

International Association of
Administrative Professionals®
Tri-County Chapter

Tri County Connection

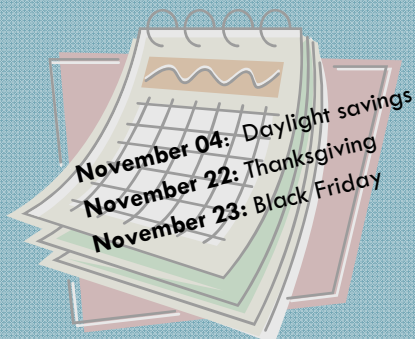
November 2012 ~ Volume 10 ~ Issue 73

Message from the President

Rebecca Heisler
Tri-County President
2012-2013



*Elevating Admins
to Excel in
Today's Office*



Dear Members,

As I sit and write my message, the weather is gray, windy and cold. It feels like winter not fall; however, the trees are beautiful with all the fall colors. As we begin to look forward to upcoming Holidays (Thanksgiving and Christmas), don't forget to mark your calendars for our next two meetings (November at the Rally Point and December webinar from your own home). If you missed October's meeting, it was wonderful to learn more about how "One Note" can be used to organize your business/personal life and how the meeting theme "Dots" was carried throughout the whole evening (flyer, decorations, prizes and food).

Here are a few reminders:

- * Please promote the sale of our Bergner Community Day Booklets by either purchasing a booklet for yourself, selling one to a friend, family member, co-worker or neighbor. If you were not at the October meeting, please contact me, Judy Zimmerman, via e-mail: judy.l.zimmerman@osfhealthcare.org or by phone @655-2057 to request booklets. The booklets are \$5.00 and our chapter retains the full \$5.00. The booklets will still be available at our November meeting as Community Days are November 9 & 10.
- * The November meeting is also the last opportunity to purchase raffle tickets for the quilt. The chances are \$1.00 each or 6@\$5.00. The drawing will be held at the November meeting.
- * Bring in those "Box Tops"!!!
- * Bring in your clothing donations for "Dress for Success". As you swap your summer clothes for winter clothes, now would be a good time to purge. Think of all the new clothes for Christmas.
- * The Illinois Division has a TON of great stuff planned over the next several weeks. You won't want to miss these fantastic events!!! Get more information about any of these events at www.iaap-illinoisdivision.org

November 5 - December 17, 2012 (Monday evenings, 7-9 pm CT) - Excel 2010 ONLINE certification study group. We are currently winding down our Microsoft Word 2010 certification study group to rave reviews. Next up, we'll be covering Excel 2010 in seven weeks and preparing the students for the core and expert certification exams. Best part? You get to join us from the comfort of your own home via webinar. Cost is just \$50 for IAAP members and \$75 for everyone else. Requires the purchase of two books (same books used across all the study groups we offer though).

November 7, 2012 7:00 pm CT - Webinar - Show Value During Performance Reviews!!! Free for Illinois Division members, just \$10 for everyone else. Our next webinar will be Jan Marino (career coach extraordinaire!) teaching us how to Show Value During Performance Reviews. Everyone can learn something about this important subject! Webinar has been approved for one recertification point.

See you soon!!!

Rebecca Heisler
Tri-County IAAP President, 2012-2013
309-655-2590 work
309-645-5662 cell

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Do you have some ideas you would like to share in the newsletter? Contact Public Relations & Marketing

Do you have ways to help on fund-raising for the Tri-County Chapter? Contact Ways & Means

November
Anniversaries

Happy Anniversary

Cindy Johnson

Stacy Walker

Tri-County News & Events



The AP Odyssey into the Future
Presented by Donna Greer, Midstate College Program Director –Information Systems & Technology

The Administrative Professional role has changed in many ways over the past 50 years. One ginomous influence has been the evolution of technology in the workplace. We will take a brief look at the past 50 years and discuss how technology has influenced the AP role, discuss the skills and knowledge that APs need to be successful in today's office, and briefly discuss how technology will influence the future role of the Administrative Professional.

- ◆ How has technology influenced the role of the AP?
- ◆ What skills does an AP currently need to effectively do his/her job?
- ◆ How can the AP prepare for the future technological changes in the office?

Donna Greer has worked in the admin field for over 20 years. The past 10 years Donna has stair-stepped her professional role into a full-time instructor and director role at Midstate College. There she manages the Administrative Professional and Computer Information Systems programs and teaches courses within those programs. She possesses a BS in Management and a MA in Management Information Systems from the University of Illinois-Springfield



*Join us for the meeting only
or
Dinner + Meeting!*

Dinner Option: \$8.00 per person
Michael's Italian Feast Spaghetti Party, tossed salad with Italian dressing and fresh baked bread with butter. Soda & water will be provided.

Please RSVP to attend the meeting or the dinner + meeting to Mary Pyatt at 309-282-1614 / mary.pyatt@osfhealthcare.org by 11/2/12.

If prepaying send payment for dinner to Mary at OSF RiverPlex 600 NE Water Street, Peoria, IL 61603. Please put attention Mary.

REMINDER: You are responsible for your dinner in full if you cancel any time after 11/2 or if you are no show at the dinner. Please make checks out to Tri- County IAAP.

Chamber "Business After Hours"



Hosted by:

Business After Hours

Where business people come to meet

Brought to you by

the Peoria Area Chamber of Commerce



**Thursday
November 8, 2012
4:30 - 6:30**

**Bradley University
Dr., Peoria, IL**

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

November
BIRTHDAYS

Sharon Dyer
11/24

MEMBER SPOTLIGHT

Christi Brackney



Hi, I am Christi Brackney. I have worked for Caterpillar, Inc for two years, but I had the opportunity to work as an agency for six and half years prior. My husband tells me I am on the go and never sit still. I am always doing something as I don't want to miss a thing in life. I enjoy doing photography as our memories may fade away yet, that little piece of paper will bring it back for even the short time. I am the youngest of twelve, the oldest of four, yet the middle of five. I love having big families. Being adopted has it's perks when you have an opportunity to reunited with your siblings. I am a happy mother of four beautiful children ranging from 19, 18, 16, and 14. My husband is phenomenal and we are foster parents to his nieces ages 21 months and 4 months old. Another great perk is that I will be a grandma this February.

I love Mexican, Italian, and Pizza. I can't decipher between them as they all taste so yummy. I can say that my favorite pizza has to be pepperoni. My parents owned a restaurant and bakery when I was younger so I love to cook and bake. Every Thanksgiving weekend, you can definitely find me at home. By that Monday morning, you will find over six dozen styles of cookies (three dozen each), candies, and other goodies filling my kitchen.

I used to say pink was my choice of colors but I tend to swing more towards black as it feels calming, neutral, and yet enticing. Let's not forget I feel that it is slimming too. Black holds this mystery that I can relate to and always stands out.

When I was younger, I always wanted to work in the medical field. Upon entering High School, I found out that Chemistry was not my forte. I started becoming more creative, investigative and exploratory. I knew that the legal field was my calling. I graduate in October 2012, with my BA in Science for Legal Studies. This Spring I will be taking my LSAT's to see when I can start my Masters.

A few months back I was transferred into this new group, that eliminated all awkwardness that an individual normally may feel when new. Everyone welcomed me with open arms. As our team has expanded and had further opportunities to have activities, we all seem as a big happy family. Everyone always seems so welcoming.

I feel that being a part of IAAP is a great opportunity to meet new people, expand on my creativity, and further my training and education. I enjoy being a part of such great groups that allow and support individuals to further themselves. I have always felts that if you live life to the fullest you can only go up. You never know what curveballs life will throw at you. I feel that as any individuals takes the opportunity to have such a great feeling to live, relax, enjoy, and capture your stars. A greatest comparison is that you are taking life and wrapping it up into a time capsule which can explode anytime. So make the most of it while you can!

Employer Recognition



CATERPILLAR INC.

Tom Day, Business Resources Manager

Accounts & Freight Payable

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.



Celebrate!!!!!!

November

- November 04: Daylight Savings
- November 06: Election Day
- November 07: Stress Awareness
- November 12: Veterans Day
- November 15: Great Am. Smoke out
- November 22: Thanksgiving
- November 23: Black Friday





Twitter Feed

What is it? IAAP's Twitter feed.

How is it used? Please encourage your members to follow IAAP's Twitter feed (@iaap), which includes a steady stream of curated and original content designed to help your members thrive in today's business environment. Updates are broadcast twice a day during the work week, at 7 a.m. and 2 p.m. Central Time. These are occasionally interspersed with promotional tweets at noon Central Time.



IAAP Blog

What is it? IAAP blog posts on the association's main website.

How is it used? IAAP regularly posts blog entries on a wide variety of subjects of interest to office professionals. You can refer your members to these posts on IAAP's main website, use the posts to generate ideas for chapter programs, or run the posts in chapter newsletters and other materials.



Our Team Building and Recognitions

Dots were our theme....



Upcoming Dates:

November 5 - December 17, 2012 (Monday evenings, 7-9 pm CT) - Excel 2010 ONLINE certification study group. We are currently winding down our Microsoft Word 2010 certification study group to rave reviews. Next up, we'll be covering Excel 2010 in seven weeks and preparing the students for the core and expert certification exams. Best part? You get to join us from the comfort of your own home via webinar. Cost is just \$50 for IAAP members and \$75 for everyone else. Requires the purchase of two books (same books used across all the study groups we offer though).

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December 4, 2012 – Tri-County Chapter Meeting: (Webinar) Full Speed Ahead: Self-Success Tips for the Career-Minded



Pathways to Excellence Member of Excellence

During the course of the year, members will work towards success, completing criteria and retaining the documentation of achievement. Once eight (8) “points” have been earned—and by June 30 at the latest—members log onto the IAAP web site and submit an electronic application. For ease in completing the on-line form, it is recommended that members draft their entry using the Excel worksheet that has been prepared. Categories as follows:

- * Certification
- * Commitment
- * Communication
- * Education & Training (seminars)
- * Education & Training (accredited school)
- * Fiscal Responsibility
- * Leadership Development and Roles
- * Marketing, Research , and Community Outreach
- * Program and Participation
- * Recruitment and Retention
- * Strategic Planning

Pathways to Excellence Chapter of Excellence


During the course of the 2012-2013 year, chapters and divisions will work towards success, completing criteria and retaining the documentation of achievement. All eight (8) criteria are mandatory and there are specific deadlines for meeting each requirement. **IAAP headquarters will perform an ongoing audit as each deadline is reached.** Categories as follows:

- * Leadership Development and Roles (attendance at International Annual Meeting)
- * Education & Training (seminars)
- * Fiscal Responsibility
- * Marketing, Research , and Community Outreach
- * Recruitment and Retention (Membership Drive)
- * Recruitment and Retention (New Member Orientation)
- * Leadership Development and Roles (attendance at Division Annual Meeting)
- * Program and Participation



Resource Websites for Admins

	administrativearts.com
	adminsecret.monster.com
	adminadvisor.com
	asaporg.com
	officeteam.com
	officearrow.com
	planetadmin.net
	proassisting.com
	savetheassistants.com
	theaep.com
	us.deskdemon.com



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
Christi Brackney, Editor
Brackney_Christi_M@cat.com

Tri-County Challenge



As in years past, Dress for Success has been our community services. This is a worthwhile organization with a mission to promote the economic independence of disadvantaged women by providing professional attire, a network of support and the career development tools to help women thrive in work and in life. Learn more, click here: <http://www.dressforsuccess.org/affiliate.aspx?sisid=56&pageid=1>

How can we help? Each of you can "Be the One". Here is what you may donate:

* To suit our clients in style, Dress for Success currently accepts new or nearly-new and cleaned:

* Coordinated, contemporary, interview-appropriate skirt and pant suits

Beautiful, crisp blouses

Gorgeous blazers and jackets

Professional shoes

Practical and professional handbags and briefcases

Coats for all seasons, shapes and sizes

We are particularly in need of larger-size suits and apparel.

When and How?

Every Chapter meeting – bring your donated items

Leave your item at Registration (your item(s) will be delivered to Dress for Success).

Challenge? Are you willing to accept?

Tri-County to donate at least 20 items from October 2 through May 7



Stress Awareness.....

Stress affects us all, and no more so than in the workplace. The chemicals, adrenaline and hormones which build up in our systems in response to the pressures of everyday life have no way to dissipate in our modern lives, and the effects of this can be serious enough to cause significant physical and psychological damage.

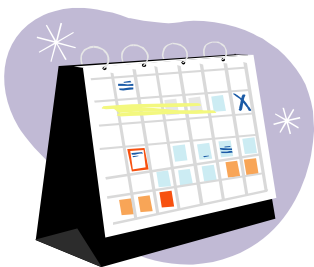
Stress Awareness Day, on November 07, aims to promote awareness of these particularly modern challenges, and to aid individuals and organizations in changing behaviors and lifestyles which may lead to excessive stress.

When considering ways to improve your life and resolving to make changes, keep the following ideas in mind:

- Remember nobody is perfect - including you.
- Things change - expect it.
- Don't rely on your memory - write it down.
- Enjoy the moment.
- Choose your thoughts wisely.
- Accept people for the way they are, not the way you are.
- Get up fifteen minutes earlier.
- Keep things simple and uncomplicated.
- Recognize what you can't control and let it go.
- Talk less and listen more.
- Avoid negative people.
- Know your limitations and say "no" more often.
- Have duplicate keys made.
- Learn to meet your own needs.
- Stop thinking tomorrow will be a better day. Make today better.
- Believe that GOOD HAPPENS TOO.
- Realize some things just are.
- Separate the trivial from the significant.
- Recognize the importance of unconditional love.
- Laugh, daydream, and take time to play.



Source unknown



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

Tri-County



November 22, 2012

Thanksgiving

Chapter Meeting

November 06, 2012

The AP Odyssey into the Future
5:15 p.m. Networking/Dinner
6:00 – 6:30 p.m. Business Meeting
The Rally Point
324 Liberty St., Peoria, IL

See the [flyer](#) for more details.

International



Karlena Rannals, CAP-OM
International President

[Message](#) from the President

November 3, 2012
CAP & OM Exams

March 17-20, 2013
Connect The Dots at
TEC13

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



Marie Hermann
IL Division President

Illinois Division

**2012-2013
November Deadlines &
Educational Events**

March 15-16, 2013
IAAP Future Conference

March 17-20, 2013
Technology Education Confer-
ence (TEC13)

April 21-27, 2013
Administrative Professionals
Week

July 27-31, 2012
ARAM 2013

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



2012-2013 Committee Chairs

Professional Development

Mary Pyatt
mary.j.pyatt@osfhealthcare.org

Leadership

Open (need a chair)

Membership

Donna Greer
dgreer@midstate.edu

Ways & Means

Judy Zimmerman
judy.l.zimmerman@osfhealthcare.org

Public Relations & Marketing

Christi Brackney
Brackney_Christi_M@cat.com

Committee Tidbits

Don't forget to save your Box Tops labels from various products. This will be one of our community projects this year. Ask your family, neighbors, co-workers, and friends to help collect them as well. Tonda Stewart will have a box at each meeting for you to drop them in. We will be collecting the labels Starting now until the beginning of April. We will be deciding on the school that will be the recipient of our labels.



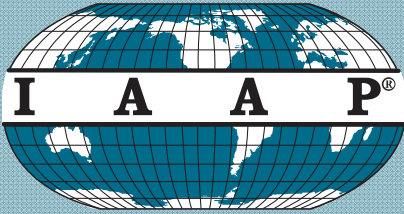
The Board selected the following school as the recipient of our collected Box Tops.
Pleasant Hill Elementary School
3717 W. Malone
Peoria, IL
Pre-K – 8th – 228 children

Last year's winner had 8,000-9,000 Box Tops points, which sounds like an awful lot....but if you break it down weekly and per person it would be roughly:



30 TCC members
x 10 Box Tops/week
for 30 remaining weeks (Sept. - Mar.)
9,000 Box Tops points

Any questions about Box Tops, contact Tonda Stewart (309) 624-2356 tonda.l.stewart@osfhealthcare.org



International Association of
Administrative Professionals®

Tri-County Chapter

www.iaap-tricounty.org

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

**Tri-County Chapter
Board**

President

Rebecca Heisler, BS

Vice President

Jannise Bush, BS

Recording Secretary

Deanna Klein, BS

Treasurer

Deb Steveson

Correspondence Secretary

Cindy Johnson

*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





IAAP Tri-County Chapter On-line Meeting / Webinar

December 4, 2012 ● **Meeting at 6:00 PM CST** ● **Webinar at 6:30 PM CST** ● **\$10.00**
(Free to Tri-County Members!)



Full Speed Ahead: Self-Success Tips for the Career-Minded

Presented by Dewoun Hayes, MAEd, CAP-OM, Elite Office Concepts, Inc. (<http://adminhotspot.blogspot.com/>)

Your life is your business; you are the CEO of your own company called SELF. This means you profit and prosper from the decisions you make and actions you take. As the CEO, you are responsible for planning, organizing, managing, and executing goals and objectives in order to grow.

Are you managing yourSELF effectively and efficiently? Is your business going according to plan? What is your vision of yourSELF? This workshop will provide the necessary tools needed to start your SELF Success Portfolio and identify the steps needed to put you on the right track to being successful in the workplace.

- Create task lists that motivate
- Understand the value of mentor partnerships
- Devise effective methods for problem solving
- Think critically about the next steps related to career choices
- Recognize and take advantage of hidden talents

Register online at: <http://form.jotformpro.com/form/22905527028958>

Log-in information will be emailed to you with confirmation of your registration!

1 Recertification Point!



Illinois Division Newsletter
A link to the latest issue is on the ID homepage.
[Click Here](#)



Illinois Division 2012-2013 Board of Directors

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

Vice President
Elizabeth Dorgan, CAP-OM
Greater O'Hare Chapter

President-Elect
Lisa Olson
Two Rivers Chapter

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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 Speciality

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

Desktop Learning with IAAP

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

