

# Professional Images

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

Volume IX, Issue 9

April 2006

## Crow River Chapter IAAP

### Team Excellence



Crow River Chapter  
2005 - 2006

## Crow River Chapter

*May 2nd*

*Victorian Inn*

**Tidy Tightwads -  
LIFE ISN'T SIMPLE,  
BUT IT CAN BE SIMPLIFIED.**

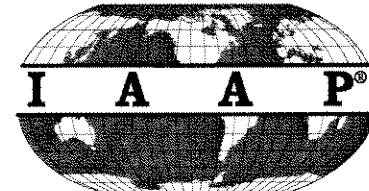
Cindy Haugland of Tidy Tightwads will show us

- what it means to live simply, while saving money and eliminating undue stress
- how to enjoy the benefits of a clean and organized home
- how to get rid of the clutter
- how to locate a place for everything

There's a sense of simplicity and tranquility that comes from listening to the advice of a professional organizer. If you are like most people, you know something needs to change and you repeatedly attempt

to make your life easier. Often people turn to spending more money on time-saving gadgets, planners, or other items purposing to simply your life. The problem is that without reducing the clutter and getting organized, most of your money and time is spent in vain.

**Remember to register for the MN-ND-SD Division  
Annual Spring Professional Conference  
Bloomington, MN, May 19-21, 2006**



International Association of  
Administrative Professionals®

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

***"If we take care of the moments,  
the years will take care of  
themselves."***

Maria Edgeworth

**Committee Annual  
Reports are Due to  
Lottie May 15<sup>th</sup>.**



## President's Corner

Happy Administrative Professionals Week to all of you! Spring is here with all its new buds and blossoms and excitement. Our seminar is in the final stages and we are looking forward to Michelle Neujahr giving us the keys to unlock our potential.

At our May meeting we will be completing our slate of candidates for election in June. Please be open to running for office in our Chapter. It not only serves our Chapter, but is a rewarding experience working closely with the team members and outside contacts. We need you!

Committee reports are due so we can put together the Annual Report for the June meeting. Please get the reports to me by May 15 so I can have it ready for our important meeting in June.

If you ever have any questions or concerns, please let me know. And remember that the Board meets the third Tuesday of the month

Hope to see all of you on Thursday!

Lottie

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## **Pelvic Cancers**

In April Diane Muckenhirn, MSN, RN, CNP, of the Hutchinson Medical Center, gave us an overview of cancers of the female reproductive system. They included cervical, ovarian, uterine, vaginal and vulvar cancers. These types of cancer are often a slow moving disease. Prior to becoming cancerous, cells change in shape and formation. This process is called dysplasia. Dysplasia simply means changes have occurred within the cells and could later become cancerous.

Although symptoms are not usually present until the cancer has invaded surrounding tissue, there are signs to look out for:

- ✓ abnormal bleeding
- ✓ unusual heavy discharge
- ✓ pelvic pain, discomfort or pressure
- ✓ pain during urination
- ✓ bleeding between regular menstrual periods

Regular exams are important for establishing base-line records as well as detecting abnormalities as soon as possible.

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## **Chapter Birthdays**



*The Crow River Chapter Would Like to  
Wish a Very Happy Birthday to the  
Following Members*

Betty Nielsen – 6<sup>th</sup>

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

**The next web cast is: May 10, 2006**

### **Transform your PowerPoint Presentations Beyond Bullet Points with help from Work Essentials**

*Cliff Atkinson, Sociable Media*

Are your audiences getting tired of the same old bullet point approach? Ready to try something new? Then join author Cliff Atkinson and Work Essentials for an interactive webcast that will teach you how to unlock the power of a story in your PowerPoint presentations. Whether you give your own presentations or create them for others, you'll learn how to engage an audience and boil down complicated ideas to top-level points. Then you'll learn how to design a powerful storyboard that illustrates your story and focuses attention on the speaker instead of the slides. This hands-on workshop will show you how to:

- Engage an audience from start to finish by using a persuasive story structure.
- Quickly compose a story by filling in the blanks of a story template.
- Reduce the amount of information in a presentation by applying a logic tree technique used by top management consultants.
- Transform a story outline into a PowerPoint storyboard.
- Illustrate the storyboard to highlight the most important information.
- Strengthen public speaking skills and confidence.

Go Link to event registration page for IAAP:

**<http://go.microsoft.com/?linkid=4443953>**

## Spring Seminar Update

### April 27th Fast Approaching

Our 8th Annual Seminar will be held this week and once again things are all coming together, thanks to the efforts of so many people in our chapter. Special thanks to everyone that stayed a little later after our Chapter meeting this month and helped stuff and assemble our table favors... It is amazing how fast things get done with a team effort.

We encourage those that are willing to help the morning of the seminar to please be at the Victorian Inn between 7:30 and 7:45 am so that we can get everything set up, and arranged. We want to make sure we are organized and ready when registrants start arriving. Some areas that will need help that day are, the reservation table, welcoming people in the doorway and handing out Avery packets, and also floaters in the conference room to help with seating and directing people to the buffet.

We are looking forward to another "SUCCESSFUL" seminar!!

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## Snapshot of Today's Administrative Professionals

One of the Largest Segments of the Workforce...

- More than 4,126,000 administrative assistants and secretaries work in the United States (U.S. Department of Labor, 2004).
- A total of 476,000 administrative professionals are employed in Canada, including 365,670 secretaries, 26,390 executive assistants and 84,140 clerical supervisors (Statistics Canada).
- Millions more administrative professionals work in offices across the globe.
- More than 255,000 administrative assistant and secretarial positions will be added in the U.S. between 2004 and 2014, representing growth of 6.2% (U.S. Department of Labor).

Advancing Roles and Responsibilities in Today's High Tech Offices ...

- The administrative professional's job today requires skills in management functions and technology, including: project management; integrated computer software applications; organization and scheduling; communications and research; document preparation, storage, and retrieval, with emphasis on electronic record keeping; customer service and public relations.

- Admins are handling a wider variety of duties beyond strictly clerical roles—Today's admins often purchase office equipment and supplies, plan meetings and special events, work closely with vendors and suppliers, create presentations and give them as well, interview, orient and supervise other staff, write and edit documents, schedule events and facilities, coordinate direct mailings, maintain multiple schedules and calendars, handle messages and correspondence (with voice mail, e-mail, and regular postal mail), maintain computer files, directories, and databases, and more.

### Job Titles Reflect Expanding Roles ...

Most common job titles reported by members of the International Association of Administrative Professionals (IAAP) in a 2005 survey were:

- administrative assistant, 30%
- executive assistant, 18%
- executive secretary, 6%
- office manager or supervisor, 5%
- secretary, 5%
- More than one fourth (26%) of those surveyed reported a wide range of other titles including terms such as coordinator, administrator, specialist, associate, or denoting specialized business types or functions such as legal, accounting, medical, human resources, and many others.

### Salaries on the Rise ...

- According to the U.S. Department of Labor, median annual earnings of U.S. executive secretaries and administrative assistants were \$37,350 in 2004.
- A 2005 survey of IAAP members showed that 45% of members earn more than \$40,000 per year in base salary, compared to 33% in 2002 and 8% in 1997.

### Administrative Professionals Week (April 26-29, 2006) ...

- Administrative Professionals Week, formerly known as Professional Secretaries Week, calls attention to the important workplace role of administrative professionals. Observed since 1952, Administrative Professionals Week is originated and solely sponsored by the International Association of Administrative Professionals (IAAP).
- IAAP recommends that employers observe Administrative Professionals Week by providing education and training to administrative staff through seminars, continuing education and self-study materials.
- The 2006 theme of the observance is "Creating Excellence."

*IAAP is the world's leading association for administrative professionals, with nearly 600 chapters and more than 40,000 members and affiliates worldwide*

## 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](mailto:membership@iaap-hq.org). Please send your address changes (e-mail addresses are important) to [slkklg@hutchtel.net](mailto: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](http://www.iaap-mnndsd-division.org).)

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

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## Upcoming Events

April 23-29 .....Administrative Professional Week  
April 27.....Crow River Chapter Seminar  
May 2..... Crow River Chapter Meeting  
May 15 ..... Newsletter Articles are due  
May 19-21 .....2006 MN-ND-SD Division Annual  
Spring Professional Conference  
Bloomington, MN  
May 20..... Newsletter e-mailed  
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

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

When: Tuesday, May 2nd, 2006

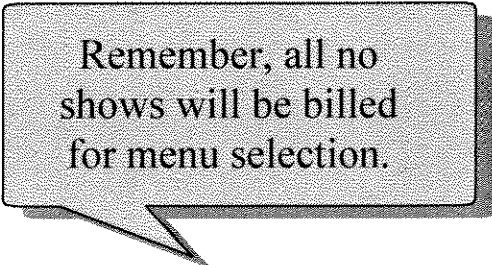
**Where: Victorian Inn**  
Hutchinson, Minnesota

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

### Menu Selections are:

- Grilled chicken breast w/baked potato, salad and bread stick \$9.00
- Soup and Sandwich \$8.25
- French Dip Sandwich w/fries \$9.00

**RSVP's must be received by noon, Friday, April 28th (if you are attending or not). Send your RSVP to [bethumc@hutchtel.net](mailto: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.