

THE BRIDGES

2011-2012 Chapter Year

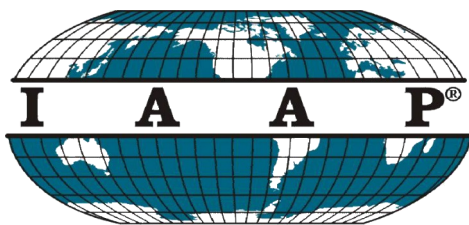


Grand River Chapter Newsletter

January 2012

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**International Association of
Administrative Professionals®**

CDC

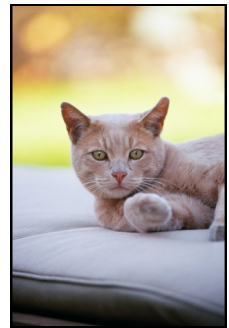
June 7 - 9, 2012

Kitchener

Don't forget to register!!!

Notes from the President's Corner

As I sit here, surrounded by my cats enjoying the sun shining through the window, I think "What a great start to the new year we had with our January meeting, *Mind Mapping*." I was truly amazed at how much it enabled me to recall during the interactive exercise. Susan Gregory delivered an inspired and interesting presentation, one I truly enjoyed. Next month we have another vibrant speaker. Be sure not to miss Ulla De Striker presenting "Professional Packaging". Just a quick reminder that the meeting will be held February 21 due to our usual time frame falling on Valentine's Day.



At Tuesday's meeting we also voted on putting Teresa Doucet, CAP-OM nomination forward as Treasurer, Ontario Division. I cannot think of a better person for this role. Teresa truly is making the Leap to Remarkable.

Can you believe it!! Here we are half way through January and heading towards spring in two short months. The days are getting longer and before you know it June will be here. You will all have by now received the brochure for CDC 2012 hosted by our very own chapter. This is an excellent opportunity to experience a Canadian Divisions' Conference. Come and share the educational benefits with IAAP members from around Canada and other countries. If you really want to get the optimum out of the 2012 Conference why not volunteer? What better way to meet and network with new contacts from all over!

Just a quick reminder about your Member of Excellence points. Have you signed your pledge and are looking towards fulfilling the other criteria? It's so remarkably easy. Did you pay your dues on time? There's another criteria. Are you attending the monthly meetings? There's another one. What about joining one of the CDC committees? That's another criteria towards your Member of Excellence. If you have any questions please feel free to contact me.

The chapter is starting to look at fulfilling the executive and committee chair positions for the 2012-2013 under the able guidance of Teresa Doucet, CAP-OM. Here is another opportunity to expand your expertise, add to your resume and become more involved in the workings of the chapter. We are always on the lookout for new faces with fresh new ideas. Why not start off the New Year by "*Making the Leap to Remarkable*" and make a commitment to the chapter by volunteering for one of the positions of leadership.

I look forward to meeting with you all again at our February Meeting. See you then!

Linda Noble, CAP-OM

President, Grand River Chapter IAAP

January message from IAAP International President Tamra Goodall CAP-OM



I enjoy ushering in a fresh year. There's something inviting about not simply turning the page on the calendar but cracking open a new calendar. It welcomes opportunity, ideas and encourages me to set goals. What do you like about starting a new year?

I'm starting off this calendar year with an exciting announcement. I am pleased to introduce IAAP's new executive director, Gerald J. "Jay" Donohue, Jr., CAE, CMP. Jay comes to IAAP with an impressive résumé. He's had over 18 years of association experience, having served as executive director/chief administrative officer and chief operations officer for three major national and international membership organizations. His background also includes serving as an executive job coach with the nation's first, oldest and premier out-placement firm, Challenger, Gray and Christmas.

Over the years, Jay has been responsible for the operation and services for the International Association of Defense Council, the Academy of General Dentistry and the Professional Convention Management Association. He has implemented new organizational strategic plans and also assisted with the restructuring of administrative and governance systems. He's skillful at finding and implementing creative solutions. Jay is also excellent in developing employee talent and in training.

The board and I are excited that Jay is taking the helm at IAAP. We're confident that 2012 holds many good things for the staff and the association.

To all of you who took the certification exam in November, I want to extend my congratulations and admiration for taking the step to advance in your profession. I've taken the exam to become certified and I know it's difficult. For those who passed, congratulations. For those who didn't, don't give up! Getting that certification is something to continue to work towards.

You spoke and we listened. For those of you who are already certified, we have a new specialty for you. You've told us that keeping up on the latest technology is important and we're here to help you do just that. Starting this year, IAAP is offering a new specialty: Technology Applications. Complete three [Options Technology modules](#) then pass a Microsoft test in one of those areas and you're qualified to send in the application and fees for the Technology Applications specialty. Read all about it on [the IAAP public website](#).

We know how important training is to you. Learn something new and earn rave reviews at your office by attending [IAAP's Spring Conference](#). Like a great movie, every office has its own set of characters, plot, setting and theme. The key to success is directing all these elements into a compelling and productive story. At this year's IAAP Spring Conference, you'll learn how to identify your office's genre and write the script for your own workplace blockbuster. On Sunday we're offering an optional, interactive technology workshop with Gini Courter. I'm going—are you?

Please remind your chapter and division members about these upcoming deadlines:

January 15: Deadline for IAAP BOD and RTF Trustee nominations

February 1: Deadline for IAAP committees and RTFC candidate forms returned

February 1: Deadline for proposed bylaws amendments submission.

February 1: Deadline for Avery Great Results Chapter and Division Achievement Awards

Happy New Year everyone!

Tamra Goodall, CAP-OM
IAAP International President

January Chapter Meeting

Thanks to photographer Marlene Coulter CAP-OM!



Susan Gregory describes Mind Mapping techniques

Susan Gregory gave a fascinating and fun presentation on the value of mind mapping at the January Chapter meeting. Mind mapping is a visual way of presenting concepts and ideas, and is a great way to structure ideas and creatively brainstorm.

She recommended two books, Tony Buzan's *The Mind Map Book*, and *The Brain that Changes Itself* by Norman Doidge, MD.

For more information be sure to visit Susan's website at <http://susangregory.ca/>

Grand River Chapter Member Anniversaries

2 years

Debby Verhagen

3 years

Karen Stevens

4 years

Susan Rutherford

6 years

Teresa Doucet CAP-OM

9 years

Nancy Brown CAP



Telecommuting a Tempting Option

Provided by workplace experts at OfficeTeam

OFFICETEAM®

Specialized Administrative Staffing

Hoping to telecommute? Your chances could be better than you think. High-speed and wireless Internet access has made this work style much easier than in the past.

Many professionals are choosing to telecommute not only because it's convenient, but also because it allows them greater work-life balance. In addition, rising gas prices and lengthy commutes have made working from home — or even cafés and satellite offices — an appealing option.

If you would like to telecommute, build a business case and note how the change in your work environment would also benefit your employer. For example, working from home may lead to increased productivity by reducing the number of times you are interrupted throughout the day.

Of course, not all positions lend themselves to remote arrangements. Jobs that require a great deal of face time with colleagues or customers, for instance, cannot be performed outside the office. However, if your role allows for flexibility, you may want to discuss working remotely with your manager.

If it's determined that working from home is a practical option for you, keep the following considerations in mind:

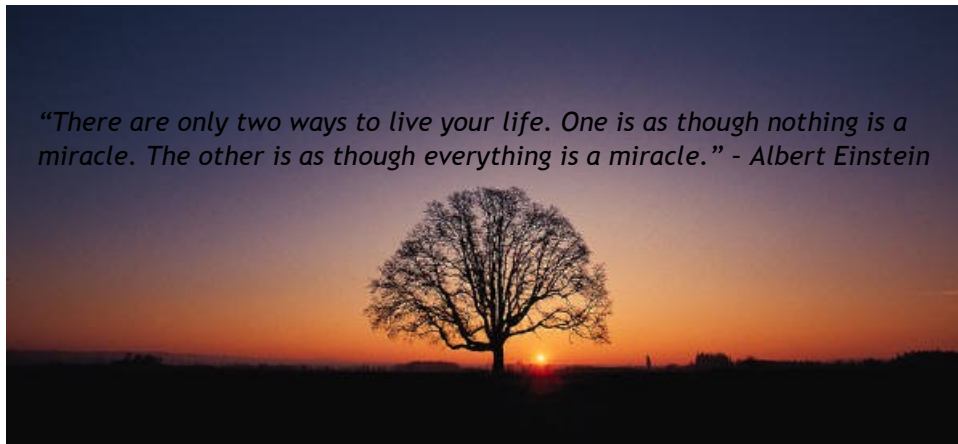
- **Availability.** Let everyone know which days you will be working from home and give them your contact information. Check in frequently and pledge to return phone calls or emails within a given period of time. Assure your boss you can come into the office if you are urgently needed.
- **Accountability.** Your manager's biggest fear is likely that you will be unproductive without close supervision. Keep him or her informed of your progress by submitting a weekly report of your activities, or setting up regular evaluation meetings to review your accomplishments.
- **Activity.** Give your manager a list that shows which of your job activities will be accomplished at home versus in the office. Include information on how you will ensure key relationships with coworkers are not negatively affected. This will show your boss that your absence will not affect the progress of group projects.

By considering all aspects of telecommuting and demonstrating the advantages in your particular case, you may soon find yourself among those who dial, rather than drive, into work.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 315 locations worldwide, and offers online job search services at www.officeteam.com. For more information, contact Nadia Santoli at 416-350-2330.

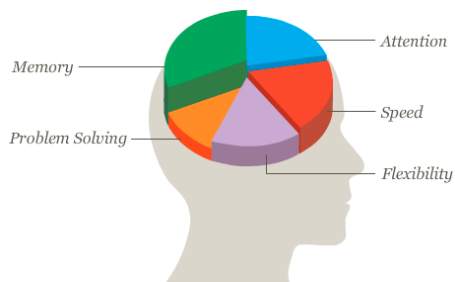


"There are only two ways to live your life. One is as though nothing is a miracle. The other is as though everything is a miracle." - Albert Einstein



Helpful Websites for Administrative Professionals

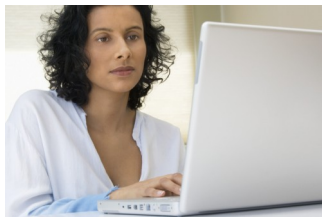
Submitted by Colleen Reardon



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Reclaim your Brain

Want to improve your brain health? This website offers a personalized training program to improve your brain health. When you sign up you get a 3 day free trial, and if you want to continue it is about \$75 per year.



www.dailywritingtips.com

Strong writing skills are valuable for administrative professionals. Each day this website posts a grammar, spelling, punctuation or vocabulary tip. You can visit the website or subscribe to a daily e-mail.

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Creating Opportunities for a Better Life

"Www.gcflearnfree.org creates and provides quality, innovative online learning opportunities to anyone who wants to improve the technology, literacy and math skills needed to be successful in both work and life." You will find hundreds of tutorials including Facebook 101, Blog Basics, and Twitter 101.



Message from the Newsletter Editor

Colleen Reardon

I enjoy putting together the monthly Grand River Chapter newsletter, *The Bridges*, and I hope you find it both interesting and useful. A reminder that members are encouraged to provide submissions to the newsletter- it counts towards your Member of Excellence, it is an opportunity to hone your writing skills, and it looks really good on a resume! Either original articles or suggestions as to articles to include are welcome. You can e-mail your submissions to me at creardon@rogers.com.



Kitchener-Waterloo, ON

Join our **Facebook Page** to keep in the loop on all the exciting news and information:

IAAP - Grand River Chapter CDC 2012

E-mail: **CDC2012GRC@gmail.com**

Stay tuned for ongoing News Blasts, Flash Bits and Twitter updates!

Why Volunteer?



- Be part of what is gearing up to be an amazing IAAP Canada Conference!
- Earn points towards your certification.
- In the words of our Past President - it is guaranteed to be 'no fun at all.'
- Grand River Chapter has a reputation as being a 'fantabulous' chapter!
- Get involved - don't miss out!

Have you signed up for a CDC committee????
There is a spot for each member – perfect for each one's availability!

Committee's are listed below! Email Carol/Susan at cdc2012grc@gmail.com to get yourself added to the list! State your first and second committee choices and you will be contacted to plan your volunteer opportunity!



IAAP Events – Mark your calendar for...



March 4, 2012

IAAP 2012 Spring Conference

Las Vegas, Nevada

[For more information, click here](#)

May 3, 2012

Forum on Administrative Excellence

Ottawa, Ontario

(PMC Training, endorsed by Ottawa Chapters)

[For more information, click here.](#)



June 7-9, 2012

Canada Divisions' Conference

Kitchener, Ontario

July 22-25, 2012

2012 Education Forum and Annual Meeting

Grapevine, Texas

[For more information, click here](#)



May 23-25, 2013

2013 Canada Divisions' Conference

Lethbridge, Alberta

Grand River Chapter Upcoming Events

Grand River IAAP Executive Meeting

Date: Tuesday, February 7, 2012

Time: 5:30 p.m.

Location: Septodont, Cambridge

All members are welcome to attend



Grand River's Monthly IAAP Meeting

Date: Tuesday, February 21, 2012

Location: Holiday Inn, Holiday Inn Drive, Cambridge

Topic: You are a Professional - Be Sure it Shows

RSVP (email) by Thursday, February 16, 2012 to iaapgrandriver@gmail.com

Grand River Chapter Executive

Grand River Chapter Executive 2011-2012

President: Linda Noble CAP-OM

President-Elect: Cindy Bradley

Vice-President: Aleksandra Jefic

Secretary: Debbie Gray CAP

Treasurer: Lisa Taddeo CAP-OM

Past President: Teresa Doucet CAP-OM

Committee Chairs

Archivist: Jolene Ellis CAP-OM

CDC: Carol Donaghy & Susan Chandy

Certification: Joan Dankert

Events - Information Night: Jolene Ellis CAP-OM

Events - Year End Social: Linda Noble CAP-OM and Cindy Bradley

Fundraising : Teresa Doucet CAP-OM

Marketing: Vanvilay Cowan CAP-OM

Membership: Zenova Gentles & Cindy Bradley

Newsletter: Colleen Reardon

Nominations: Teresa Doucet CAP-OM

Program: Lisa Taddeo CAP-OM

Registration: Gloria Haynes & Linda Nelson

Rules & Bylaws: Karen Wood CAP

Webmaster: Colleen McWhinney

Student Relations: Regina Dryngiewiez CAP

Ontario Division Board

Board President: Nancy Brown CAP

President- Elect: Melanie Lambert

Secretary: Suzanne Van Cleef CAP

Treasurer: Bonnie McKay CAP-OM

Canada District Director: Lina Veglia