



Keyboard Kapers

September 1, 2011

Inside this issue:

Happy Anniversary	1
President's Message	1
September Meeting Details	2
Happy Birthday	2
Ways & Means	2
Member Spotlight	3
October Meeting Details	4
Illinois Happenings	4-5
Chapter Events	6
IAAP HQ News	7-8
Did You Know?	9
WINGS	10
Dates to Remember	11

Happy Anniversary GOC!

2011-2012 marks the 48th anniversary of the Greater O'Hare Chapter of IAAP.

Thank you to all our members, past and present, who have been a part of this Chapter and who help carry out the Vision and Values of IAAP.

Cheers!



Happy Anniversary to the following Greater O'Hare Chapter Members

Linda Weidler September 1979

Becky Latko September 1980



President's Message

Welcome Back! I hope you had a great summer and are gearing up for a great IAAP year.

I am excited that as we embark on our 48th year as a chapter of IAAP, the International Theme is "Making The Leap To Remarkable". I am confident that the Greater O'Hare Chapter will rise to the occasion and leap ahead with determination and confidence!

At our September Meeting my Delegate Report on EFAM 2011 will be available for your review. Montreal is a beautiful city and I'm definitely putting it on my "places to visit when I have more time" list (or, better stated, when I have time to enjoy ALL that the city has to offer).

I'm looking forward to our new year and *Making The Leap To Remarkable* with YOU!

See you at our meeting on September 15!



~ Liz

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

**Liz Dorgan, CAP
President
Liz.Dorgan_CAPOM@yahoo.com**

**Philomena Abruscato
Vice President
Abruscato@worldkitchen.com**

**Cindy Johnson, CPS
Secretary
cjohnson7988@yahoo.com**

**Bernice Brown, CPS/CAP
Treasurer
B.brown@adbglobal.com**

September Meeting Information

Date: September 15, 2011

Time: 5:45pm Networking

6:15pm Dinner

7:30pm *Making The Leap To Remarkable*

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

Please feel free to dress casual for this meeting—we will be “moving” a bit during the evening.

(Meeting notice is available on our website (www.greaterohare-iaap.org))

GOC Members have received an email or postal mail with the meeting notice and reservation form. If you have not received yours, please contact Philomena Abruscato (abruscatop@worldkitchen.com).

Happy Birthday



Happy Birthday to the following Greater O’Hare Members celebrating birthdays in September:

Philomena Abruscato—September 3

Gerri Bohm—September 24

Ways & Means

Please bring items for the Ways & Means Committee to our September 15 Meeting. Thank you!

Becky Latko
Committee Chair

In The Spotlight



In an effort to learn more about our members, we will be featuring a different member each month beginning in October.

Thanks to Bernice Brown, CPS/CAP for volunteering to be the first Spotlight in October!!

A brief survey will be sent to each participant requesting information to be included "In The Spotlight".

Join in the fun and get to know your fellow chapter members!!!



**To be our next Spotlight—please contact Liz Dorgan
(Liz.Dorgan_CAPOM@yahoo.com)**

October Program

Our program for October 2011 will be a presentation by Office Team entitled *"Your Work Style in Color: A Colorful Approach to Working Relationships"*. This presentation was given at EFAM Montreal and was well received by the attendees.

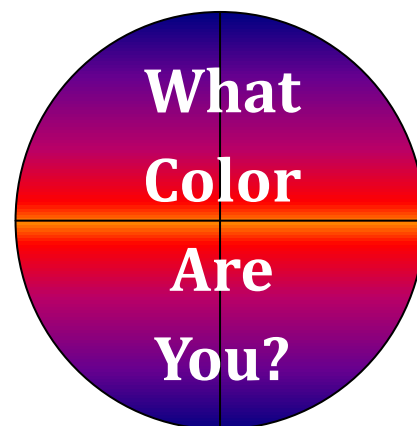
Prior to the meeting, all attendees are asked to take the brief on-line survey to find out your individualized color energy. (www.officeteam.com/workstyle).

Our presenter for the evening will be Lindsey Levin, OfficeTeam Staffing Manager, from the Rosemont office.

Date of Meeting: October 15, 2011

Watch your Inbox or Mailbox for more details!

**This program has been approved
for 1 Recertification Point**



Illinois Division Happenings

Pathways to Excellence

Congratulations, your hard work has been recognized:

- * The Illinois Division achieved Division of Excellence status for 2010-2011
- * 6 Chapters within the Illinois Division achieved Chapter of Excellence status for 2010-2011:
 - Tri-County ~ Central Illinois Admins ~ Golden Corridor
 - Chicago Lake Shore ~ Lake County ~ Elgin
- * 38 Members within the Illinois Division achieved Member of Excellence status for 2010-2011

ID Educational Opportunities

9/19 - 7:00 p.m. CST - FREE ID Webinar

"Sharing Data Across Microsoft Office Programs "

To Register send an email to president-elect@iaap-illinoisdivision.org with your name to sign up. You will receive an email with sign up instructions approximately 72 hours prior to the webinar. ***This webinar is already half full. We want to make sure our Division members get in! Sign up soon!***

Illinois Division PEP

**"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 "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

IAAP Chapter Events

Elgin Chapter

Saturday, November 12, 2011

Annual Fashion Show

The Seville

700 S. Barrington Road

Streamwood IL

630/289-4500



\$25/adults and \$15/children

Fashions by Dress Barn, Huntley

For more information, please contact Elgin Chapter President,
Patricia Pollmann, CPS at patriciapollmann@officemax.com

News From IAAP HQ

Member of Excellence

Revised to take effect for the 2011-2012 IAAP Year

Beginning July 2011, the wording of criterion 6 has changed, waiving the mandatory requirement for new members who joined in the current fiscal year. The criterion is still mandatory for renewing members.

Revisions and clarifications to the 2010-2011 criteria are identified by bold/underlined text. IAAP Headquarters Membership Department reserves the right to request original documentation of criteria earned.

Revised Criteria as of July 1, 2011

A **Member of Excellence** will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).

A **Member of Excellence** will attain a minimum of 8 of the following 11 criteria:

1. **Hold a current IAAP Certification (i.e. CAP as prescribed by the new curriculum.)**
2. Download the Member of Excellence Commitment form; sign and date the form
3. Actively participate in the IAAP web community forum discussions or write an article (**minimum 200 words**), and have it published in an IAAP publication (chapter, division, or international level.)
Recommending another author's article does not qualify.
4. Attend **at least one** professional educational workshop, seminar or conference (**at least 60 minutes in length**) and **provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it cannot be included in your calculations to meet the requirement of criterion #9.**
5. Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or university or hold a Microsoft certification
6. Pay membership dues on or before anniversary date. This criterion is a mandatory requirement. **This mandatory requirement will be waived in the case of new members joining IAAP in the current IAAP fiscal year who want to work towards becoming a Member of Excellence.**
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a student chapter advisory board or the school's advisory board for the office administration program.
8. Conduct a public presentation, program or training at least 60 minutes in length. (Note that the presentation does not need to qualify for recertification points).
9. Attend a minimum of eight (8) **IAAP** chapter, division or international sponsored meetings, programs or events (any combination.) **These meetings, programs, or events cannot include an event used to meet the requirement of criterion #4.**
10. Recruit at least one new member.
11. Integrate IAAP membership and involvement into annual performance plan or review.

News From IAAP HQ (continued)

Chapter of Excellence

Revised to take effect for the 2011-2012 IAAP Year

Beginning July 2011, all of the 8, newly revised, Chapter of Excellence Criteria are mandatory and must be earned to become a Chapter of Excellence.

IAAP Headquarters Membership Department reserves the right to request original documentation of criteria earned.

All forms and information submitted must be received by the specified deadlines.

Revised Criteria as of July 1, 2011

A **Chapter of Excellence** will receive a podium banner (first year) and in subsequent years will receive a banner year patch. Each year, the CoE award will include one of the following two options: a \$100 IAAP gift certificate or \$150 toward subscription to the IAAP Web Community.

1. Chapter submits annual meeting calendar with education and/or training topics to the members with a copy to the division by October 1.
2. Chapter submits budget and annual financial review/audit report to the members with copy to the division by December 31.
3. Chapter holds at least one Membership Drive between July 1 and May 31. Chapter submits completed Membership Drive Evaluation form to the division by June 1.
4. Chapter holds at least one New Member Orientation between July 1 and June 25. (New members in attendance must have joined IAAP within the current IAAP fiscal year.) Chapter submits New Member Orientation Evaluation form to the division by June 25.
5. Chapter develops and updates business plan. Chapter submits business plan to members with a copy to the division by April 30.
6. Chapter sends a delegate or submits a proxy (if allowed by division bylaws) to the Division Annual Meeting held in the current IAAP fiscal year.
7. Chapter sends a delegate or submits a proxy to the International Education Forum and Annual Meeting held in the current IAAP fiscal year.
8. As of June 30, at least 70% of the chapter (minimum of 2 members) qualify for Member of Excellence.

Did You Know....

Great minds don't think alike

Great minds don't always think alike, a new OfficeTeam study suggests. Work styles vary based on personality traits, communication preferences and organizational methods.

While 70% of administrative professionals surveyed said it could be challenging to team up with colleagues who don't have styles similar to their own, they also recognized benefits to collaborating with those who approach things differently.

Other survey findings:

- 81% of admins prefer to collaborate with colleagues who have similar work styles.
- 65% said they adapt to their manager's work style to a great extent.
- 58% indicated their supervisor only adjusts "somewhat" to their preferences.
- 14% said their manager doesn't adjust to their style at all.

Source: Administrative Professional Today 6/17/11



The flower for the month of September is the Aster and the gemstone is Sapphire.



The Clock is Ticking...

**Submission deadline for the
October issue of Keyboard Kapers is
Wednesday, September 21
Please submit content to
Liz.Dorgan_CAPOM@yahoo.com**





During our 2011-2012 year we will continue to support WINGS. Each month we will have two new ways to support this group. First, we will have a "Loose Change" collection for WINGS. Feel free to drop in any loose change from your wallet, purse, pockets, etc. (or maybe not so loose change but bills) and we will write a check to WINGS at the end of our fiscal year for the amount that was collected. Second, we will collect various items throughout the year to help the WINGS program increase their support to those in need.

At our September 15 meeting we will be collecting school supplies for children. Thanks in advance for your generosity.

As a reminder, below is information about this wonderful organization and the good they are trying to do for women and children.

Our Mission

The mission of WINGS is to provide a continuum of integrated services in an effort to end domestic violence and homelessness one family at a time.

What We Do

WINGS helps homeless and abused women and children by offering integrated services that meet their needs for shelter, education, guidance and support. We provide safe secure living environments, through transitional housing an emergency shelter, in residential neighborhoods that allow women to go to school, work and achieve financial and emotional independence.

WINGS is a 501©(3) publicly supported organization.

Who We Serve

Our residents are women and children who are victims of domestic violence and need temporary safe shelter or who become homeless due to other extreme hardships. In addition, we provide outreach counseling to women and men through our hospital advocacy program.



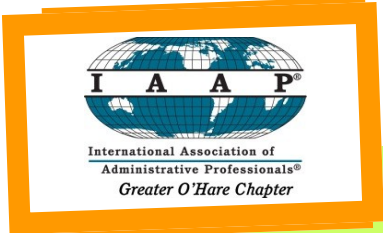
WINGS relies on the support of volunteers and financial contributions to continue providing housing and emergency shelter to women and children in need.

We offer a variety of opportunities for individuals, groups, large companies and small businesses to get involved.

Dates to Remember

September 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Labor Day	6	7	8	9	10
11 Grandparents Day	12	13	14	15 GOC Monthly Meeting 5:45pm	16	17
18	19	20	21 Elgin Monthly Meeting	22	23	24
25	26	27	28	29 Rosh Hashanah	30 ID PEP (thru October 1)	



EDITOR
Liz Dorgan, CAP
Liz.Dorgan_CAPOM@yahoo.com

Keyboard Kapers



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.

PLEASE DISTRIBUTE OR ANNOUNCE AT YOUR CHAPTER MEETINGS

August 25, 2011

Dear IAAP Chapter,

Virginia Tech began its Online Review Course for IAAP's previous CPS® exam and CAP® exam back in 2009. We enrolled almost 220 people in different modules of that course.

IAAP is now offering a new CAP exam and an Organizational Management (OM) specialty exam. To prepare people for these new exams, we went back to a fresh screen and developed a new Online CAP Review Course, and are in the midst of developing an **Online OM Review Course**.

We are no longer using a summary guide published by an outside vendor as the adopted text for our review course. Rather, our online course developers went back to source material – to IAAP's bibliography of 23 textbooks – which IAAP uses as the source material for their exams. We understand it would be virtually impossible to find the time on your own to read, study and know everything in all 23 books. But we equally recognize that short review courses and study guides that rely upon summary "bullets" and flashcards for you to memorize and then, on test day, get confused, isn't sufficient. That is why we developed a six-month online course designed as an intensive and structured review of the subjects covered by the exams. The university is committed to providing the best review course possible and has invested heavily in this revision to attain that goal.

The **Online CAP & OM Review Courses** are anytime-anywhere, designed to fit with your schedule (nights, early mornings, weekends or anytime) instead of a set meeting time each week. There is sufficient flexibility to even skip a week without feeling as if you were behind and needed to catch up. And the courses are being taught by full-time university staff members who have passed the CAP and OM specialty exams (or their previous equivalents), and who often have a masters degree.

The **Online CAP Review Course** starts on November 7, 2011 in preparation for the CAP exam on May 5, 2012. We have included a hard copy of a flyer describing our new review course. We would ask that you pass it and this letter around at an upcoming chapter meeting. You can also go to our website at www.cpscapiiddl.vt.edu to learn more, to register, and to print additional copies of the flyer.

With best regards,

Mark Halsey

Mark C. Halsey
Associate Director for Finance and Administration

Disclaimer: IAAP does not govern or endorse any particular review course. Taking a review course does not guarantee passing the CAP exam or OM specialty exam.



**BEST-SUITED TO MEET YOUR
PROFESSIONAL GOALS**

Disclaimer: IAAP does not govern or endorse any particular review course. Taking a review course does not guarantee passing the CAP® exam or the OM specialty exam.

**Virginia Tech's
CAP Online Review Course
will begin on November 7, 2011**

Length: 6 months

(Ends April 27, 2012, in time for the CAP Exam on May 5, 2012.)

Scan with
Smartphone

Cost: \$555



The next offering (or section) will begin on May 7, 2012,
and will extend until October 26, 2012, in time for the
CAP Exam to be given in November.

WWW.CAP.IDDL.VT.EDU

