

### Illinois Division

**2011-2012**

### **Board of Directors**

#### President

*Diana Hampton, CAP, MOA  
Tri-County Chapter*

#### Vice President

*Tonda Stewart, CPS/CAP  
Tri-County Chapter*

#### President-Elect

*Marie Hermann, ATM-S, CIWD  
Two Rivers Chapter*

#### Secretary

*Dewoun Hayes, MAED, CAP  
Chicago Lake Shore Chapter*

#### Treasurer

*Lisa Olson  
Two Rivers Chapter*

### Illinois Division

#### **Committees**

Bylaws and Standing Rules  
Certification  
Division Member-at-Large  
Liaison  
Finance  
Membership  
PR & Marketing  
Nominations  
Parliamentary Advisor  
Retirement Trust Committee  
Webmaster

For more information about your ID Board/Committees, [click here](#).

# Tri-County Elevating Admins to Excel in Today's Office

## Options Technology

Each module comes with an easy-to-follow study guide, practice exercises and expert instruction on CD, video or downloadable databases.

Measure how much you've learned by taking pre-test and post-test assessments. If you start on a course at work and then get busy on the job don't worry. There's no time limit to finish.

With Options 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.

Each manual has been highly rated by ProCert Labs, which tests the percentage of correlation between the information in the materials and its relevancy to the 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. Use Options to join the ranks of those who have mastered technology and are certified.

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.

### Through Options:

- \* Develop confidence
- \* Learn to manage difficult customers/situations
- \* Become proficient at business writing
- \* Gain a variety of new skills without the expense and time of college
- \* Refine interpersonal skills
- \* Do more with less
- \* Adapt to the changing workplace



## Certification - Visit the ID website for more information.

### CAP & Organization Management

Application Deadlines	Exam Dates
February 12, 2012	May 5, 2012
August 15, 2012	November 3, 2012

### Technology Applications Specialty

1. Complete 3 Options Technology modules (Microsoft Office Suite).
2. Past the test for 1 Options module for a Microsoft certification.

## Desktop Learning with IAAP

**How to Use LinkedIn to Search and Find a Job—Video**

**Inside IAAP—Video**

## Ways IAAP Membership Benefit You

- \* The opportunities for personal and professional growth can be used to set and achieve yearly evaluation goals that benefit you and your organization.
- \* You can advance beyond the opportunities offered in your current position.
- \* You can prepare to advance your career either with a current or future employer.
- \* You will have more options.

Research/Trends: Listen to recorded interviews.

Bookstore: Series of 50-minute books from \$13.95 to 16.95

