

Professional Images

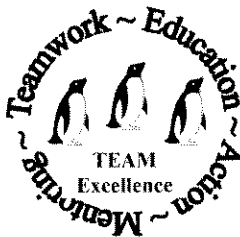
The Monthly Newsletter of the Crow River Chapter...International Association of Administrative Professionals

Volume IX, Issue 6

January 2006

Crow River Chapter IAAP

Team Excellence



Crow River Chapter
2005 - 2006

Crow River Chapter

February 7th

Victorian Inn

Habitat for Humanity International

Through the work of Habitat, thousands of low-income families have found new hope for affordable housing. Churches, community groups and others have joined together to tackle a significant social problem – decent housing for all.

Today, Habitat for Humanity has built more than 175,000 houses. Cheryl Woodworth, Executive Director of the Crow River Habitat for Humanity will be our speaker on Tuesday, February 7, 2006.

“The distance is nothing, it is only the first step that is difficult.”

Madame du Deffand (1697 -1784)

Annual Spring Seminar

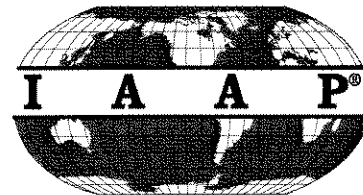
April 27, 2006

Michelle Neujahr is known as a business and life remodeling expert. With more than a decade of experience as an entrepreneur and remodeling expert, Michelle knows change. Michelle is committed to motivating the individuals within organizations to develop excellence.



Michelle's highly motivating, dynamic seminars develop excellence at all levels. Audiences are challenged to embrace change, increase productivity and develop their true potential no matter what their circumstances.

Michelle has owned three businesses, managed a large unit for a direct sales company, been a Promotional Staffing consultant and continues to work as a product/media spokesperson. In addition, she is the author of *Hey, Girlfriend! Live Passionately Real* and contributor to various magazines. She has trained managers, managed corporate events, and inspired audiences across the country to embrace change, dream big and lead with purpose.



International Association of
Administrative Professionals®

Please feel free to copy or route
this newsletter to your team of
Administrative Professionals.

President's Corner

Happy New Year! I hope 2006 is off to a good start for you. At our January 3 chapter meeting we installed two new members – Linda Butzin and Kim Stork. Welcome to our chapter now that you are “officially” members.

Kay Johnson of the Hutchinson Leader gave a most enjoyable presentation on creative writing. She gave some good tips on writing, but I'm still not so sure if it's not more of a “gift” than a learned skill. Thanks to Karen for lining up another great program.

At the meeting we circulated a committee sign-up sheet for the spring conference in April. Several people volunteered for the various committees, but there is still a need for more people to fill out the roster. Please be thinking about what you can and would like to do to help make this seminar a success.

This year the Division spring conference is in Bloomington (Mall of America!) May 19-22 at the Thunderbird. Our chapter voted to pay the cost for any member to attend, so this would be a great opportunity for anyone who *never* attended a Division conference, or anyone who *has* attended and knows what a great chance this is for learning, networking and having fun. When the brochures are available with more information and registrations I will get them out to the membership.

A reminder that the chapter board meets the third Tuesday of the month, so if you have any issues or question you would like to bring to the board, please let me know.

Cheryl Woodworth of Habitat for Humanity will be at our next meeting. Hope to see all of you there!

!!!! Attention !!!!!
**take advantage of a growth
experience at the**
MN-ND-SD Division Annual Spring
Professional Conference
Bloomington, MN, May 19-21, 2006
The Board encourages your attendance at the
Spring Conference. The Chapter will pay the
registration fee and expenses for members to
attend the conference (members are expected to
share a room).

IAAP is co-hosting a series of five web casts with Microsoft.

They are free and open to anyone – member or non-member. They are one hour in length and eligible for recertification credit (just keep the post-session e-mail from Microsoft for your recertification portfolio). The web cast will be live 12 noon Eastern time, 11 am Central, 10 am Mountain, and 9 am Pacific Standard Time. They will be archived on the Microsoft and IAAP websites...but join us for the live sessions. Share this news with friends, colleagues, and clients. The more participants we bring to the event, the more Microsoft will see that we are a great business partner. It's also a benefit of membership for your employer. Your entire organization can receive the free training.

The dates for the remaining programs are:

- February 22** – Nancy Flynn on E-mail and Instant Messaging Risks and Responsibilities
- April 12** – Annette Marquis and Gini Courter on Word Document Construction Techniques
- May 10** – Cliff Atkinson on Transform Your PowerPoint Presentations Beyond Bullet Points
- June 14** – Annette Marquis and Gini Courter on Microsoft Excel: It's All In A Name

Embrace Risk and Never Stop Learning

The following article appeared in a recent issue of the *Great Lakes District District Update* newsletter...excellent encouraging advice on why you should consider taking leadership roles within IAAP.

Message from Great Lakes District Director Mary Ramsay-Drow CPS/CAP: "I'm sure that many of you have been approached to take on leadership roles in your chapters and divisions. Before you say "No," take a few minutes to reflect on the following strategies from the book, *Leadership The Eleanor Roosevelt Way*, by Robin Gerber. This is an excellent, very readable book on leadership strategies. Here are a few excerpts that apply to IAAP leaders..."

Embrace Risk:

- Recognize that all risk takers struggle with and overcome internal doubts and fears. Focus on your abilities, your talents, your strengths.
- Accept that you will never be able to plan for or control every contingency; such is the nature of risk.
- Practice the positive—in your mind, in your discussions, in your relationships, in your actions. The glass is always half full if you want it to be.
- Be optimistic. Ask yourself: "What is the worst that can happen?" Get a realistic handle on your doubts and fears, then move ahead.
- Replace the "I can't" refrain in your mind with "I can." Remember that real change is the reward for leaders who accept risk and take action to bring about their dreams.

Never Stop Learning:

- Learn from everyone by inviting others to teach you.
- Give any new idea a few minutes of your time. You never know what you can learn or how your leadership will be enhanced.
- Keep your organization and your brain healthy by accepting challenge and revelation.
- Be a leader who is a learner; be a learner who is a teacher; be a teacher who is a leader who motivates others to lead and learn.
- Discover the things about yourself that will add to your confidence and competence as a leader.

Becoming a committee chairman or an officer at the chapter or division level does involve embracing risk as well as opportunities to learn new things. So, please say "Yes" when you're asked to move to the next level in your service to IAAP.

JANUARY PROGRAM RECAP CREATIVE WRITING

Feature writer, Kay Johnson, shared some of her history and her passion for creative writing at our January meeting. She reinforced our "early learning" in English and business writing – keep it simple and remember the who, what, when, where and why outline. Kay is the author of "The Legacy of Les Kouba" and "Windmills and Fireflies: Memoirs of a Country Girl". Her work can be seen on Tuesdays and Thursdays in the Hutchinson Leader.

Benefits of IAAP® Membership

Continuing Education – Earn Continuing Education Credit (CEUs) and/or CPS Recertification Points at Chapter, Division, and International meetings or conferences.

Networking – Meet and exchange ideas with other office professionals.

Professional Growth – Enhance your career and develop self-confidence.

Certified Professional Secretary® (CPS®) and Certified Administrative Professional® (CAP®) Programs – Attain the recognized standard of measurement of secretarial and administrative assistants' proficiency through an extensive written examination.

Leadership Development – Learn team-building and organizational skills as a committee member, committee chair, and/or chapter officer.

Technology Updates – Keep up to date on industry trends and technological advances.

Professional Publications – Receive timely information on issues facing business professionals today.

Contact Info Reminder

Just a reminder, please inform your local chapter and headquarters whenever you make changes to your contact info.

HQ can be reached at membership@iaap-hq.org. Please send your address changes (e-mail addresses are important) to slkklg@hutchtel.net. The info will also be forwarded to Division to have the e-mail listing updated as well. (The Division listing can be found on the Members Only page of the website at www.iaap-mnndsd-division.org.)

Upcoming Events

- January 27 Industry Innovator Award applications due by noon Friday to Joan Gatzmeyer
[mailto:Joan@Rivord.org]
- February 7..... Crow River Chapter Meeting
- February 15 Newsletter Articles are due
- February 20..... Newsletter e-mailed
- February 26-March 1 Spring Professional Education Conference, Las Vegas, NV
- April 23-29Administrative Professional Week
- April 27.....Crow River Chapter Seminar
- May 19-21 2006 MN-ND-SD Division Annual Spring Professional Conference
Bloomington, MN
- August 7-10 2006 IAAP International Conv.
Reno, NV
- October 13 – 15, 2006 – MN-ND-SD Division Fall Conference, Madden's on Gull Lake, Brainerd, MN

International Association of Administrative Professionals

P.O. Box 20404

Kansas City, MO 64195-0404

Phone: 816.891-6600

Fax: 816.891-9118

Web: www.iaap-hq.org

MN-ND-SD Division Website:

www.iaap-mnndsd-division.org

You are Invited to the Next Meeting Of the Crow River Chapter of IAAP... Plan To Attend!

When: Tuesday, February 7th, 2006

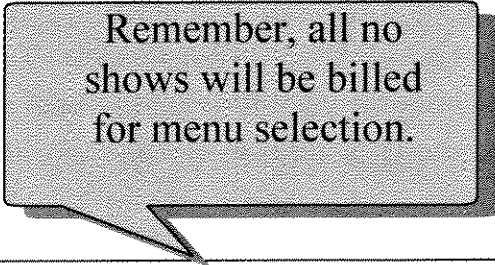
Where: **Victorian Inn**
Hutchinson, Minnesota

Time: Networking & Dinner 5:30 p.m.
Program and Fellowship

Menu Selections are:

- 8 oz Sirloin, Baked Potato, Tossed Salad, Bread Stick - \$9.50
- Oriental Chicken Salad - \$8.75
- Soup and Sandwich - \$8.25

RSVP's must be received by noon, Friday, February 3rd (if you are attending or not). Send your RSVP to bethumc@hutchtel.net or phone Peggy at 320-587-3312 if you will be attending.



Remember, all no shows will be billed for menu selection.
