

International Association of
Administrative Professionals®
Tri-County Chapter

Tri-County Connection

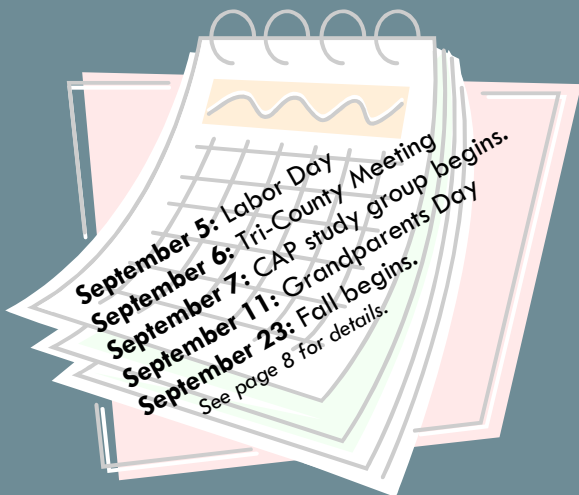
September 2011 ~ Volume 8 ~ Issue 64

Message from the President

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



*Elevating Admins
to Excel in
Today's Office*



I hope that your summer was fun and energizing and you're ready to get back to our Tri-County business/educational meetings.

Congratulations to our Tri-County Chapter! We won the 2010-2011 Chapter of Excellence Award. Diana Hampton accepted this award on our behalf at the Educational Forum and Annual Meeting (EFAM) in Montreal in July. During EFAM, incoming International President, Tamra Goodall, announced the theme for 2011-2012, "**Making the Leap to Remarkable.**" I personally feel that our chapter has made many leaps and bounds since we were chartered in 2004. We hope to continue the enthusiasm and momentum for our upcoming year and beyond.

We held our strategic planning meeting in June and developed our goals for 2011-2012. I hope to finalize the one page at-a-glance strategic goals for our upcoming year and will be sending to you shortly. We need everyone's help in achieving our chapter goals. If you have been contacted by committee chairs to participate on their committee, I hope you said yes. We need all of you to ensure our success.

Our committees have been busy this summer ensuring that we have a great year. I want to recognize the chairs for this year: Mary Pyatt (Professional Development), Janet Vallianatos (Leadership Development), Cindy Johnson and Donna Greer (Membership), Deanna Klein, (Ways & Means), and Jannise Bush (Public Relations/Marketing). We still need a chair for the certification committee. Can you help?

Some of you receive the Office Dynamics weekly e-zine that Joan Burge sends every Monday entitled "Motivators." The articles are short and sweet but sometimes she has a message that reaches out to me. Her article published on August 1st was entitled "Build Networks Every Day!" I won't quote the entire article, but the eight bullet items she had at the end of the article are worthy of taking note relating to networking.

Continued on page 2.

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What's he up to?
See page 2



Message from the President

Continued from page 1.

1. Get out there and meet some new people whether in your personal life or professional life.
2. Join LinkedIn
3. Walk throughout your workplace and go into other departments and say hello to people! What a novel idea in this day and age when employees sit behind a computer all day.
4. Join a local business group and attend meetings at least a few times a year.
5. Touch base with old networks.
6. Write congratulatory notes.
7. Write a real thank you note; not an email.
8. Be friend to vendors and clients. They have their own networks too.

IAAP is a great way to network with other individuals in the business world. See you at our September 6th Tri-County Chapter meeting.

Karen Haensel, CPS, CAP

IAAP Theme for 2011-2012



Leaving a
Legacy of Excellence, Achievement & Passion

He wants to LEAP with
us this year!!



Tri-County News & Events

In the News...

We Are Winners!!!

Tri-County is a
2010-2011

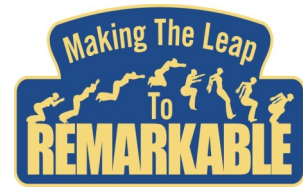
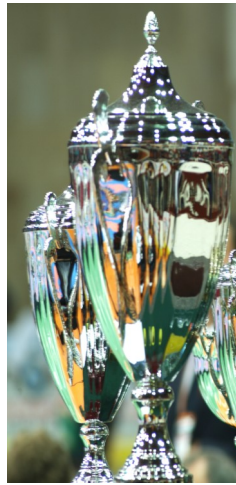
Chapter of Excellence

and

Illinois is a
2010-2011

Division of Excellence

announced at the EFAM meeting
in Montreal in June 2011.



Coming soon!!!

“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.

Chamber “Business After Hours”



Hosted by:



Thursday
September 8, 2011
5:00 - 7:00

Hearth & Patio, Inc.
8304 N. University
Peoria, IL 61615

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

**Star of the Month
Winner!**





MEMBER SPOTLIGHT

Karen Haensel, CAP
IAAP member since 2005



Karen has been an IAAP member since 2004. She enjoys the educational and networking opportunities provided by Tri-County membership.

Karen has worked at OSF Saint Francis Medical Center for 34 years and has worked in various departments throughout the hospital. Presently, she is the administrative assistant for the chief operating officer and the chief nursing officer – both are very busy individuals.

She was born and raised in Minnesota and still goes back frequently to visit family. Her first job was a unit clerk in a hospital in Minnesota, and she attended the local college in the area and studied to become a medical secretary.

Karen and her husband, Dave, have been married 27 years and have two children, Nicole and Michael.

Karen has served as chair and committee member of the Professional Development Committee and has held the following board positions: secretary, correspondence secretary, and vice president.

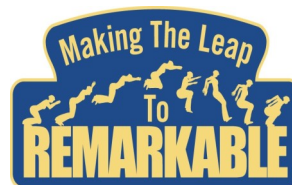
Employer Recognition

Bob Anderson, Executive VP/COO
Lori Wiegand, RN, MSN, VP of Patient Care/CNO



530 NE Glen Oak Avenue
Peoria, Illinois 61637

Thank you for supporting your employees in



Happy Birthday

<i>Danna</i>	<i>Smith</i>	<i>9/9</i>
<i>Becky</i>	<i>Hoppe</i>	<i>9/11</i>
<i>Diana</i>	<i>Hampton</i>	<i>9/13</i>
<i>Judy</i>	<i>Zimmerman</i>	<i>9/17</i>
<i>Debra</i>	<i>Schunk</i>	<i>9/24</i>

...and to all who had birthdays over our summer break,

Happy Belated Birthday!!

<i>Debbie</i>	<i>Martin</i>	<i>7/12</i>
<i>Janet</i>	<i>Vallianatos</i>	<i>7/19</i>
<i>Sophia</i>	<i>McCall</i>	<i>7/27</i>
<i>Ciara</i>	<i>Brown</i>	<i>8/1</i>
<i>Tracy</i>	<i>Cannon</i>	<i>8/2</i>
<i>Nancy</i>	<i>Dial</i>	<i>8/28</i>



To Simplify | A Cheat Sheet for Logging in and Navigating the IAAP Website

In response to many concerns about how difficult it is to navigate the IAAP website, I am including in this month's newsletter some instructions that will, hopefully, make the process simple and help you get engaged. My first thought was to include portions of the user guide, but I found the guide to be almost as difficult to understand as the website. So I reviewed the user guide and tried *To Simplify* the instructions. Okay...here goes.

Ask yourself the following questions.

Step 1: Do you know how to log in? Have you created a login?

- ⇒ Yes. Go to step 2.
- ⇒ No. Do the following. You will need to know your IAAP ID number.

- * Go to the IAAP HQ website (www.iaap-hq.org).
- * Click **Login in** (upper right-hand corner).
- * Click **Need a Login** (center of the screen next to Username), enter your IAAP ID number, first name, and last name, and complete the process.
- * Once logged in you should see the following. Click each link to become familiar with the information there.

Would you like to go to:

[The Events Center?](#)

[The Bookstore?](#)

[The Web Community?](#)

"Links to your [1] profile information and [2] eBilling information (if it's time to renew) are in the left side-bar."

Clarification:

1. The eBilling link only appears when it is time to pay your dues.
2. You click on your name to access profile information.
3. To go back to the IAAP HQ homepage, click Home in the lower left sidebar.
4. As you will see in Step 4, there are several different links you can use to log in. No matter where you start, you end up on the same login page. But, where you start determines where you end up after you are logged in. If you start on your chapter homepage, you will be redirected back to that page after logging in.

Step 2: What are you looking for?

Step 3: Where would it be? The headquarters website or your chapter site?

Step 4: Now that you have determined what you are looking for and, hopefully, where you are most likely to find that information, below is how you access that information.

A. To go directly to your chapter site, do a Google search for your chapter and add it to your favorites (trust me, this is the easiest route to your chapter site). This is the URL for the Tri-County Chapter site: <http://community.iaap-hq.org/tricountyil/Home/>.

- * Click Login (upper right-hand corner).

B. To go directly to the IAAP Web Community click either of these two links on the HQ website.

- * **IAAP Members** (in the upper right-hand corner)
- * **Members** (on the toolbar located toward the middle of the page)


Step 5: Both A. and B. will redirect you to to another page at <http://community.iaap-hq.org/home/>, the web community, where you will click on another link just below the links in the upper right-hand corner.

- * **"Login to see members only content"**

Once logged in, this link will be replaced by a little box with your photo (once you add one) and links.

Finding your way around and knowing exactly where you are at any given time can be confusing.

- * Hint: When you are logged in, just above the little box with your photo are two links.
When you are on the HQ site, the links are *IAAP-HQ Home* | *IAAP Bookstore*.
When you are on your chapter site, the links are *Community Home* | *Bookstore*.
- * Strongly Recommended: The first area you should become thoroughly familiar with is the HQ **Member Resources Home** page and everything there. Once you have done that, review the HQ **User Guide** section.

Clear as mud...right. 



7 Ways to Invigorate Your Career with Professional Association Membership

By Julie Perrine, CPSCAP, MBTI Certified

Although at the time I didn't realize it, I started building my professional network in high school when I participated in student government and joined the Business Professionals of America (BPA). I'm certain I didn't know what "networking" even was at the time. But I did realize the importance of furthering my education by joining extra-curricular groups to learn more about specific areas I was interested in – speaking, travel, business. I was a member of the speech/drama club, the "International Club", BPA, and the editor of my high school yearbook for two years. My involvement in these organizations was foundational in developing the skills that are necessary for business success today.

Twenty years later, I have now been a member of numerous professional associations and networking groups. I can honestly say it's been one of the key factors in my professional success. These professional memberships have continued to train and educate me and have exposed me to new ideas, new methods, new resources, and most importantly new people. These have all been instrumental in helping me achieve my goals. I'd like to share seven reasons why I believe professional association membership can invigorate your career as well.

1. Building a STRONG Professional Network

There's an old maxim, "It's not what you know, it's WHO you know, that gets you where you want to go." How true! As administrative professionals, you can never have too many contacts. Whether you're looking for a resource to help you accomplish something in your current position or you're looking for an entirely new career opportunity, it's your network that will help you find it quickly. I have landed more than one job as a direct result of my professional network, even when I wasn't looking for new opportunities.

You don't have to be a social butterfly to become a great networker. Networking is not something you do – it's a mindset. It's the awareness of what other people need and then helping connect them to those who can provide it. When you engage in thinking this way of actively helping others, they will do the same for you. Networking is a skill you must learn if you want to advance no matter what your career path may be.

2. Professional Development Opportunities

Through my professional associations, I have had access to countless seminars, conferences, conventions, and many other training events. Some are in person and others are virtual by phone or Internet. Monthly educational programs are typical of most groups. With the explosion of Internet-based training, finding free or low fee professional development from associations and organizations around the world is now easier than ever before! All you need to do is a few social media or Google searches that combine your topic of interest and the words training, teleclass or webinar, and you'll find numerous options.

3. Professional Certifications

I researched the Certified Professional Secretary (CPS) credential several years before I ever pursued attaining this certification. It wasn't until I joined the International Association of Administrative Professionals (IAAP), had the support of their organized study groups in my local area, and the support of my fellow chapter members, that I attained the CPS and later the Certified Administrative Professional (CAP) certification. There are professional meeting planner certifications, human resources certifications, paralegal certifications, and more. Many professional associations support their members in attaining profession specific credentials. Many of these credentials will also count toward college credit if you choose to pursue a college degree down the road. So do some research and see which credentials may benefit you professionally.


4. Leadership Development Opportunities

You'd be hard pressed to find a better training ground for leadership development than professional association membership. There are so many opportunities to coordinate meetings and conferences, lead meetings, work on teams with numerous personalities, and become more comfortable with public speaking in a supportive environment. These skills are immediately applicable in the workplace, too. However, you MUST get involved in your professional association if you want to reap the full benefits of membership. Get your feet wet by joining a committee. It's a great way to learn all about the association you have joined and how they function. Then consider chairing a committee or running for a board officer position. The leadership skills you will learn about working with people, organizing events, and running meetings is priceless! It provides leadership development often not available on the job.

Continued on page 7.

Resource Websites for Admins

Administrative Arts	administrativearts.com
Admin Advisor	adminsecret.monster.com
 ADMIN SECRET	adminadvisor.com
 ASAP	asaporg.com
 OFFICETEAM	officeteam.com
 Office Arrow	officearrow.com
 PlanetAdmin	planetadmin.net
 ProAssisting	proassisting.com
 Save the Assistants	savetheassistants.com
 THE AEP	theaep.com
 Deskdemon	us.deskdemon.com



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

5. Develop New Skills to Showcase in your Resume and Professional Portfolio

Professional association membership is a FANTASTIC resume and professional portfolio builder! For starters, employers like to see someone who is connected to and actively engaged in their own professional development. Professional association membership is one way to demonstrate that.

Additionally, let's say you want to do more event planning or project management, but you aren't currently being given those opportunities in your job. When you manage a project or coordinate meetings or events for your professional association, you get "off the job" training. You can add these skills to your resume and professional portfolio. At review time, you can show your employer what you've done to gain that experience necessary to be considered for new assignments "on the job". That new skillset may also open doors for a new job.

My professional association participation has helped me demonstrate skills I've developed in securing sponsorships, negotiation, marketing, writing, trade show coordination, event planning for large groups, project management, leadership, development of training programs, working with diverse teams, coordinating volunteers, and much more. But you must get involved to learn these new skills.

6. Increased Self-Confidence

The more you practice new skills, the more confidence you gain in your abilities to perform. Professional association membership gives you the perfect arena to practice what you're learning and build your confidence in doing it. When you're self-confident, your credibility increases. You're more confident speaking in front of groups and managing projects. These skills are directly transferrable into the workplace, and your boss knows you're serious about the profession and improving yourself.

7. Personal Development

You may want to try something new to stretch yourself or to see if you'd even like an aspect of business without having to commit to it long term. I've seen many people in my professional associations do this and discover a hidden talent they didn't know was there. I've also seen some of them realize "this isn't the spot for me." But what a great place to be able to figure that out – instead of at work where it's much more difficult to "test drive" something without it becoming a permanent job duty.

I've witnessed shy members become more comfortable with public speaking, nervous officers become confident leaders, and seasoned professionals gain new skills because they were engaged in actively pursuing their own personal development. Many of these organizations have opportunities such as webmaster, newsletter editor, social media coordinator, parliamentarian, sponsorship coordination, treasurer, fundraising, monthly meeting planner, annual seminar coordinator, community service initiatives, and more. Stretch your comfort zone and reap the rewards of personal growth.

8. A Few Parting Thoughts

In this day and age of web 2.0 technology, there are more than just the traditional professional associations where you actually join a local chapter to participate. There are numerous online or virtual organizations that you may choose to consider also. Do some online research and learn about what options exist and see if they are a good fit for your needs.

Here are some examples of professional associations I've found beneficial throughout my administrative career:

- * International Association of Administrative Professionals: www.iaap-hq.org
- * The Association of Executive and Administrative Professionals: <http://www.theaeap.com/>
- * International Virtual Assistants Association: www.ivaa.org
- * Virtual Association for Administrative Professionals: www.thevaap.com/
- * Virtual Assistant Networking: www.virtualassistantnetworking.com/
- * [Meeting Professionals International](http://www.mpiweb.org): www.mpiweb.org
- * [Society for Human Resource Management](http://www.shrm.org): www.shrm.org
- * [Toastmasters](http://www.toastmasters.org): www.toastmasters.org
- * [Business Networking International \(BNI\)](http://www.bni.com): www.bni.com

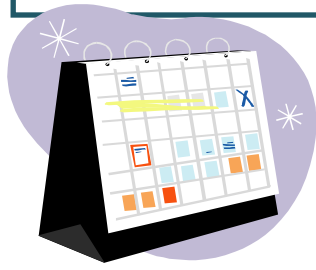
Always visit a group 2-3 times or participate in their online forums (if you can) before you join to make sure they're the right fit. Give them a test drive. Not all associations are created equal. And it's important to invest your time and money wisely when you choose which ones you want to be actively engaged with.

You may also consider volunteering with local hospitals or non-profit agencies such as the American Red Cross, United Way, or other local charities where you live. This is a fantastic way to get involved, build your network, learn new things, and add excellent experience to your resume and portfolio. Almost every one of these agencies has administrative needs ranging from basic to complex. And they will be thrilled to hear from you!

I encourage you to consider professional association memberships no matter where you're at in your career and discover how it can invigorate your personal and professional career growth!

Sunday, February 27th, 2011
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Julie Perrine, CPS/CAP, is a personality strategist, personal brand analyst, and administrative mentor who teaches administrative professionals and entrepreneurs how to increase their professional opportunities and achieve more productive and meaningful relationships by utilizing innovative technology, ideas, and people. Learn more and request your FREE copy of our special report "Creating Your Strategic Administrative Career Plan" at www.AllThingsAdmin.com



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



Diana Hampton
IL Division President

Tri-County



September 5, 2011

Labor Day!

Chapter Meeting

September 6, 2011

“Making the Grass Greener”
Tim Claxton, Educator
OSF Saint Francis Medical Center, Peoria, IL

Location: Embassy Suites River Café
100 Conference Center Drive, East Peoria

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

September 7, 2011

CAP Study Group

Conducted by the IAAP CIA Chapter in Bloomington, IL
Sessions are conducted via conference call from
September 7, 2011, through November 2, 2011, from
11:30 to 12:30 in preparation for the exam in May 2012
(or November 2011 if you are registered).
Contact: Karen.Haensel@osfhealthcare.org

*Tri-County has
been invited to
participate.*

Illinois Division

2011-2012

Professional Enrichment Program

“Unlock the Secrets of
Enhancing Your Skills?”

September 30

PEP Host Chapter Fundraiser
Marriott Hotel, Bloomington, IL

October 1

IL Division Professional
Enrichment Program (PEP)
Host: Central IL Admins

Approved for 4 recertification points.

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

International



Tamra Goodall, CPS/CAP
International President

[Message](#) from the President

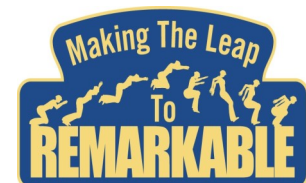
October 9-12

IAAP Fall Conference
San Diego, CA

November 4-5

CAP Exams

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



2011-2012 Committee Chairs

Professional Development

Mary Pyatt
mary.j.pyatt@osfhealthcare.org

Ways & Means

Deanna Klein
dklein@kac-peoria.com

Leadership

Janet Vallianatos
janetv@mtco.com

Public Relations & Marketing

Jannise Bush
contactme@jabservices.org

Membership

Cindy Johnson
ckjohnson@mmci.org
Donna Greer
dgreer@midstate.edu

Committee Tidbits

Leadership

Star/Stellar Recognition Awards Revision:

Effective September 1, 2011, the Star of the Quarter Award/Recognition will be awarded twice a year. Points will be achieved or earned **each month**, totaled and announced at the February and June meetings. Each Tri-County member will be responsible to complete the **"Star of the Month Form"** and turn it in at the current month's meeting to the **Leadership Committee**. The form will be emailed to members prior to the meeting.

Public Relations / Marketing

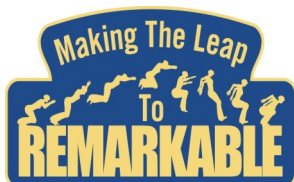
Tri-County has a Facebook page!

Gardening 101: Cultivating Relationships

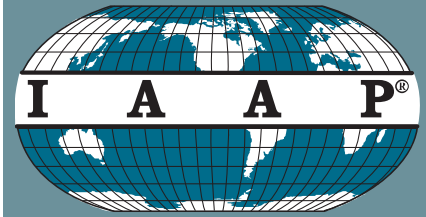
By Anne Lupkoski, CAP

Nestled within the core competencies that admins strive to develop and refine is a powerful, yet frequently untapped, opportunity for success: cultivating professional connections.

See the full article in the July/August issue of OfficePRO. An electronic version is available on the IAAP HQ website under Publications.



*Tri-County is a
Chapter of Excellence!*



International Association of
Administrative Professionals®

Tri-County Chapter

www.iaap-tricounty.org

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

**Tri-County Chapter
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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



"Unlock the Secrets of Enhancing Your Skills" hosted by the Central Illinois Admins (CIA) Chapter

The Illinois Division continues our efforts in "Making the Leap To Remarkable" by offering the 2011 **Professional Enrichment Program (PEP)** "Unlock the Secrets of Enhancing Your Skills", hosted by the Central Illinois Admins (CIA) Chapter at the Bloomington-Normal Marriott Hotel & Conference Center on 201 Broadway Street in Normal, IL 61761.

Friday, September 30th

Discover your inner detective during the Friday night, September 30, 2011, CIA Chapter fundraiser - a live interactive game of Clue! Everyone is a suspect and it will take some real intelligence work to determine who did it where and with what! We know our IAAP members are up to the challenge. 6:00 Registration / 7:00 Game Time / Heavy hors D'oeuvres & Beverages provided.

Saturday, October 1st

We've got a very special lineup planned for the Saturday educational seminar. This one day seminar has been approved for four (4) recertification points. Breakfast and lunch are included in the registration fee.

First, you'll discover how "**Seeking and Building the Right Relationships**" will improve your skills on the job and in your career. Next, we'll "**Uncover the Secrets of Sharepoint**" - a software that is growing increasingly common in today's corporate world. After that, you'll be "**Discovering Your Talents and Skills - What Will I Be When...?**"

Special Chapter Brainstorming Event (Free)

Finally, we encourage everyone to stay for the interchapter brainstorming that we will be sharing immediately following the educational seminars. You won't want to miss the great ideas we'll be discussing at this session.

Chapter Brainstorming Event!!

Keeping Your Chapter Vibrant (and Viable)

Keep the fun and they will come!

Engaging Generations X and Y

Innovative methods of recognizing your members

Get more information, including the registration form and a link to online registration at <http://www.iaap-illinoisdivision.org>. If you have questions, please contact 2011 PEP General Chair Marie Herman at president-elect@iaap-illinoisdivision.org.

We look forward to seeing you *Make The Leap to Remarkable* with us!

Marie Herman CIWD, ATM-S
Illinois Division President-Elect
2011 PEP General Chair



International Association of
Administrative Professionals®
Illinois Division

Illinois Division

2011-2012

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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](#).