

International Association of
Administrative Professionals®
Tri-County Chapter

Tri County Connection

June 2013 ~ Volume 10 ~ Issue 80

Message from the President

Rebecca Heisler
Tri-County President
2012-2013



Dear Members,

Our 2012-2013 year is coming to a close quickly. I must say, I am glad I took the opportunity to step up as President. This experience has been fun, challenging and very rewarding. I loved all the educational programs throughout the year, especially our April APW and Education event. The challenge of learning how the Illinois and International IAAP works and interacts with the Chapters. The rewards of gaining confidence and becoming more comfortable speaking in front of an audience, learning more about our profession and obtaining skills to be a better employee and/or person and most definitely, getting to know each and every member of Tri-County better because it is each of you that make Tri-County a great Chapter.

Therefore, I have chosen to run for the 2013-2014 President again along with the other Board nominees of Jannise Bush, VP, Barb Atkins, Corresponding Secretary, Deanna Klein, Recording Secretary and Deb Stevenson, Treasurer. Remember all ballots must be emailed to Luann Morelock, luann.morelock@osfhealthcare.org by 5 pm, May 29th.

I would like to remind everyone our last monthly meeting will be June 4 to be held at "The Room". Please attempt to make this meeting, we will be installing the new officers and our very own, Diana Hampton will present "Will You Dance".

Summer is around the corner! However members, we need to plan and prepare for next year. So mark your calendar and "Save the Date", July 13, Saturday, 8 am- 12:30 pm for the 2013-2014 Strategic Planning session. It is very important for all members, Chairs, Co-Chairs and Board members to attend for discussion, provide ideas and suggestions on how to make Tri-County better. Hope to see you all there!

Thank you again for allowing me to be your President.

Rebecca Heisler

Tri-County IAAP President, 2012-2013

*Elevating
Admins to
Excel in
Today's Office*



Inside this issue:

Tri-County News	3
Chamber "Business After Hours"	3
Member Spotlight	4
Calendar of Events	8
Tri-County Committee Tidbits.....	9
Illinois Division Updates	10





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

June

Anniversaries

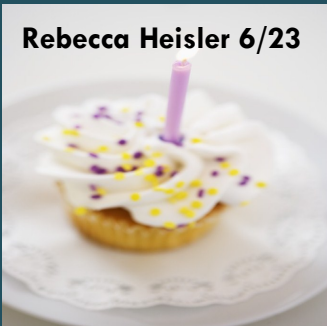


N/A

June

BIRTHDAYS

Rebecca Heisler 6/23



Tri-County News & Events

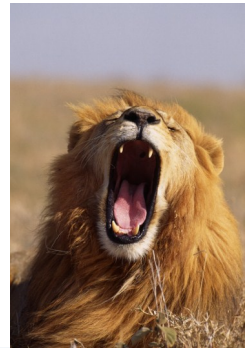


LIONS, TIGERS, AND BEARS OH MY! The wonderful myth that states you can do more than one thing at a time. When am I going to get this done? How can I do this when I have that scheduled? It's only 1 pm, really, come on 4 o'clock!

Lisa Plantamura, who has worked in the training industry for the past 20 years, did a phenomenal job explaining ways to remove us from autopilot, increase our energy, lower our brain consumption by helpful tasks, and overall better ways to prioritize. She explained the various ways to ensure satisfactory processes to remember our ToDo's, our ABC, and even better forms of processing things.

Have you ever thought of how to hold a vision and not just a dream? Lisa can explain it She definitely holds true as she explains that **"I am a powerful effective person who will make an effect in my life!"**

Always remember that a key to staying on top of things is to make sure each minute/day/week has been captured as you make your lists. To be productive is a great road to start being **SUCCESSFUL!!**



Chamber "Business After Hours"



EMBASSY SUITES®

East Peoria

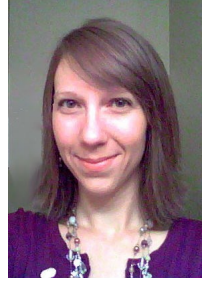
June 13, 2013
4:30—6:30 pm

Embassy Suites
100 Conference Center Drive
East Peoria

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

MEMBER SPOTLIGHT

Jessica Janowiak



Jessica has joined us at IAAP Tri-County Chapter in April 2013. She graduated from Western Illinois University with a degree in Health Services Management. She has been working for OSF St Francis since February 2010.

Her friends call her the "Social Butterfly" as Jessica holds the ability to talk to almost anyone about anything. She loves to meet new people and try new things. "Experiences are the spice of life!" Jessica shares.

Her hobbies consist of cross-stitch, exercise (mainly outdoors with friends) and socializing with her friends and family. What food puts a smile on her face? Pizza or a burger of course.

Jessica enjoys colors such as blue, purple, or coral, but as her mood changes, so can her colors. You can say she is a mood ring with a great social personality.

Jessica explains that she joined IAAP for more professional-oriented experience. She has been involved with many social and service groups but to improve and gain, IAAP caught her attention. The opportunity to gain new contacts and furthering her administrative skills.

As a kid, Jessica wanted to become a chemical engineer and major on such in college. However, she came to find out that office work was her calling. She likes to be "behind-the-scenes" to ensure stuff gets done.

During her first job position, her co-workers would be surprised as she would complete tasks quickly and efficiently. She is always reassured (and still is) on how great it is that she was there and can get stuff done in such a timely fashion.

Jessica has noticed that it is nice being appreciated!!!!

WELCOME JESSICA!

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!!!!!!

June

- June 08: World's Oceans Day
- June 14: Flag Day
- June 16: Father's Day
- June 21: First Day of Summer
- June 23: National Pink Day

- National Safety Month
- Men's Health Month
- Cataract Awareness Month

Employer Recognition



Thank you for supporting your employees in





Election time:
Don't forget to place
your vote for the
nominated
individuals!



There is still time to
also take the oppor-
tunity to join on of
our committee either
as a chair or co-
chair.



Team Building & Recognitions

The old adage ‘We reap what we sow’ has been around for centuries. It is a foundational truth that each of us likely heard as a youngster and has personally seen as an adult. While we know this is true, are we cognizant of the daily “seeds” we sow in relation to our expected harvest?

Our guest speaker at the May Tri-County Chapter meeting was Lisa Plantamura. Lisa’s passion is training, and she delivered excellent information and challenged members about managing multiple priorities, backed by 20 plus years of personal experience. As we incorporate better energy management into our busy days (Lisa stated that we manage our energy, not our time), do we think in terms of sowing and reaping?

In Principled-Centered Leadership, Stephen R. Covey addresses the sowing and reaping principle in relation to family life. He likens our time with our family members to making deposits into emotional bank accounts. Our circle of influence and the people we touch daily are fragile and highly resilient – all at the same time. Making small, sincere deposits consistently builds a reserve over time. These deposits come in the form of patience, kindnesses, services, honesty, empathy and sincere apologies. Conversely, overreacting, apathy and lack of focused time takes a withdrawal from that emotional account.

Farmers may best understand the truth of sowing and reaping. They know the futility of expecting a harvest without planting, weeding, cultivating, watering and fertilizing. Energy must be expended in due season in order to reap the rewards later.

This all makes sense if we think like Lisa, managing our energy rather than our time. During the work day or at home, reserves let us make emotional deposits into the people we are around. There is no question that these deposits pay big dividends over time. Start managing your energy so you can make the best investments possible into the people around you.

Written and Submitted by : Debbie King

Upcoming Dates:

June 7-9, 2013 – Illinois Division Annual Meeting – Be the One Singular Sensation at our annual meeting in Rolling Meadows, IL. We’re putting together a FANTASTIC event for you with dual tracks of education on Friday afternoon, a wonderful vendor expo on Friday evening, our business meeting Saturday morning, more education (including a special panel discussion on international travel arranging) on Saturday afternoon, our memory creating banquet on Saturday night and additional education and wrap up on Sunday morning. Our goal is to provide 8 recertification points during the weekend plus fun, fellowship, music and merriment. Please help us to spread the word! Attached is the Illinois Division Annual Meeting registration packet. Listed below is the link to register. <https://secure.jotformpro.com/form/30615463021947>

June 24—FREE Chapter Success Webinar – Lisa Olson and I will be hosting a special webinar devoted to helping incoming officers Start Your New Year on the Right Note.



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

The forms are available on the website. Remember it’s a great way to keep track of your progress and in result of an audit.



Resource Websites for Admins

	administrativearts.com
	adminsecret.monster.com
	adminadvisor.com
	asaporq.com
	officeteam.com
	officearrow.com
	planetadmin.net
	proassisting.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

Strategic Planning Time

Save the Date!!!!

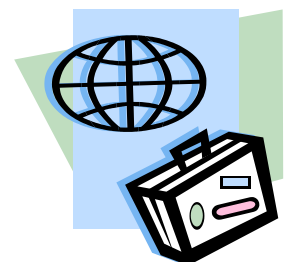
Strategic Planning Session

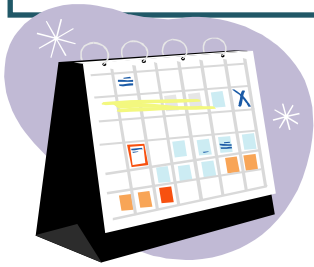
It's that time of year to start brainstorming!

Save the date for

Saturday, July 13, 2013: 8:00 am - 12:30 pm

Location TBD





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

Tri-County



June 16, 2013
Father's Day

Chapter Meeting

June 04, 2013

Will you Dance
5:15-6:00 Dinner/Social time
6:00-6:30 Business Meeting
6:30-7:30 Education
The Room
305 SW Water Street
Floor 4R
Peoria, IL

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



International



Karlana Rannals, CAP-OM
International President

[Message](#) from the President

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



Marie Hermann
IL Division President

Illinois Division

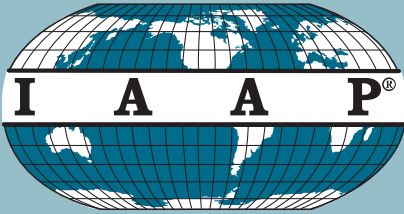
**2012-2013
Deadlines & Educational
Events**

June 6, 2013
More on the Millennial
Generation

July 27-31, 2013
ARAM 2013

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





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

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

The Tri-County Chapter IAAP is looking for businesses that are interested in advertising in the chapter newsletter.

The chapter newsletter is sent out to Tri-County members, the Illinois Division IAAP and is posted on the IAAP International website. The potential of your advertisement will be seen by hundreds around.

In the past, you have been very supportive of our organization and we would like to invite you to advertise in our newsletter at the low cost of \$25.00 for the 3 months. We have 10-12 issues per year. This ad will be business card size and will be in full color. You can design the ad, submit a business card, or have us do it for you at no cost.

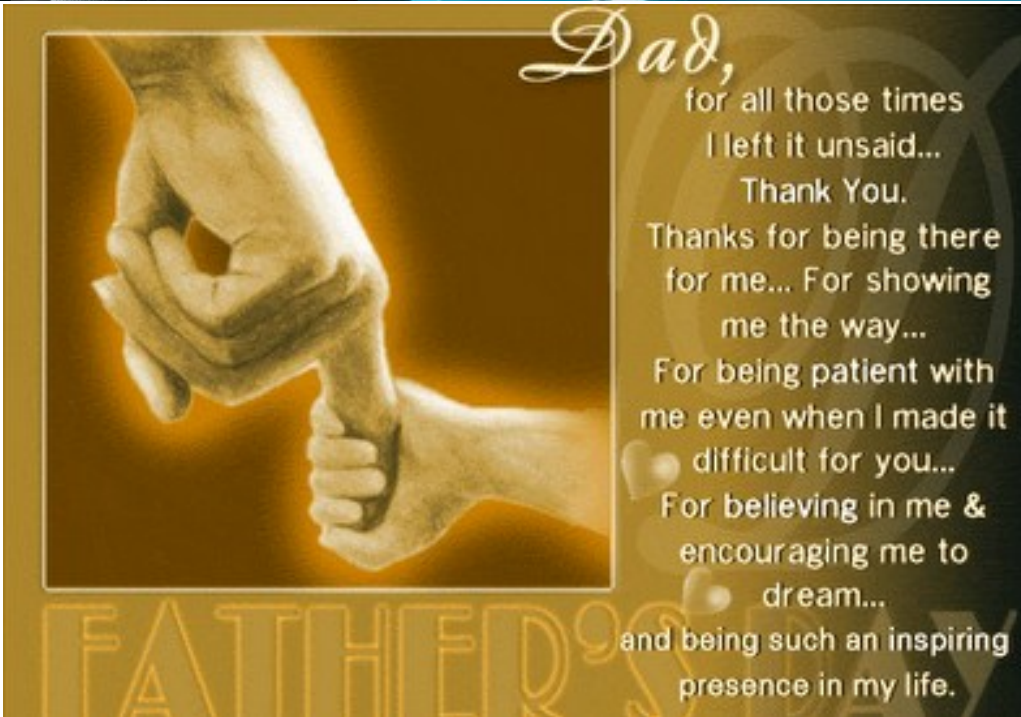
The form, business card, and money must be received by the 15th of the month to be ran in the next newsletter.

If you are interested in advertising in our newsletter, please contact me at brackney_christi_m@cat.com or at (309) 675-5082.

Thank you again for support and I look forward to hearing from you.

Sincerely,
Christi Brackney, BS
Newsletter Editor/Chairperson
Tri-County Chapter IAAP





Greetings!!!

You'll Be The One Singular Sensation in your office after attending our fantastic event. All programs have been approved for CAP recertification points!!! We've got one of the largest vendors expos ever on Friday night. We're super excited to be able to offer such a fun and educational weekend and we hope you'll be there with us! Great speakers, interesting programs, officer elections (yes, we actually have a contested election this year – been a long time since that has happened!), delicious food, spirited discussions, long lost and newly made friends, unusual entertainment – this is going to be a FANTASTIC event!!! Please help us get the word out.

Registration and program are at www.iaap-hq.org.

Thank you!

Marie Herman, CAP-OM, ACS

2012-2013 Illinois Division President



Illinois Division Newsletter

Illinois Division

2012-2013

Board of Directors

President

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

Secretary

Open

Treasurer

Brenda Stefanowski
Lake County 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 15, 2013	May 4, 2013
August 16, 2013	November 2, 2013

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

PowerPoint 2010 Study Group Begins February 5

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

