



International Association of
Administrative Professionals®
Edmonton Chapter

INTERNATIONAL ASSOCIATION OF
ADMINISTRATIVE PROFESSIONALS
EDMONTON CHAPTER OF THE WESTERN CANADA DIVISION

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IAAP-EDMONTON!

President's Message

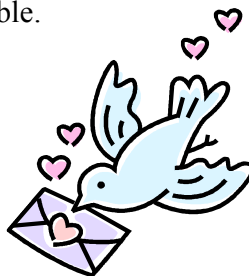
Ahhh, doesn't it feel good to start a new year? A new beginning, revived dreams, and hope for a promising year ahead, filled with opportunity and great learning experiences. That's why it is so exciting to be half way through our IAAP year.

We still have plenty of great speakers coming up at our business meetings, so stay tuned, you won't want to miss this lineup. Of course, we also have the upcoming APD which takes place on April 21. Take a look below for more information, and look for our advertising poster available now.

Have you seen our IAAP advertisements in *Coffee News* and *Edmonton Woman* magazine? This has been a great way to get the IAAP name out there to the administrative community within Edmonton, to let them know we exist and we encourage them to come and see what we are all about. Watch both publications for upcoming advertisements. Please share information about IAAP with your friends and

colleagues, so they too can receive all the benefits of membership with our association.

Remember, you always get a bonus if you are active in the chapter, so I encourage you to get involved by becoming a member of the Board, or a Committee Chair. These positions can truly make a difference in your life and your career. Ask me more when you see me, and I will be happy to share my experiences. We are now looking for candidates for the year 2010-11 Board, so if you are interested in a position, please talk to Kristie Leeson as soon as possible.



Happy Valentine's!

Pearl MacDonald
President
2009-2010

IAAP Administrative Professionals Day®

Featuring

Rosita Hall



Rosita uses energy, enthusiasm, and humour to teach. Join us for two dynamic sessions:

Morning: ***You've Got the Power!***

Afternoon: ***All Work and No Play? There's Definitely a Better Way!***

Let Rosita Hall, Founder and Owner of *Motivated Minds*, Create An Invigorated, Revitalized You!

Wednesday, April 21, 2010

Crowne Plaza Hotel, 10111 Bellamy Hill
8 a.m. to 4 p.m.

Believe It! Achieve It!

**Through the... POWER
of Commitment**
Edmonton Chapter

Cost: IAAP Members \$129, Non-members \$149

For more information and to register,
contact Joyce Aulenback at
aulenbak@interbaun.com or call 780-434-7511

Chapter News & Notes

Nominations

Do you know someone who would like to take a leadership role in our chapter? Do you know someone who would like to learn what happens behind the scenes? Are you someone who is looking for an opportunity to enhance and build a better resume with new and current skills?

Elections for positions on the Edmonton Chapter Board of Directors occur at the yearly Annual General Meeting held in May. If you are interested in becoming a participant on the Board, please phone Kristie Leeson at 780-437-8532 or e-mail her: kristie.leeson@shaw.ca.

Remember...if you would like some first-hand knowledge about Board happenings, every member is welcome at any of the Board meetings, held every first Wednesday of the month. **You are more than welcome!** (Contact Pearl MacDonald, for time and location.)



Congratulations!

Our chapter's newest Certified Professional Secretary is Michelle Hawgood. We are so proud of your achievement, Michelle Hawgood CPS!

CPS/CAP Bursary

Edmonton Chapter members who successfully obtain their CPS or CAP status this fiscal year may be eligible for a bursary from our Chapter Board.

Contact Pearl MacDonald or Hilary Allbon for more information and details, and see Hilary for an application form (there is a deadline to be eligible, so don't delay!)

Win A Gift Certificate!

Attend 8 of 10 meetings this year, and your name will be entered in a draw to win a \$50 gift certificate in June!

Edmonton Chapter Scrapbook

New this year: the IAAP Edmonton Chapter Scrapbook! At each chapter event, various chapter members have been taking pictures of the action. Those pictures are not just sitting idle on a computer somewhere...they are being immortalized in a scrapbook! (And some will also appear on our website...) If you would be interested in creating the layout for one of our upcoming events this year, please contact Pearl MacDonald.

Recognition

Do you have some fabulous news that can't wait for the Business Meeting's *Good of the Order*? Have someone you want to blow a horn for? Let Joyce Aulenback know, and it will appear in print!

Keeping You Informed

Our website is once again a work-in-progress. In the next few months, it will be the best place to check for current information. Look for information on meeting topics, CDC updates, Chapter news, and links to other useful websites. See Vern McLaren, our new Webmaster, if you would like to help or if you have something to add...www.iaapedmonton.com

The Gift of Membership

Do you have a special co-worker or friend who is also an administrative professional? If you'd like to do something special for him/her, we have the perfect idea: the Gift of Membership. It's a great way to introduce your friends and co-workers to IAAP. Maybe it's a way to help that admin that just got laid off, or as a special gift for your son or daughter who is now part of the profession.

It's easy to give the Gift of Membership. You can either mail/fax in the Gift of Membership form or call HQ with the information. The Membership Department will then send out an e-mail informing the recipient of his/ her Gift. It only takes a few minutes, but gives a gift that lasts an entire year.



Access the sign-up forms at www.iaap-hq.org/join/gift.html. Don't let another day go by...give the perfect gift, the Gift of Membership. (excerpts taken from submission by Joy R. Johnston, Senior Manager, Membership and Distribution, IAAP HQ Staff)

An APD Appeal & More Information

The Events Committee has been working hard and with great excitement to deliver a fantastic APD for Edmonton this year! But, we can't do it alone: we need your help. We are looking for Silent Auction items (half of the proceeds will go to the Youth Emergency Shelter Society) and we are dependent on our members to help us gather donations. The other area we need help in is to **spread the word!** Our speaker, Rosita Hall, is a fantastic speaker who is in demand by IAAP chapters in Ontario. She is coming for an "Alberta Tour" and will be speaking in Lethbridge on April 20, and when she finishes here in Edmonton she will speak at Calgary's APD on April 22 (by the way, Calgary invites you to attend their event; contact Joyce Aulenback for information). Check out her website at www.rositahall.com—you'll get a small taste of what we're looking forward to. It will be a great day!

OfficeTeam Presents...

How to Step Up Your Professional Game in 2010

The new year is here, and like many professionals, you're probably looking for a leg up. But, knowing how to advance your career or simply prove your value to your employer can be difficult. Here are several easy tips to help you stand out in 2010:

- ▶ **Be prepared.** Change can come with little notice, especially in today's economy. What would happen if you got a new boss tomorrow? If a colleague left, and you were asked to assume an expanded role? Considering how you would handle these scenarios will help you prepare for them. It could also help you identify skills that would aid you in the transition.
- ▶ **Take advantage of technology.** Stay up-to-date on the latest software applications in your industry. One of the easiest ways to do so is to enroll in an on-line course. Training is available through several websites at modest rates. Once you've completed a class, offer to teach colleagues what you've learned.
- ▶ **Join an industry association.** Professional organizations provide opportunities for members to update their knowledge of business and industry fundamentals and acquire new skills through seminars and workshops. Often, these services are available at a discount. Joining a local association is also a great way to network and meet other professionals in your line of work.
- ▶ **Find a mentor.** Identify someone whose career path you admire, either at your current company or another organization, and approach him/her about becoming your mentor. Having a workplace hero can help you set goals, develop new skills, and tackle professional challenges.

Are You an Office MVP?

With many companies still operating with lean teams and tight budgets, your contributions to the business are more valuable—and more noticeable. Are you doing what you can to distinguish yourself as one of your firm's top

performers? Ask yourself the following questions to determine if you truly are an office MVP:

- ▶ **Do you have a winning attitude?** The best employees are positive and take challenges in stride. How have you handled a difficult boss or coworker, budget cut, or error in the past? Admitting to a mistake, for example, can be difficult and humbling, but firms value those who can make a tough call and take the corrective action necessary to quickly rectify the situation.
- ▶ **Can you change tactics?** It's important that you're determined to get the job done, but you also must remain flexible. Top performers don't give up on problems; instead, they tackle them from multiple angles. The next time you hit a roadblock, try adjusting your strategy or soliciting input for a different point of view.
- ▶ **What are your professional goals?** Top performers strive for success in everything they do and have a good sense of what it takes to get them to the next level. Setting long-term goals for your career can give you focus and prevent you from just drifting along.
- ▶ **How do you handle difficult choices?** The most valuable employees can be counted on to exercise good judgment and make tough decisions. So, consider how you typically approach complex problems. The best decision makers remain calm and carefully weigh the facts before acting.
- ▶ **Are you a good sport?** MVPs always act ethically and don't climb over others on their way to the top. Basing your choices on a set of strong values can help you act appropriately no matter the situation.

*Submitted by Kristie Perrotte
District Public Relations Manager*

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 325 locations worldwide, and offers online job search services at www.officeteam.com. You can also follow us on Twitter at www.twitter.com/OfficeTeam.

From the Newsletter Chair



Did you see what you were looking for? Did you find useful information?

This newsletter intends to provide timely information about activities of the IAAP Edmonton Chapter and to provide uplifting and encouraging articles. If you are an aspiring writer or if you have information to be included please contact the newsletter editor.

IAAP Edmonton! is published at least six times a year. Hard copies are available to meeting attendees in the month of publication, after which it is posted on the chapter website. The deadline is the last day of the month before publication. Contact Joyce at aulenbak@interbaun.com or leave a message at 434-7511. Cheers!





Hot Tip

This month's Hot Tip is about a new resource developed by our OfficeTeam associates: After much interest from our alliance partners to have our annual *Salary Guide* available on their websites, we have created an on-line salary calculator tool. Individuals insert a zip/postal code and select a job title,

number of years of experience, and size of company, and the salary calculator gives the salary range for that geographic area and for surrounding areas. This administrative calculator can be found at www.officeteam.com/salarycalculator.

Upcoming Association Events

CDC 2010 - Regina, SK:

Stars Shine Brighter Under Prairie Skies

The IAAP Canada District Conference (CDC) this year is May 27-30, 2010. Have you reserved your time off? Have you booked your flight or seen Joyce about driving down in a group (either van, bus, or caravan?)?

Specific information and Registration forms will be available very soon. One great tidbit we do know: book with WestJet and use code #IAAPUGDT to receive 10% off airfare costs! More information coming soon...

EFAM 2010 - Boston, MA

The Education Forum and Annual Meeting will soon be here! (July 18-21) There are many excellent reasons to go to an international conference; read about how attending will enable you to obtain an "administrative edge" at www.iaap-hq.org/events/convention/benefits.html. Do you need support from your employer in order to be able to afford to go? Find helpful tips on how to prepare a *Return on Investment* document



to present to management at www.iaap-hq.org/events/ROI.pdf.

EFAM 2011 - Montreal, QC

EFAM 2011: the big *Canadian* year! So, start saving now for *our* Convention (conducting association business, listening to phenomenal speakers, gaining new and enhancing current skill sets, and networking with other professionals from around the world). It would be wonderful to have a bunch of members from the Edmonton Chapter support such a rare occurrence and grow immensely in this powerful, professional, invigorating atmosphere!

Three chapter members (so far!) are volunteering on the Host Committee. Gina Fowler, Kristie Leeson, and Ingrid Piecha are all working to bring you the best EFAM ever, of course, with other colleagues from around the country. If you are interested on learning how an international convention is run and/or you would like to become a volunteer on a committee yourself, please contact one of those ladies. Hosting our own CDC in Edmonton in 2007 was an experience that brought much growth to this chapter, imagine what can be done on this grander scale!

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