

**TRI-COUNTY CHAPTER IAAP
MEETING AGENDA**

October 2, 2012

5:15-6:00 p.m. Dinner and Networking
6:00 p.m. Business Meeting
6:30 p.m. Speaker

*Location: Midstate College
Peoria, IL*



**International Association of
Administrative Professionals®**

Tri-County Chapter

- I. Call to Order.
- II. Welcome Guests
- III. Tech Byte - Diana Hampton
- IV. Ice-Breaker - Donna Greer
- V. Announcements
- VI. Guest Speaker & Topic: Dewoun Hayes, MAed, CAP-OM, Elite Office Concepts, Inc.: "Be the One to Use OneNote"
- VII. Adjourn

The next Tri-County Chapter meeting will be held
Tuesday, November 6, 2012.
Donna Greer, "The AP Odyssey into the Future"

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, member 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.



TRI-COUNTY CHAPTER

Elevating Admins to Excel in Today's Office

Fact Sheet

What is IAAP?

The world's largest international association of administrative professionals. IAAP offers professional development, leadership training and networking opportunities for administrative professionals. IAAP is a non-profit, volunteer association.

Why do administrative professionals need an association?

Joining a professional organization demonstrates your commitment to your career. Work is most rewarding when we do it with enthusiasm and give it our best. Through IAAP you will gain knowledge, confidence and contacts that will help you advance professionally. IAAP works to build a professional image of administrative professionals in the workplace.

Who can join?

IAAP membership is open to all persons working in the administrative field, along with business educators, students, firms and educational institutions. There is no test of sponsorship required. Through IAAP qualified professionals can test for the certification rating, the benchmark of excellence in the administrative profession.

Where and when do we meet?

The Tri-County Chapter of IAAP meets on the first Tuesday of each month (except for July & August) from 5:15 p.m.—7:30 p.m. 5:15 p.m.—6:00 p.m. is dinner/networking; 6:00 p.m.—6:30 p.m. is business meeting, from 6:30 p.m.—7:30 p.m. is the educational program. The meeting location may alternate.. Check out the list of our current program/locations or on our website:www.iaap-tricounty.org.

Is there a cost to attend a meeting?

There is no cost to attend the business meeting and educational program, however, if you would like to attend dinner the charge varies and averages around \$15.00.

How much does it cost to become a member?

Membership costs vary depending on which category you qualify for—

- Professional: A currently employed (or within the last two years) administrative professional, or a holder of the CPS and/or CAP rating, or an employed teacher of business education. Initially \$130; yearly renewal \$115
- Associate: An individual, firm or educational institution that sustains the objectives of IAAP. Initially \$195; yearly renewal \$180
- Student: A member who is enrolled full-time as a student of business education. Initially \$80.50; yearly renewal \$65.50
- Professional-Merited: 1) Retired and has been a Professional member for five year at the time of retirement; and 2) either attained the age of fifty-five years or received forced work retirement because of physical disability; or 3) employed as an administrative professional, attained the CPS and/or CAP rating or has been a teacher of business education, and also meets the 2nd requirement stated. Initially \$80.50; yearly renewal \$65.50.

Many members successfully ask their employer to consider IAAP fees as part of their training budget for the year.

What do I get with a membership?

Access to a network of proactive administrative professionals for whom professional development is a top priority.

- Seminars and workshops; monthly chapter meetings and several dedicated seminars and workshops throughout the year.
- Access to webinars.
- Monthly magazine: "OfficePro"

Will I have to volunteer?

Volunteering is not a requirement of membership; however, volunteering is encouraged. Many find that taking time to help out at events is a way to increase confidence, create a large network of peers, learn new skills, and feel good about themselves. There are many opportunities to volunteer throughout the year.

How do I find out more?

Attend a monthly meeting to meet the membership and get a better understanding of what it's all about! Or feel free to check out our website at: www.iaap-tricounty.org or find us on Facebook: [Tri-County-Chapter-IAAP](https://www.facebook.com/Tri-County-Chapter-IAAP). Also visit the IAAP website at www.iaap-hq.org.



TRI-COUNTY CHAPTER

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Benefits of Membership

Benefits of Membership for Employers include:

- A professional team member dedicated to producing a quality product or service.
- A positive public relations representative who takes pride in professionalism and excellence.
- Office personnel who are up-to-date with the latest technology trends.
- Have an employee who has the opportunity for quality leadership training, self-improvement, and employee education (at local, state & international meetings and conventions; opportunity to be a board member at all levels, etc.) & brings back those skills to the workplace.
- CAP/CAP-OM/CAP-TA Certified employee.

Benefits of Membership for Employees include:

- Learn from your peers through networking opportunities
- Education and professional development opportunities
- Access to IAAP's Web Community
- Certified Administrative Professional (CAP®) certification with an Organizational Management or Technology Applications specialty
- Earn continuing education units (CEU) and recertification credits
- Subscription to Office Pro® magazine
- International convention participation
- Leadership training opportunities
- Online resources
- Discounts (i.e. training, educational program, conference calling, printing, rental cars, etc)

Still have questions?

Please contact us at: www.iaap-tricounty.org or find us on Facebook at: [Tri-County-Chapter-IAAP](https://www.facebook.com/Tri-County-Chapter-IAAP).



TRI-COUNTY CHAPTER

Elevating Admins to Excel in Today's Office

The *International* organization is made up of 6 districts:

- | | |
|-------------|-----------|
| Great Lakes | Southeast |
| Northeast | Southwest |
| Northwest | Canada |



as well as International Chapters and Associated International Affiliations from countries as diverse as the Bahamas, the West Indies, England, Sri Lanka, New Zealand, and Russia. We have an International Board of Directors and publish our own trade journal, the "Office Pro," which you automatically receive as an IAAP member. IAAP holds an International Forum and Annual Meeting in July/August of each year, and all members are eligible to attend.

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The *Great Lakes District* consists of five divisions: Illinois Division, Wisconsin Division, Michigan Division, Indiana Division, and Ohio Division.

Divisions are smaller geographical units within districts acting as liaisons between Chapters and the International association. They are the link in the chain between its Chapters and the International association and provide leadership and guidance to the Chapters and Division Members-at-Large (a member with no Chapter affiliation). The Tri-County Chapter is a part of the Illinois Division, which has 21 Chapters and approximately 900 members.

Professional Certification—The Career Advantage

If you're looking for ways to help you get ahead in the workplace, stop here. IAAP offers a professional rating for office professionals that could include two specialties: the Certified Administrative Professional with a Organizational Management and a Technology Applications Specialty. These are industry recognized standards of proficiency.

By taking and passing the exams, one improves their professional qualifications, increases their skills and knowledge and raises their self-esteem. College credit can be earned by passing these exams and, according to the latest survey from OfficeTeam, professional certification holders experience a seven percent increase in salary compared to non-holders.

The CAP exams are based on the premise that an administrative professional should have basic knowledge of office systems, technology, office administration, and management, and know how to apply the principles of good human relations and communications. The examinations are based on knowledge acquired by the office professional through formal education and informal reading. Employers also expect their administrative professional to be thoroughly familiar with current techniques in office practice and procedures and aware of developments in office systems and technology and management.

CAP Rating

Certified Administrative Professional

Also offered are specialties in Organizational Management, OM, or Technology Applications, TA.

Still have questions?

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TRI-COUNTY CHAPTER

Elevating Admins to Excel in Today's Office

2012 - 2013 Tri-County Chapter Educational Programs

- September 4, 2012** ***Creating Meetings That Inspire: Using Your Entire Brain***
Ami Dean, The Rally Point CEO
Location: The Rally Point, 324 Liberty St., Peoria, IL (Excite Room)
- October 2, 2012** ***Be the One to Use OneNote (webinar)***
Dewoun Hayes, MAEd, CAP-OM, Elite Office Concepts, Inc.
Location: Midstate College, Peoria, IL
Membership Rally— “Connecting the Dots”
- November 6, 2012** ***The AP Odyssey into the Future***
Donna Greer, MA-MIS, Information Systems & Technology Program Director
Location: The Rally Point, 324 Liberty St., Peoria, IL
- December 4, 2013** ***Full Speed Ahead: Self-Success Tips for the Career-Minded (webinar)***
Dewoun Hayes, MAEA, CAP-OM, Elite Office Concepts, Inc.
Location: The Rally Point, 324 Liberty St., Peoria, IL
- January 8, 2013** **A Social Event To Be Remembered**
is being planned just for you! Details will be announced.
- February 5, 2013** ***Tech Trends***
Donna Greer, MA-MIS, Information Systems & Technology Program Director
Location: The Rally Point, 324 Liberty St., Peoria, IL
- March 5, 2013** ***WHAT! You Want ME to take minutes!***
Tina Schierer, OSF Quality Safety Project Specialist
Location: The Rally Point, 324 Liberty St., Peoria, IL
- April, 2013** ***Connecting, Syncing & Projecting—OMG!***
James Kelly, OSF Multimedia Services Supervisor
Location: The Rally Point, 324 Liberty St., Peoria, IL
- May 4, 2013** ***Will YOU Dance?***
Diana Hampton, CAP-OM, Admin Asst to Children's Hospital President
Location: The Rally Point, 324 Liberty St., Peoria, IL
- June 1, 2013** ***Juggling Multiple Priorities***
Lisa Plantamara, Professional Training Mgr, Workforce Learning & OD, AAIM
Location: The Rally Point, 324 Liberty St., Peoria, IL

~2012-2013 Illinois Division Educational Events~

- ◆ October 20, 2012 Professional Enrichment Program - Hoffman Estates, IL
- ◆ Nov. 3, 2012 – [CAP & OM exams](#)
- ◆ March 15-16, 2013 – [IAAP Futures Conference](#)
- ◆ March 17-20, 2013 – [Technology Education Conference \(TEC13\)](#)
- ◆ April 21-27, 2013 – Administrative Professionals Week
- ◆ July 27-31, 2013 – EFAM 2013

Still have questions?

Please contact us at: www.iaap-tricounty.org or find us on Facebook at: [Tri-County-Chapter-IAAP](#).



IAAP - TRI-COUNTY
MONTHLY MEETING
September 4, 2012



- I. The meeting of the Tri-County Chapter of the International Association of Administrative Professionals was called to order by President Rebecca Heisler at 5:30 p.m. at the Rally Point in Peoria, Illinois.
- II. Tonda Stewart started the meeting with an ice breaker.
- III. The reflection was given by Rebecca Heisler.
- IV. Rebecca Heisler welcomed our guests:
 - A. Shavon Johnson, Jennifer Haskover and Jamie Lehenbauer
- V. TREASURER'S REPORT
Deb Steveson presented the Treasurer's Report, which was received and approved to be filed.
- VI. COMMUNITY PROJECTS
Dress for Success: Donations items will be accepted at each chapter meeting. They are holding a fund raiser "Little Black Dress" on 9/27/12 at the 4 Points Sheraton.

BOX TOPS: We will be collecting box tops this year. Tonda will be the keeper of the box tops. The time frame to collect the box tops will be July 1st thru April 30th. We could win a \$2000 Education Grant if we collect the most tops. Second place is a \$500 grant.

- VII. ANNOUNCEMENTS
The Tri-County Chapter has won the Chapter of Excellence Award two years in a row.

MEMBER OF EXCELLENCE Award were won by Jannise Bush, Karen Haensel, Diana Hampton and Tonda Stewart.

Information on the Member of Excellence and Chapter of Excellence Awards will be sent to the members.

Tracy Cannon received her CAP in May and Nancy Dial has been recertified CAPOM,

Raffle tickets are available to win the fundraising quilt.

Guest Speaker

Ami Dean, CEO of The Rally Point was out guest speaker this month.



A Fundraiser for The Foundation of IAAP



Friday, October 19

5:30-9:30pm

Cosmetology & Spa Institute

142 E Golf Road

Schaumburg, IL



All monies collected will benefit The Foundation of IAAP.
Please register for your spa services at the following link:

<https://secure.jotformpro.com/form/22127712002942>

Manicure **\$10.00**

Pedicure **\$20.00**

Mini-Facial **\$20.00**

Brow waxing **\$10.00**

Lip Waxing **\$10.00**

Fringe Trim **\$10.00**

Hair styling (not cut) **\$10.00**

Makeup Application **\$10.00**

All of the stylists have donated their time,
supplies and talent for this great event.
Please remember to tip them. Thanks.





Be the One to Use OneNote

Presented Dewoun Hayes, MAEd, CAP-OM, Elite Office Concepts, Inc.

Are you tired of searching for information saved in different folders on your computer? Need one place to store information electronically? Would you like to share files in “real time” with team members? This presentation is going to show you how to use the basic features of Microsoft Office OneNote. At the end of the presentation, attendees will be able to effectively navigate the program with confidence.

- Discuss the what, why, and how of MS OneNote
- Highlight features and layout of MS OneNote
- Give a demonstration of how to use MS OneNote

Dewoun M. Hayes MAEd, CAP-OM has worked as an office professional for over 15 years. She has a Master’s Degree in Adult Education and Training from the University of Phoenix and is a Certified Administrative Professional. She is the immediate past IAAP Illinois Division Secretary.

Dewoun is a Worklife Coach and is passionate about personal and professional development. She founded Elite Office Concepts, Inc., a company committed to training, educating, and consulting professionals with the necessary tools, tips, and techniques needed to implement the “pro” in professional. She is also the author of the blog, the *Office Professional’s Place* and just recently published her first book, *365 Ways to Better Days*.

**Illinois Division
International Association of Administrative Professionals
2012 Professional Enrichment Program**



Back to School



Saturday, October 20, 2012

Northern Illinois University Hoffman Estates Campus
5555 Trillium Blvd.
Hoffman Estates, IL 60192

8:00 — 8:45 a.m. Registration (Attendance Office Open)

9:00am Classes In Session

Speed Reading (Paul Nowak)

Memory Skills (Paul Nowak)

Proofreading Skills (Susan Timm—pending confirmation)

Lunch

Critical Thinking Skills (Jon Mueller)

Excel Formulas (Marie Herman)

3:30 p.m. Final Bell following announcements

3:45 – 5:00 p.m. Chapter brainstorming session

Program has been submitted for 3 recertification points

To register, please click the following link:

Registration Fee: \$75.00

<https://secure.jotformpro.com/form/22276579559975>

Note Even if you prefer to pay by check, registration must be completed on-line.

Instructions for mailing checks are included in the on-line registration.

Class Synopsis

Periods 1 and 2

Speaker: Paul Nowak

Founder & Program Director | Iris Reading

<http://www.irisreading.com/>



Paul Nowak is the Founder and Program Director of the Iris Reading School, an educational organization that teaches students and professionals speed-reading techniques to help them save time. They also provide memory training workshops to help people remember all the things they tend to forget... like names, what they just read, their to-do lists, etc. Ultimately, his goal is to make people more productive. He has trained more than 10,000 students and business professionals, including employees at NASA, Google, Groupon and many other Fortune 500 companies. He has been a guest speaker at Harvard, Stanford, the University of Chicago and other universities.

Speed Reading:

Have you ever wondered if your reading could be faster while still maintaining comprehension? Imagine how much more productive you could be if you understood the techniques that worked to increase reading speed. You will discover those techniques during this program!

Memory Skills:

Most of us struggle with remembering all the myriad details we need to know on the job from the phone numbers in our boss's contact database to the name of that important dignitary that just arrived. We will be learning some specific techniques to enhance our memory skills.

Period 3

Jon Mueller

Professor of Psychology

North Central College



Jon Mueller is a Professor of Psychology at North Central College in Naperville, IL. For more than fifteen years he has consulted with teachers, schools and districts, at the K-12 and post-secondary levels, on the development, evaluation and revision of assessments, goals and standards/ outcomes. He is also the author of the book, Assessing Critical Skills.

Critical Thinking Skills:

Critical thinking skills will set you apart from the ordinary co-worker. We'll cover a general introduction to critical thinking and its significance on the job and in your personal successes. You'll learn how you can develop these "critical" thinking skills in yourself!

Class Synopsis (continued)

Period 4

Susan Timm, Ed.D., CLP
Associate Professor
Elgin Community College

Awaiting Confirmation



Proofreading Skills:

Proofreading skills are essential to an administrative professional. From the correspondence we issue on behalf of our executives to corporate communications, newsletters, reports and more, it's critical that we pay attention to the fine details of proofreading to ensure that our materials are error free. We will be reviewing the most common errors that occur in printed materials as well as receiving suggestions for catching them.

Period 5

Marie Herman, CAP-OM, ACS
President, Illinois Division, IAAP

Marie Herman CAP-OM, ACS is the 2012-2013 Illinois Division President and has over twenty years of experience as an Administrative Professional and Efficiency Consultant.



Excel Formulas:

We'll be learning the ins and outs of Excel Formulas during this program. You will learn some helpful formulas that you may not be familiar with to help you become more effective on the job. We'll also discuss the most common errors that people encounter when using formulas and some troubleshooting techniques you can use to correct them.

Please call or email Liz Dorgan, CAP-OM with any questions.

vicepresident@iaap-illinoisdivision.org or 312.865.2670

To register, please click the following link:

Registration Fee: \$75.00

<https://secure.jotformpro.com/form/22276579559975>

Note Even if you prefer to pay by check, registration must be completed on-line.

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Illinois Division
International Association of Administrative Professionals
2012 Professional Enrichment Program

Hotel Registration



4800 Hoffman Boulevard
Hoffman Estates, IL 60192
847.645.9500

Please make reservations directly with the hotel.

1-800-MARRIOTT or 1-800-395-5921

Ask for IAAP Of Illinois Inc. Rate (\$89/night)

All reservations must be accompanied by a first night room deposit, or guaranteed with a major credit card. Hotel will not hold any reservations unless secured by one of the above methods.

Cut off date for hotel reservations with the discounted rate is Friday, October 5.

Complimentary On-Site Parking

Smoke Free Property

Check-In Time: 3:00pm

Check-Out Time 12:00pm