

# Keyboard Kapers

February 2012

## President's Message

It's hard to believe January is over. The weather has been unseasonably warm and the snow we've had comes in one day and disappears within the next two—not bad for a Chicago winter!

Inside this newsletter you will see a lot of options for educational activities. I encourage you to participate in as many as your schedule will allow, it's great to learn new skills and enhance the ones we already have.

The Illinois Division proudly announces the charter of their newest Chapter—VIP (Virtual International Professionals) was chartered January 12, 2012. The installation of officers will take place on February 9th with International President, Tamra Goodall, CAP-OM installing the officers. CONGRATULATIONS and welcome to the IAAP family.

Happy Valentine's day!

~ Liz

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### February Meeting Information

**Date:** February 16, 2012

**Time:** 5:45pm                      **Networking**  
                   6:15pm                      **Dinner**  
                   7:15pm                      **Program**

**Our program in February will be Speaking with Credibility presented by Sue Frost of *The Speakers Choice*. This program has been approved for 1 recertification point.**

Place: Pescatore Palace—3400 N. River Road, Franklin Park, IL

(Meeting notice is available on our website ([www.greaterohare-iaap.org](http://www.greaterohare-iaap.org)))

#### 2011-2012 Greater O'Hare Chapter Officers

Liz Dorgan, CAP-OM President Liz.Dorgan_capom@yahoo.com	Philomena Abruscato, CAP Vice President abruscato@worldkitchen.com
Cindy Johnson, CAP Secretary cjohnson7988@yahoo.com	Bernice Brown, CAP-OM Treasurer bernie418@yahoo.com



Happy Anniversary to the following Greater O'Hare Members celebrating anniversaries in February:

Gerri Bohm	February 1974
Judy Kubick	February 1980
Laura Galin, CAP	February 1994
Vicky Giuliano, CAP-OM	February 1996

***110 Years of combined membership—what an accomplishment!!  
Congratulations, Ladies!!***

### **March Meeting Info**

5:45pm Networking

6:15pm Dinner

7:15pm Program - Illinois Division Update

Presented by Dewoun Hayes, MAED, CAP-OM

### **Did You Know.....**



The flower for the month of February  
is the Violet or Iris  
and the gemstone is Amethyst



### **The Clock is Ticking...**

**Submission deadline for the  
March issue of Keyboard Kapers is  
Wednesday, February 22, 2012**

**Please submit content to  
Liz.Dorgan\_CAPOM@yahoo.com**





# Philomena Abruscato, CAP

Phil, as she is affectionately known to her family and friends, recently earned her CAP designation—  
WAY TO GO, PHIL!

Phil started her “career” with the Greater O’Hare Chapter in 2008 after accompanying Liz Dorgan, CAP-OM to a few meetings (no, Liz didn’t make her join but she is really glad she did!). It didn’t take Phil long to become an active member of the Chapter. Since joining she has held the position of Treasurer (2009-2011), Vice President (2011-2012) and Program Chair (2011-2012). Phil is currently the Chapter’s 2012 APW Event chair.

As an Executive Assistant to the President, North America /CFO and CAO at World Kitchen, Phil stays busy during the day. In the evenings Phil enjoys spending time with her husband, Sam , who is the greatest cook in the world!

Philomena and Sam are proud parents to Tony and his wife Kara and are even prouder of their two grandsons, Tony (4) and Giovanni (3)...Phil spoils them tremendously!

In her spare time Phil enjoys reading, bicycling and collecting Barbies from the 1960’s and 1970’s. With a recent move to Florida for her son and his family, Phil says she will need another hobby to keep her busy since her grandsons will be so far away...perhaps the piano is calling again.

Phil’s most memorable moment as member of the GOC was becoming a member of the Board; “I never thought it would happen so soon!”.

Phil’s words of advice for other administrative professionals:

**Be the best you can be. Go above and beyond and you will go far in your career!**

## The Treasurer's Corner

The Greater O'Hare Chapter submitted the 990N form to the IRS which has been accepted for the 2011-2012 year.

Regards,

Bernie

Bernice Brown, CAP-OM  
GOC Treasurer

P.S. This is a requirement for us to remain non-profit

Information copy. Do not send to IRS.

990-N Electronic Notice (e-Postcard)  
Department of the Treasury Internal Revenue Service

OMB No. 1545-0047  
2010

A For the 2010 calendar year, or fiscal year beginning 1/1/2010, and ending 12/31/2010

B Check if applicable:  
 Terminated, liquid, business  
 Gross receipts are normally \$50,000 or less

C Name of organization: OHSBORNE FOR ALL INC  
Address: 8324 Bridlewood Road, Aurora, IL, 60504

D Employer identification number: 71-1088848

F Name of Principal Officer: Laura Sobol

E Website: www.organsobol.org

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N are covered in Code section 6104.

The time needed to complete and file this form and related schedules will vary depending on individual circumstances. The estimated average time is 15 minutes.

Note: This image is provided for your records only. Do NOT mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

## Dates to Remember



- March 4-7, 2012 2012 Spring Conference, Las Vegas, NV
- April 22-31, 2012 Administrative Professional Week  
Theme: Admins, the pulse of the office
- May 5, 2012 CAP and OM Exams
- June 8-10, 2012 Illinois Division Annual Meeting, Lisle, IL
- July 22-25, 2012 EFAM, Grapevine, Texas  
Hotel reservations are now open
- October 20, 2012 Illinois Division Professional Enrichment Program, Hoffman Estates, IL

## News from IAAP HQ

### IAAP 70th Anniversary Logo



### 2012 APW Logo

To Division and Chapter Presidents, Presidents-elect and Vice Presidents:

I'm sure you all know that 2012 is a leap year. Everyone gets one extra day this year. How are you going to use it? We're always asking for more hours in a day. Getting an extra day is the next best thing. Here's a small fact for you: Did you know that any year that's not a leap year is called a common year? I find it fitting that the 2011-2012 board theme this year is Making the Leap to Remarkable. Let's all decide today to move beyond the "common year" and make this a year to remember—a year to be remarkable.

We can band together in Making the Leap to Remarkable by getting enthused and committed to the 70/70 Membership Campaign. During our 70th anniversary year, new professional members can sign up for IAAP membership at the international, chapter and division level all for only \$70. That's only if the chapter and division they want to join choose to participate.

By chapters and divisions banding together, signing up and committing to be a part of this, we can grow our membership! Members are what make IAAP a great association. And IAAP is what makes great admins. Share this message with each of your members. Encourage each of them to bring new members into the association. More members equal strong chapters and divisions. We've compiled a [70/70 FAQ](#) from questions the board is getting on the new program. We've also created a [70/70 flyer](#) you can give to members to get them excited about the program. These are located in the web community. You will have to log in to view them.

If you haven't already heard, we're extending the early bird registration rate for [Spring Conference](#) until registration is full. Those who want to sign up can only get the early bird extension through a special link. Share this with your members and your co-workers: <http://community.iaap-hq.org/misc/springconf/> I'm excited about all I'm going to learn at Spring Conference. Did you know Gini Courter is giving a tech session on Sunday? I always learn something new I can apply to my job during one of her sessions. I hope to see you there.

It's time to sign up to [get certified](#). Please remind your members that the deadline for registering for the certification exam or the Organizational Management specialty is Feb. 15. Don't let that deadline pass by.

The 2012 EFAM is months away but I know that many of you are trying to make plans and adjust your schedules for the most exciting and educational week of the year. There are a few changes for 2012 and we wanted to make sure you had that information as soon as we nailed everything down. Here's an [EFAM 2012 early schedule](#) sheet with a very general breakdown of all the times you'll need for flights in, flights out and hotel rooms.

Thank you for how hard you work for the good of the association and to benefit your members. This month we're debuting something we hope will help you do your job better. The staff at headquarters has created a Marketing Toolbox. Each month, about mid-month, leaders will get a short "toolbox" of two or three marketing pieces you can share with your members. Better yet, included are helpful instructions on how you can to use the pieces. Watch for it in your inbox next week.

That's about it for this month. Thanks again for all your hard work and dedication. I appreciate all the extra time you put in to make this association great.

Tamra Goodall, CAP-OM  
International President



# Education Around the State

Chapter	Date	Program Topic
Tri-County	February 7, 2012	Time Management/Organization
Greater Will County	February 8, 2012	How to Land on Top (of the resume pile)
Alton	February 9, 2012	Trust & Loyalty
Quad City	February 13, 2012	Principles of E-Marketing
Lake County	February 14, 2012	Refining Your Bosses' Power Point
CIA	February 15, 2012	Civic Engagement (Boys & Girls Club)
Two Rivers	February 15, 2012	Financial Trends
Elgin	February 15, 2012	Developing Outstanding Customer Service
Golden Corridor	February 16, 2012	Using Effective Leadership Communication to Building Employee Behavior
Greater O'Hare	February 16, 2012	Communicating Credibility
Greater Lakes	February 21, 2012	Excel 1 (Budget Spreadsheets-Basic Level)
DuPage	February 21, 2012	Show me the \$\$\$ - 2011-2012 Tax Tips
Chicago Lake Shore	February 23, 2012	Achieving Peak Performance
Champaign-Urbana	February 28, 2012	Business Communication Breakdown: Become A Better
Kishwaukee	February 29, 2012	Are You Resume Ready?

**Free to IAAP IL Division members!**  
**Illinois Division of IAAP Webinar**  
**Minimize Your Document Creation Time Using Quick Parts**  
**(Microsoft Office 2007/2010 version)**  
**March 1, 2012 • 7:00 PM CST**

The Illinois Division is very excited to offer our members this exceptional educational opportunity! Donna Gilliland is an award-winning technology instructor, a social media specialist and certified technology trainer. Her technology teaching career spans over 20 years, and she holds certifications in Microsoft, IBM and CompTia.

Starting with the January/February 2012 OfficePro magazine MOStTraining will have column (see page 34 of the current issue). Please check out [MOStTraining.com](http://MOStTraining.com)! She has a newsletter and YouTube instructional videos that are remarkable!

**Register online at: <https://secure.jotform.com/form/20122331048>**

## Illinois Division of IAAP Webinar

Minimize Your Document Creation Time Using Quick Parts  
(Microsoft Office 2007/2010 version)  
March 1, 2012 • 7:00 PM Central Time

### What are Quick Parts?

The Microsoft Office Word Quick Part Gallery (released in version 2007) is a gallery where you can create, store, and find reusable pieces of content. Do you have a phrase, sentence, paragraph, image, table that you use often in document creation? If so, you will appreciate Quick Parts, where you can insert often used items for easy insertion later.

### What will I learn?

Overview of Microsoft Word Galleries  
Quick Parts Gallery  
Creating and storing parts in different Galleries  
Creating and storing parts to AutoText  
Overview of Building Blocks  
Editing Building Blocks  
Adding AutoText to your toolbar

This webinar has been approved for one (1) recertification point.



*Speaker:*  
**Donna Gilliland**  
**MOStTraining**  
<http://mostraining.com/>

**Free for Illinois Division Members! All others \$10!**



[www.iaap-illinoisdivision.org](http://www.iaap-illinoisdivision.org)

**Register online at: <https://secure.jotform.com/form/20122331048>**



THE CENTRAL ILLINOIS ADMINS CHAPTER HOSTS  
AN EDUCATIONAL WEBINAR YOU WON'T WANT TO MISS!

## SOCIAL NETWORKING FOR CAREER ADVANCEMENT

Marie Herman will be presenting information on how to use social networking to your advantage. It's not about "how" to use social media, it's about "why". Why using it will benefit you professionally and advance your career.

**Date:** February 7, 2012  
**Time:** 7:00 p.m. CST  
**Cost:** \$15 non-CIA Members  
\$10 CIA Members

Register at <https://secure.jotform.com/form/20110119901>  
Registration deadline February 4, 2012



**Social Networking**  
**For Career**  
**Advancement**



All Aboard the Career Train is departing!



Are you looking for a job?

Do you need to update your resume, but don't know where to begin?

Do you know about the latest interview techniques?

If you answered yes, then you need to ....

# Get on the Right Track to Finding and Keeping a Job

Each attendee will receive a FREE gift!

**Saturday, March 3, 2012**  
**9 – 4 pm** (registration begins at 8:15)  
**Prairie State College Conference Center**  
**202 South Halsted Street**  
**Chicago Heights, IL 60411**

Bring your resume for a FREE evaluation!

**Workshops (Tracks):**  
**Track #1: Job Search Techniques**  
**Track #2: Resume Writing**  
**Track #3: Interview Techniques**

**\$30 Early Bird Registration (January 17 – February 1)**  
**\$40 February 2 – February 24**

Continental Breakfast and Lunch included in Full Day Registration only!

**Don't need each session?**  
**Pay only \$15 per session**

\* must pay for full day to include continental breakfast and lunch

Certified? Receive 4 recertification points for all day pass!

For more information, contact Dewoun Hayes, Event Chair  
[laap.clscmembership@gmail.com](mailto:laap.clscmembership@gmail.com)  
708-709-3631

# The Conductors (Speakers)



## **Gina Crittenden, Elevate U Coaching – Job Searching Strategies**

Gina Crittenden is Founder of Elevate U Coaching. Specializing in career transition, relocating spouse/partner career assistance, and entrepreneurial consulting, Gina is committed to transforming career challenges into effortless breakthroughs affecting professional and personal success for her clients. As a Career Coach and Consultant, she works with career professionals, college graduates, college students, executives, military veterans, and entrepreneurs who find themselves in conflict against the barriers to realizing their maximum potential. Her two decades of combined corporate and entrepreneurial experience, enable her to guide clients in mastering career goals with passion and purpose



## **Dr. Sander Marcus, IIT – Resume Writing**

Dr. Sander Marcus is a Licensed Clinical Psychologist and Certified Professional Résumé Writer. Dr. Marcus has personally provided career and job search counseling to over 15,000 individuals, and has worked with thousands of students on improving motivation and study skills. He is the former Director of the Counseling Center at IIT (Illinois Institute of Technology). He has also consulted to hundreds of companies, dozens of schools and school districts, hospitals, and other organizations.



## **Angie Besonen, Creative Financial Staffing – Interview Techniques**

Angie Besonen is a Director of Staffing at Creative Financial Staffing (CFS) in Chicago. Creative Financial Staffing specializes in placing accounting and finance professionals in a wide range of industries, and is affiliated with Crowe Horwath, the nation's 9<sup>th</sup> largest CPA firm. Angie recruits accounting professionals, manages an internal team and external temporary contract employees, oversees branch operations, and is involved with training for CFS nationally. She interviews up to 15 candidates per week, as well as prepares them for interviews and contract assignments with companies throughout the Chicago land area.

# Passenger Registration

Full Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Ticket Options (check all that apply):

- \*All Day Pass \$30 Early Bird Ticket (January 17 – February 1)
- \*All Day Pass \$40 Regular Ticket (February 2 – February 24)
- \$15 - Track #1: Job Search Strategies (9:15 -10:45 a.m.)
- \$15 - Track #2: Resume Writing (11:00- 12:30 p.m.)
- \$15 - Track #3: Interview Techniques (1:45 – 3:15 p.m.)

\*All Day Pass includes continental breakfast and lunch

Dietary restrictions \_\_\_\_\_

Total Payment: \$ \_\_\_\_\_

Method of Payment:

- Check     Money Order     Cash
- Credit Card \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover
- Credit card # \_\_\_\_\_ Exp date \_\_\_\_\_ Last 3 – 4 digits \_\_\_\_\_
- Name on Credit Card \_\_\_\_\_

Make checks/money orders payable to: *IAAP Chicago Lake Shore Chapter*

**No substitutions or exchanges. Check payments must be received by February 24, 2011. No refunds after February 24, 2012.**

Confirmation of payment received will be sent to the email provided.

Online registration:  
<http://tinyurl.com/7woj8ty>

OR

Mail completed passenger registration  
and payment to:

**Yvonne Matos, Treasurer**  
8949 Skokie Boulevard  
Skokie, IL 60077

For more information, contact Dewoun  
Hayes, Event Chair  
[laap.clscmembership@gmail.com](mailto:laap.clscmembership@gmail.com)  
708-709-3631



# Sizzling Secrets of Office 2007

## March 10, 2012

9:00 a.m. – 3:30 p.m. (check-in begins at 8:30)

**Location** OSF St. Joseph Medical Center  
Business and Conference Center  
2200 East Washington Street  
Bloomington, IL 61701

**Attire** Casual or Casual Business Attire

**Cost** \$50.00 for IAAP Members, \$60.00 for non-members  
Learn more at [www.iaap-illinoisdivision.org](http://www.iaap-illinoisdivision.org)  
Add \$15 if walk-in without prior registration  
Includes lunch!

Discover the sizzling secrets of Microsoft Office 2007! This seminar will cover many different features and functions of the software that will help you to immediately be more effective on the job.

**Topics** Captivating Forms in Word  
Charming Chart Secrets to Help You Succeed in Excel  
Wonderful One Note  
Purposeful PowerPoint Animations That Wow  
Tempting Tips and Tricks for Higher Productivity

**Instructors** Dewoun Hayes, MAEd, CAP  
Marie Herman, CIWD, ATM-S  
Lisa Olson

Online Registration available! <https://secure.jotform.com/form/13482139051>

*This seminar has been approved for five CAP recertification points.*



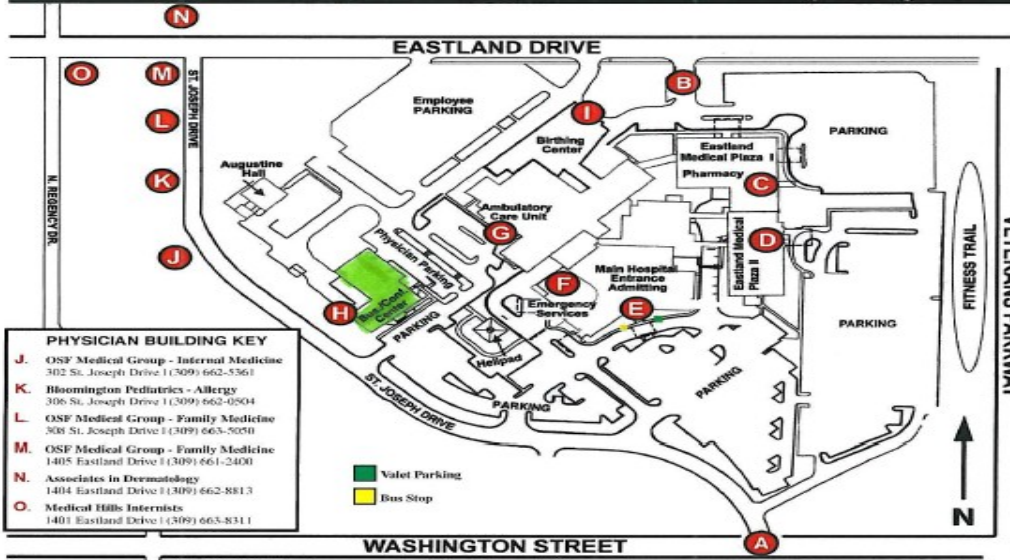
International Association of  
Administrative Professionals®  
Illinois Division



OSF  
ST. JOSEPH MEDICAL CENTER

# Campus Map

Updated August 1, 2011



**PHYSICIAN BUILDING KEY**

J.	OSF Medical Group - Internal Medicine 302 St. Joseph Drive   (309) 662-5361
K.	Bloomington Pediatrics - Allergy 306 St. Joseph Drive   (309) 662-0504
L.	OSF Medical Group - Family Medicine 308 St. Joseph Drive   (309) 663-5050
M.	OSF Medical Group - Family Medicine 1405 Eastland Drive   (309) 661-2400
N.	Associates in Dermatology 1404 Eastland Drive   (309) 662-8813
O.	Medical Hills Internists 1401 Eastland Drive   (309) 663-8311

**BUILDING COMPLEX KEY**

A.	<b>Washington Street Entrance</b> Admitting Business and Conference Center Bus Stop Center for Advanced Medicine Eastland Medical Plaza I and II Emergency Department Entrance Inpatient Registration Parking Outpatient Laboratory Valet Parking Visitor Parking
B.	<b>Eastland Drive Entrance</b> Eastland Medical Plaza I Eastland Medical Plaza II
C.	<b>Eastland Medical Plaza I</b> HeartCare Midwest Human Resources Mammography Neurodiagnostics OSF Weight Management Pharmacy Pulmonary and Sleep Medicine Rehabilitation Rheumatology Surgicenter
D.	<b>Eastland Medical Plaza II</b> Occupational Health PromptCare
E.	<b>Main Hospital Entrance</b> Admitting Bus Stop Cardiopulmonary Rehabilitation Center for Healthy Lifestyles Classroom Information Desk Outpatient Laboratory Patient/Visitor Entrance Valet Parking
F.	<b>Emergency Department Entrance</b>
G.	<b>Ambulatory Care Unit Entrance</b> Infusions, Injections, Hydrations Outpatient Surgery Transitional Care Unit
H.	<b>Business and Conference Center</b> Materials Management Patient Accounts
I.	<b>Birthing Center Entrance</b>

**OSF St. Joseph Medical Center**  
2200 East Washington Street • Bloomington, IL 61701 • (309) 662-3311  
[www.osfstjoseph.org](http://www.osfstjoseph.org)



**Illinois Division of the  
International Association of Administrative Professionals  
Technology Seminar  
March 10, 2012  
9:00 a.m.—3:30 p.m. (8:30 a.m. check-in)**



**Location:  
OSF St. Joseph Medical Center  
Business and Conference Center  
2200 East Washington Street  
Bloomington, IL 61701**

**Online Registration Available! <https://secure.jotform.com/form/13482139051>**

Name \_\_\_\_\_ Credentials \_\_\_\_\_

Name for Badge (if different than above) \_\_\_\_\_

IAAP ID Chapter Name \_\_\_\_\_

Home/Business Address (please circle) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Company Name \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax: \_\_\_\_\_

Dietary/Other Restrictions (Medical/Religious only)\*

Please Specify \_\_\_\_\_

It is the policy of IAAP to comply with the Americans with Disabilities Act. If special arrangements are necessary for an individual with a disability to attend this program, please include this information with your registration.

Deadline for cancellation is March 2, 2012. All requests for cancellation must be in writing and received by March 2.

**Registration Fee=includes box lunch**                      This educational seminar has been approved for five CAP recertification points.

Please send registration form and check in the amount of \$50 for members or \$60 for non-members, made payable to:

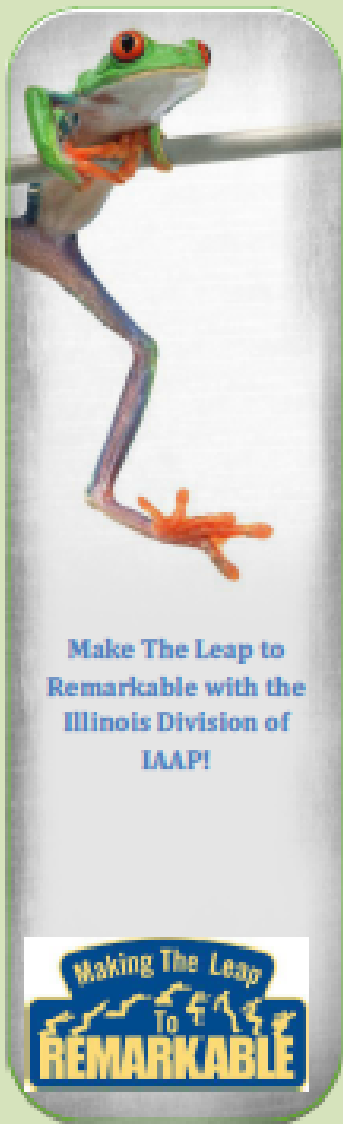
IAAP of Illinois, Inc. (IAAP Tax ID #51-0245970) and mailed to  
Lisa Olson ■ 1207 Andria Court ■ Naperville, IL 60563

Proceeds benefit the Illinois Division.

# Leapfrog the Competition with Technology

## March 24, 2012

9:00 a.m. – 3:30 p.m. (check-in begins at 8:30)



**Location** DCG Training  
1551 Bond Street, Suite 109  
Naperville, IL 60563

**Attire** Casual or Casual Business Attire

**Cost** \$50.00 for IAAP Members, \$60.00 for non-members  
Learn more at [www.iaap-illinoisdivision.org](http://www.iaap-illinoisdivision.org)  
Add \$15 if walk-in without prior registration  
Includes lunch!

An all new technology lineup! This seminar will cover many different features and functions of the software that will help you to immediately be more effective on the job. You won't want to miss this computer workshop!

**Topics** Pivot into Pivot Tables in Excel  
Leap to Action with Office Add Ins  
Pounce onto One Note  
Dive into Microsoft.com Features  
Step into Word Styles

**Instructors** Dewoun Hayes, MAEd, CAP  
Marie Herman, CIWD, ATM-5  
Lisa Olson

Online Registration Available! <https://secure.jotform.com/form/13481557997>

*This seminar has been approved for five CAP recertification points.*



See next page for registration form



Illinois Division of the  
International Association of Administrative Professionals  
Technology Seminar  
March 24, 2012  
9:00 a.m.—3:30 p.m. (8:30 a.m. check-in)



**Location:**  
**DCG Training**  
**1551 Bond Street, Suite 109**  
**Naperville, IL 60563**

**Online Registration Available! <https://secure.jotform.com/form/13481557997>**

Name \_\_\_\_\_ Credentials \_\_\_\_\_

Name for Badge (if different than above) \_\_\_\_\_

IAAP ID Chapter Name \_\_\_\_\_

Home/Business Address (please circle) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Company Name \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax: \_\_\_\_\_

Dietary/Other Restrictions (Medical/Religious only)\*

Please Specify \_\_\_\_\_

It is the policy of IAAP to comply with the Americans with Disabilities Act. If special arrangements are necessary for an individual with a disability to attend this program, please include this information with your registration.

Deadline for cancellation is March 16, 2012. All requests for cancellation must be in writing and received by March 16.

**Registration Fee**—includes box lunch

This educational seminar has been approved for five CAP recertification points.

Please send registration form and check in the amount of \$50 for members or \$60 for non-members, made payable to:

IAAP of Illinois, Inc. (IAAP Tax ID #51-0245970) and mailed to  
Lisa Olson ■ 1207 Andria Court ■ Naperville, IL 60563

Proceeds benefit the Illinois Division

Golden Corridor Chapter, IAAP presents:  
***Mind-map your way to making a successful e  
 -portfolio in just two hours!***



**Saturday, Feb. 25, 2012**

**8:30 am –11:45 am**

Are you fed up of leaving the office late and having little time for your evening? Do you wish you could get your email down to zero; or wish to break out and do something new and different in your career? Yes of course we all do but as the weeks pass the demands on our time increase and dreams fade into the background. As the recession bites, workloads are increasing and the threat of redundancy makes us feel like we're on a never ending treadmill.

We often take our brains for granted and forget they need to be trained. Break free from your own self-defeating behaviors and bad habits by using 2012 to transform your old thinking into a shiny more effective you! Join us to learn more about how **mind mapping** can put your goals back on track and bring clarity to your life and career.

In part two of our morning, learn about **e-portfolios** and develop one for yourself using what you learned in the mind mapping session. An electronic portfolio is broadly defined as a collection of work samples, proof of training/education, and things that relate to your professional experience and background in a web-based format which may include visual graphics, downloadable files, audio and video components. It gives you an entirely new platform where you can share your career accomplishments in ways that may not be as practical to do on paper or in a resume alone. The primary difference between a print version of your professional portfolio and an electronic portfolio is the electronic portfolio is created on an Internet-based technology or website so you can easily share it with others. **BRING A THUMB DRIVE WITH YOUR RESUME, CERTIFICATIONS, ETC. TO UPLOAD AND START YOUR PERFORAL E-PORTOLIO!**

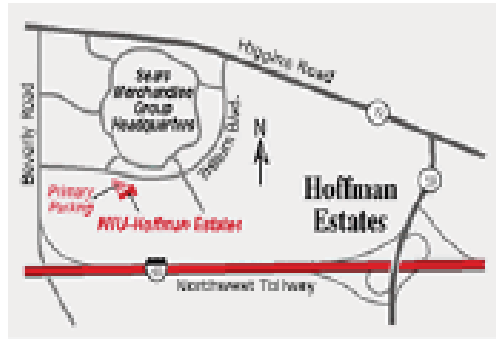


**SEMINAR AGENDA**

8:30 — 9:00	<i>Registration—continental breakfast</i>	
9:00 — 9:05	<i>Welcome</i>	<i>Linda Clark, CAP-OM</i>
9:05—10:00	<i>Mind-Mapping</i>	<i>Robin Sutton</i>
10:00—10:15	<i>Break</i>	
10:15—11:15	<i>e-Portfolio production and use</i>	<i>Robin Sutton</i>
11:15—11:45	<i>Closing &amp; departure</i>	<i>JoEllen Pickett, CAP</i>

DCG, Incorporated has been providing professional development and technical training services since 1993. DCG is a certified by the WEBNC as a WBE, is approved to operate as a private vocational school through the ISBE, and is approved to offer CEUs for all its courses through IACET.

DCG has had the pleasure of working with various IAAP groups to present training sessions and participate in their Administrative Professionals Day programs. DCG believes in the power and necessity of training to keep skillsets sharp and to enable oneself to perform job duties effectively and efficiently. With that goal in mind, DCG has recently become a Certipoint testing center offering testing for the following certifications: Microsoft Office Specialist; Adobe Certified Associate; QuickBooks Certified User, just to name a few.



## NIU Hoffman Estates

5555 Trillium Boulevard  
 Hoffman Estates, IL 60192  
 (847) 645-3000 x 36  
 (815) 753-8850

[Driving Directions \(Mapquest\)](#)  
[Local Hotel Information](#)

### I-90 Westbound (From O'Hare International Airport)

Follow the signs for I-90 Westbound towards Rockford  
 Take I-90 past Route 53, Barrington Road and Route 59  
 Exit at Beverly Road  
 Turn right (heading north) onto Beverly Road  
 Turn right (heading east) onto Trillium Blvd.  
 NIU-Hoffman Estates is the second building on your right

### I-90 Eastbound

Heading on I-90 towards Chicago exit at Route 59  
 Turn left (heading north) on Route 59  
 Turn left (heading west) onto Higgins Road  
 Turn left (heading south) onto Beverly Road  
 Turn left (heading east) onto Trillium Blvd.  
 NIU-Hoffman Estates is the second building on your right.

### From Higgins Road

Take Higgins Road west (pass Barrington Rd, Route 59 & Trillium Blvd)  
 Turn left on Beverly Road (second light after Trillium)  
 Turn left on Trillium Blvd  
 NIU-Hoffman Estates is the second building on your right

Special sponsorship thanks to

**NIU** Outreach Centers  
 Hoffman Estates - Naperville - Rockford

Register online at [www.iaap-goldencorridor.org](http://www.iaap-goldencorridor.org) by Wednesday, Feb. 22, 2012

Seminar cost \$15 payable to:

**IAAP—Golden Corridor Chapter**  
 PO Box 59551  
 Schaumburg, IL 60159



International Association of  
 Administrative Professionals®  
 Golden Corridor Chapter

Another option if you cannot use the online registration form:

Send an mail to: [ann.kuhlmann@kodak.com](mailto:ann.kuhlmann@kodak.com) with your registration information.

Register early to secure your place!

Cancellations must be received via email [ann.kuhlman@kodak.com](mailto:ann.kuhlman@kodak.com)

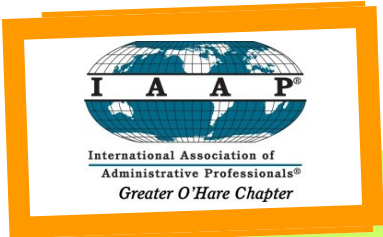
by Wednesday, Feb. 22, 2012.

After Feb. 22 all registrations will be nonrefundable AND no-shows will be invoiced.

Payment may be presented at the door; checks payable to IAAP-Golden Corridor Chapter, or cash.

First 20 to register will be guaranteed a computer terminal

# Dates to Remember



EDITOR  
Liz Dorgan, CAP-OM  
Liz.Dorgan\_CAPOM@yahoo.com

Keyboard Kapers

## February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 Ground Hog Day 	3	4
5	6	7	8	9	10	11
12	13	14 Valentine's Day 	15	16 GOC Meeting	17	18
19	20 President's Day 	21 Mardi Gras Fat Tuesday	22 Ash Wednesday	23	24	25
26	27	28	29 LEAP Day			

[www.iaap-greaterohare.org](http://www.iaap-greaterohare.org)

### IAAP Mission Statement

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

### About IAAP

The International Association of Administrative Professionals (IAAP) is a not-for-profit professional association for office professionals with approximately 28,000 members and affiliates and nearly 600 chapters worldwide. Our mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

The association founded in 1942 as the National Secretaries Association to provide a professional network and educational resources for secretarial staff. The association's name was changed in 1998 to the International Association of Administrative Professionals to encompass the large number of varied administrative job titles and recognize the advancing role of administrative support staff in business and government.

### IAAP Core Values

**Integrity:** We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

**Respect:** We create respect within our profession and association through listening, understanding and acknowledging member feedback.

**Adaptability:** We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

**Communication:** We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

**Commitment:** We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

## Save the Date

**IDAM 2012**

**June 8-10**

**Lisle, IL**

**Wyndham Lisle Hotel**

**Hosted by the Two**

**Rivers Chapter**

