

International Association of
Administrative Professionals®
Tri-County Chapter

Tri County Connection

April 2010
Volume 6 Issue 52

The following vendors will display their products during this event. (To learn more about each of these companies, click on their name to visit their website) :

SUPERIOR WATER

CHIROPRACTOR AT ALLIED HEALTH

CHIROPRACTIC CENTERS

COMMUNITY WORD

DRESS FOR SUCCESS

HEALTH AND SERVICES OF PEORIA

MIDWEST OFFICE SUPPLY

NERDS ON CALL

SCENTSY CANDLES

TASTFULLY SIMPLE

YOUR SECRET CHEF

POWER
of
Commitment

Tri-County Chapter

To Excel In Today's Office

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IAAP Tri-County Chapter

ADMINISTRATIVE PROFESSIONAL DAY CELEBRATION!

Tuesday, April 6, 2010

**Holiday Inn City Centre
500 Hamilton Blvd, Peoria, IL**

5:15 p.m. Networking /Vendors/Dinner ~ 6:15-6:30 p.m. Welcome ~ 6:30-7:30 p.m. Presentation

Guest Presenter:

Deb DiSandro **SLIGHTLY OFF**
www.slightlyoff.com
STRESS REDUCER
ENERGY INFUSER,
MORAL BOOSTER !

In PURSE-suit of Superwoman

Deb may be frank, funny and Slightly Off, but her messages are right on! Deb offers ideal keynotes for openers, closers or mid-afternoon breaks.

Feeling exhausted from doing it all and being there for everything and everyone? Are you flying around incognito as Supermom, Superwoman or even Super Grandma? Even though you don't wear a cape, there is something that gives you all away. It's your purse! Come laugh and learn with humorist and purseologist, Deb DiSandro. Deb draws a parallel between women's purses and the "baggage" of responsibilities, burdens, and worries they carry. Women learn how to lighten the load in their purses and in their lives.

As a humor author, 17-year humor columnist and award-winning speaker, Deb DiSandro knows the power and laughter to invigorate, inspire and heal. Every program utilizes the power of humor. Once laughter ensues, endorphins are released, oxygen is improved and information is more easily retained and remembered!

Tri-County News

WELCOME



Welcome, Christina!



Please welcome Tri-County's newest member, Christina Smith, sponsored by Savanna Bohm. After being laid off from a local law firm as a legal assistant, Christina decided it was a great opportunity to go back to school to study for her masters degree. And that isn't all, in June she is planning on getting married.

Member Renewal Recognition

Four chapter members have renewed their membership: Niki Lloyd, Rebecca Heisler, Diana Hampton and Danna Smith. Congratulations to these members on renewing their membership.

Mentors Needed

The committee distributed information on the mentor program. If you are interested in becoming a mentor, please submit paper work to Mary Pyatt, Mentor Coordinator, or any of the Membership Committee members.

"Remember, the goal of IAAP is leadership development. If everyone were leaders already, they wouldn't need us."

- Excerpt from CONNECTIONS Newsletter/June06

**March Star Member
of the Month Winner!**



Happy Birthday

April

- 1 Lana Hermann
- 6 Sharon Bumgardner
- 13 Margo Mensinger
- 26 Angela Kepler



Congratulations to those members who are celebrating another year with Tri-County Chapter!



Tri-County's March Educational Program

"Can Do Balance (Part 2)" – Jennifer Wilfong

Submitted by Karen Haensel, Tri-County Recording Secretary

Ms. Wilfong presented part two of her initial presentation from January, 2010. The basis of her presentation was her five practices – PBBFL; and her vision of Encourage, Embrace and Expand.

- P-Priority, passion and purpose
- B-Balancing your time
- B-Bucket list
- F-Financial Plan
- L-Leverage (leveraging those trials that will happen)

Ms. Wilfong continued her discussion regarding the importance of developing a bucket list with dates and the financial impact it would have. And, you need to communicate that list with someone. This will ensure that you are being held accountable. Her final comments for the evening were:

- We all have 24 hours in a day.
- We all know what to do.
- We are in charge of our lives.
- We have support systems.
- We can prioritize.
- We can have balance.
- It takes commitment, ongoing review and sustainable practices that work for you.

YOU ARE IN CHARGE OF YOUR LIFE!

March Meeting Photos



Basket Items Needed for IDAM

The Ways and Means Committee requests your participation in collecting small items for the baskets that will be raffled off at IDAM. All proceeds from the sale of the baskets will come back to Tri-County Chapter.

Items still needed:

Movie Basket: DVD, candy, etc.

Prayer Basket: Book of meditations, inspirations, highlighters, pens, CD of soft music, etc.

Dorm Basket: Soap case, toothbrush holder, computer screen wipes, etc

Mother's Day Basket: sleep mask, small box of candy, book, best Mom items

Gardening: Seed packets, gloves, trowel, gardening hand lotion, etc

Encouragement/Inspirational Basket: Note cards, encouraging/inspirational sayings





**2010 PEP
IS
PLAYING IN PEORIA!!**



**ILLINOIS DIVISION
2010 PROFESSIONAL ENRICHMENT PROGRAM (PEP)
HOSTED BY THE TRI-COUNTY CHAPTER**



**SATURDAY, SEPTEMBER 11, 2010
HOLIDAY DAY INN CITY CENTRE, PEORIA, IL**

Save-the-Date!



**FRIDAY, SEPTEMBER 10, 2010
MURDER MYSTERY DINNER THEATRE
DOORS OPEN AT 5:30 P.M.**



THE Trust

RETIREMENT TRUST
FOUNDATION



At the April meeting, Tonda Stewart, Membership Committee Chair, reported that the committee will raffle off a Spring/Gardening basket to support the RTF (Retirement Trust Fund) program with IAAP. Tickets will be \$1 each or 6 for \$5.

The Trust was formed and operates exclusively for charitable purposes; i.e., for the primary purpose of acquiring, maintaining and operating homes for needy and elderly administrative professionals and otherwise assisting needy and elderly administrative professionals. The demand for comfortable, affordable housing for retired administrative professionals is growing, and the RTF seeks to help fill that need with Vista Grande.

Vista Grande began in 1947 as the dream of one secretary who suggested at a Convention that the Association should invest in a retirement center for its members, and who followed her remarks with a personal donation toward that dream. Vista Grande is located in Rio Rancho, N.M., a picturesque mesa northwest of Albuquerque. The land consists of approximately 11 acres and was built in three phases completed between 1972 and 1983. The Center comprises 168 apartments, a community building, lounge, library, crafts room, laundry center, all faiths meditation chapel, a resident nurse, exercise room and management offices. There are both one and two bedroom apartments, ranging from 456 to 807 square feet, with one or two bathrooms. All apartments have kitchens.

The Retirement Trust Foundation was created in 2000. This independent, non-profit organization is administered by a six member International Board of Trustees, four of whom are elected at large from the membership of the International Association of Administrative Professionals and serve with the IAAP International President and Treasurer. The Trust Foundation is a 501(c)(3) tax-exempt charitable organization. Contributions made to the Foundation are deductible as provided in Section 170 of the IRS code. Bequests, legacies, devises, transfers or gifts to or for the Trust's use are deductible for Federal estate and gift tax purposes.

For more information on the International Association of Administrative Professionals, please visit <http://www.iaap-hq.org>.

[ABOUT](#)

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Networking

Chamber “Business After Hours”

Take advantage of these great networking opportunities.

Contact Barb Calhoun at Barb.Calhoun@cliftoncpa.com for further details on each of these Chamber “Business After Hours” events.



Thursday, April 8

5:00 - 7:00 pm

Hosted by:

Hagerty Industrial Supply

240 Farmdale Rd.

East Peoria, IL



Thursday, April 1

4:30 - 6:00 pm

Hosted by:

Methodist at Pekin

1800 Broadway Rd.

Pekin, IL



Thursday, April 15

5:00 - 7:00 pm

Hosted by:

East Peoria Community High School

1401 E. Washington St.

East Peoria, IL

Social Networking Groups

IAAP has formed groups on Facebook and LinkedIn.

Visit the links below to join.

[facebook](#)

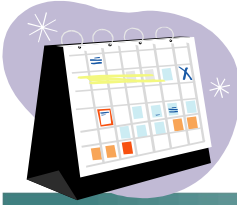
[Linked in](#)

Professional Certification

An Important Step Up The Career Ladder



Click For Information



Mark Your Calendar for these Upcoming 2010 IAAP Events

Tri-County

Monthly Meetings/ Educational Programs

April 6

PURSE-suit of Superwoman
presented by Deb DiSandro

May 4

Removing Doubt in an Interview
presented by Eric Hoss, State Farm

June 1

**CHAPTER ANNUAL MEETING
& INSTALLATION OF NEW OFFICERS**

Other Events

April 18-24

Administrative Professionals Week

April 21

Administrative Professionals Day

Illinois Division

April 30–May 2

IDAM 2010

**Elgin Holiday Inn &
Suites Northwest**

495 Airport Rd, Elgin, IL

September 10-11

**Professional Enrichment Program
(PEP) See info on page 4.**

International

EFAM (Education Forum and Annual Meeting)

Boston, Mass. July 18-21

Hynes Convention Center

[Click here for more information.](#)

The International Education Forum & Annual Meeting is IAAP's premier event taking place during the summer with over 1,200 attendees.

This event offers more than 50 education workshops focusing on topics from management skills to leadership development. Attendees will have the opportunity to see the inner workings of the association by attending the business sessions that highlight the association leadership. And don't forget the numerous networking events that provide social gatherings with your peers.

Fall Conference

October 17-20

Hilton Seelbach Hotel, Louisville, Ky

The Fall Conference is held each October in various locations in North America. This 2½ day conference provides opportunities to network, share ideas, problems and solutions with other admins. You will have the opportunity to hear three to four top-notch presenters and return to your job with renewed energy and vitality. You will also receive recertification points if you are an active CPS and/or CAP holder. You can receive CEU as an alternative to recertification points.

Return on Investment

The [ROI \(return on investment\)](#) document will help you develop your proposal in order to gain the support to attend an IAAP event. Follow the easy steps in the document to show your supervisor the ROI and value you and your organization will gain by attending an IAAP conference and/or event.



Have you
updated
your
profile?

[Click here](#)

Resources

officePRO [Click here](#) to read
the current issue.

officePRO [Click here](#) to read
current and past
issues.

OFFICETEAM™

[Click here](#) to learn about
OFFICETEAM's Presentations for
IAAP chapters/divisions and
corporations... not only are these
presentations *FREE*, but also qual-
ify for recertification credit!

Pathways to Excellence

Information concerning the 2010 Pathways to Excellence program is available at <http://pathways.iaap-hq.org>, including download-able commitment forms.

OFFICETEAM®

Specialized Administrative Staffing

**Part-Time Work: A Possible Ticket
to a Full-Time Position**

In today's still-unstable employment environment, temporary work is one bright spot. Many companies cut staff too deeply during the downturn and need additional personnel to meet growing demand. But they're not yet ready to recruit for full-time staff. As a result, these organizations are turning to temporary professionals to maintain productivity and keep initiatives on track as business conditions - and the ability to hire full-time workers - slowly improve.

Companies also typically look to temporary workers first when filling full-time positions. That's because employers are familiar with these individuals' capabilities, work ethic and fit with the team.

Here are some tips for turning a temporary assignment into a full-time role:

1. **Partner with a staffing firm.** Reach out to your professional contacts for recommendations about staffing firms that specialize in your particular field. Recruiters are well connected in their local business communities and can serve as advocates for you when speaking with hiring managers. Many staffing firms also offer free training opportunities to help you build your skills and increase your marketability.
2. **Clearly state your goal.** Be upfront with staffing firms and potential employers that you're ultimately looking for a full-time job. If they know that from the beginning, they may be able to place you in a role that has a better chance of leading to a full-time position.
3. **Treat it the same.** Once you have started an interim assignment, bring the same intensity to the job as you would a full-time position. Try to assimilate quickly to the organization's corporate culture and contribute immediately. Be sure to maintain a positive attitude. Employers will assess how well you handle constructive criticism, setbacks and other job-related challenges as part of your overall performance evaluation.
4. **Be yourself.** Managers want to see how well you'll fit in with the existing team. Be proactive in your participation. Use meetings as an opportunity to contribute and join coworkers in off-site events whenever possible. By expanding your connections within the company, you build rapport with others who may be in position to recommend you for a full-time role in the future.

The 6th annual OfficeTeam Administrative Excellence Award

The OfficeTeam *Administrative Excellence Award* recognizes the outstanding performance of an administrative professional who demonstrates continued commitment to leadership, education and operational efficiency within his/her organization, and who provides meaningful contributions to his/her employer.

IN PARTNERSHIP WITH:

[International Association of Administrative Professionals \(IAAP\)](http://www.iaap.org)

SUPPORTERS:

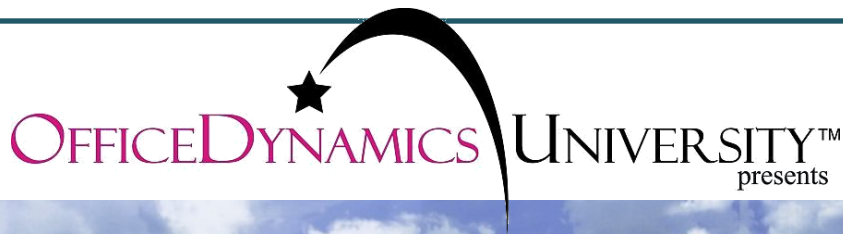
[CareerBuilder.com](http://www.careerbuilder.com), [Dress for Success](http://www.dressforsuccess.com), [MeasureUp](http://www.measureup.com), [OfficeArrow](http://www.officearrow.com) and [SkillSoft](http://www.skillsoft.com)

PROMOTE THIS AWARD:

Please use [this flyer](#) which has been created to help you promote the award to your manager, colleagues, and fellow IAAP members.

**NOMINATE**

The deadline for entries
is April 30, 2010.



Become an Inner Circle Assistant Tour

"Taking it to the Streets" a Select-city tour with Joan Burge

How to be a star in your profession and achieve Inner Circle status!"

Did you know you can provide outstanding support to management, yet *still* find yourself unqualified

for either the position you currently hold or a coveted job you dream of earning someday? New, advanced skills – especially those requiring forethought and keen insight – are quickly becoming “must-have” job requirements at every administrative level! Find out the latest and best ways to become or remain invaluable to employers with this interactive, full-day program.

- Discover ways to earn an indispensable, “Inner Circle” status among managers and peers.
- Identify and break through old paradigms about work and the administrative profession.
- Let’s Talk Basics... some things never change, but learn how to handle them with a new twist!
- Learn the 12 Core Competencies critical to administrative excellence and effectiveness.
- Build a strategic partnership with your leader to impact the bottom line.
- Focus on the top 6 skills that can help you achieve even greater career success.
- Learn real-life best practices that’ll reinforce your invaluable contributions to the workplace.

You will learn to:

- o See yourself in a new light.
- o Change old and unproductive habits.
- o Improve systems and work flow.
- o Strive for excellence vs. mediocrity.
- o Engage your brainpower every hour of the day.
- o Be involved and use your cognitive powers to make things happen.

Format:

No boring lecture at this workshop! High-energy learning is the focus of all of Joan's programs. This is a high-impact, mind-stretching workshop. You will walk away motivated, inspired, re-energized by her educational tools and re-committed to your profession.

Adminology:

Your exciting day won't end with Become an Inner Circle Assistant. Joan will lead you into the NEW decade with concepts from Adminology and share with you her revolutionary vision for the future of the administrative Profession. You don't have to wait until the May workshop to learn about Adminology. You can be part of the thousands of administrative professionals already taking this journey and creating a movement for the profession. Register for use of the Adminology website at Adminology.org. It's FREE.

Registration Details

[Click here](#)



Adminology
ART + SCIENCE = SUCCESS™

Affirmations of Administrative Professionals

An affirmation is a statement asserting the existence or the truth of something. Writing your own affirmations can be very enlightening. What are your affirmations? *Source: DeskDemon.com*

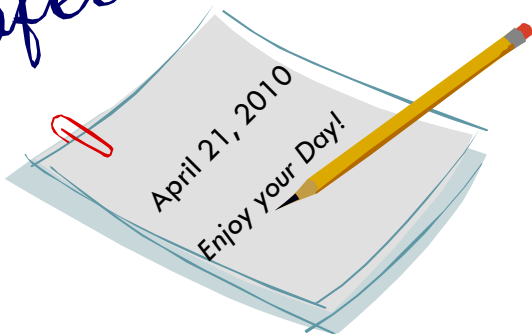
- A** I believe in being **A**ccountable for my actions.
- D** I believe I have a **D**ynamic ever changing position.
- M** I believe in **M**yself.
- I** I believe **I** can be what I want to be.
- N** I believe I can say **N**o.
- I** I believe I make an **I**mpact on department and organization.
- S** I believe I am more than “just a **S**ecretary.”
- T** I believe in being a **T**eam player.
- R** I believe I take **R**esponsibility for my career and where it takes me.
- A** I believe I am responsible for my **A**ctions.
- T** I believe **T**oday is the first day of the rest of my life.
- I** I believe I express a professional **I**mage.
- V** I believe I am the **V**oice of my manager.
- E** I believe life is never **E**asy.

- P** I believe in **P**erfection to the best of my abilities.
- R** I believe we are all **R**ole models in our office.
- O** I believe I am valued in my **O**ffice.
- F** I believe **F**eedback, good or bad, is good for me.
- E** I believe I can **E**nhance my job with continued learning.
- S** I believe **S**miles are contagious.
- S** I believe **S**pam is annoying.
- I** I believe in my **I**ntegrity.
- O** I believe staying **O**ut of **O**ffice gossip is good.
- N** I believe a **N**egative attitude hurts more than just you but those around you.
- A** I believe in taking **A**ction and being a team member, not just a support role.
- L** I believe in **L**oving what you do make for a happier work environment.
- S** I believe in **S**haring my knowledge with my peers.

- D** I believe **D**esk**D**emon is a great website!
- A** I believe writing your own **A**ffirmations make you feel good.
- Y** I believe you need to believe in **Y**ourself.



Administrative Professionals Day



The IAAP Tri-County Connection is published monthly September – June. Members are encouraged to contribute towards the publication of this newsletter. Please submit articles, announcements and photos by the 15th of the month to Debbie Martin, newsletter editor, at ibmartin@comcast.net.



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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