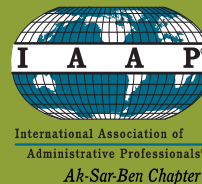


Scribblings



Ak-Sar-Ben Chapter
Omaha, NE
Volume XLIX, Issue 10
June 2010

COLLECT

We pledge ourselves to loving service, which is the foundation of good fellowship.

We promise to serve one another in every thought, word and deed through loyalty, cooperation and goodwill toward all.

POWER *of* Commitment Ak-Sar-Ben Chapter

IAAP Mission Statement

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

Stay on the Cutting Edge

By Joan Burge

Expectations are higher than ever before for employee performance. New skills, attitudes, and cognitive abilities are in demand. And yet, there are some basics that must never go away but must be upgraded.

Price Pritchett is a great author who focuses on the future. He says, "The more rapid the change, and the more radical the shift, the sooner our usual approaches lose their gamble on our old habits, and watch our career skills gradually grow obsolete. Or we can accept the risks of the pioneer. The inventor. The explorer. The greater safety lies in choosing this second risk, even though it feels more chancy than the first."

So, how do you stay on the cutting edge?

- Keep up with technology.
- Look for better ways to do things. Don't assume that the way you perform today is the most effective and efficient way. Especially in this time of uncertainty where companies are trimming staff due to the economy, you need to think of ways to streamline processes and cut costs.
- Open your horizons to other departments.
- Help break down the barriers between management and

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June 8, 2010



Member Recognition Night

*Ann Burke CPS/CAP
Chapter President*

Recognizing the accomplishments of Chapter members throughout the year and installation of new officers.

June 11-13, 2010

IOWA-NEBRASKA DIVISION ANNUAL MEETING

Hosted by The Great Plains Chapter

Programs topics include dealing with difficult people, branding yourself, handling tough situations.

See www.iaap-iowan Nebraska.org to register.

How to Connect With a Remote Boss

If you're like many administrative professionals, you and your boss may not always be in the same location at the same time. Whether your manager works from a different office or simply has a busy travel schedule, there are likely times when meeting face to face is impossible. Needless to say, that can make communication and collaboration challenging, and you may find yourself jumping through hoops to try to stay connected.

If your manager is often away from the office, you can use the following tips to stay on the same page as him or her:

- **Check in frequently.** Establish a schedule for touching base with your supervisor so you understand his or her current priorities and where you can assist. Also consider creating a weekly report detailing the tasks you've recently completed, those that are in progress and projects on the horizon so your boss remains aware of your workload.
- **Share your accomplishments.** If you don't see your supervisor regularly, highlighting your successes is extremely important. Make sure you set aside time with your manager to

discuss your achievements so you get the credit you deserve.

- **Dial in.** In most offices, e-mail is the standard form of communication, but using the telephone can sometimes be more effective. After all, subtleties conveyed via tone don't come across in writing. Hearing your manager's voice — and having him or her hear yours — also can help strengthen ties between you two.
- **Schedule face time.** Take advantage of opportunities to meet in person with your manager. Face-to-face meetings are particularly effective for discussing sensitive or complex topics. In-person meetings also can help you stay top of mind as new projects arise.

Although it may take some effort, ensuring you and your boss touch base frequently and in different ways will help make your working relationship smooth and effective.

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.

Membership Information

56 Members,
1 Dual Member
57 Members as of
April 30, 2010

For Roster Updates, visit the Members Page on the Chapter website at www.iaap-aksarben.org

June Anniversaries

Delores VanAAuken 1977
Nancy Simpson 1984
Pat Johnson, CPS/CAP 2001

June Birthdays

Pat Johnson, CPS/CAP 3
Ardeth Trowbridge 6
Heather Witt, CAP 10
Connie Krambeck, CPS 16
Lynn Kroeger, CPS/CAP 21
Debra Finlay, CPS 21
Dianna McCarty, CPS 28
Sarah Becker 30
Mary Jackson 30

July Anniversaries

Ruth Kennedy 1989
Barb Schuler, CPS/CAP 2002
Debra Finlay, CPS 2005
Mary Jackson 2007
Sue Wickliffe 2009

July Birthdays

Beverly Miller 18
Kelli Limones 24
Ruth Kennedy 29

Dates to BEE Remembered

June 11–13	IA-NE Division Annual Meeting <i>Hosted by The Great Plains Chapter</i> Held at The Embassy Suites in LaVista, NE Visit /www.iaap-iowanebraska.org to register
July 18–21	International Education Forum and Annual Meeting (EFAM) Hynes Convention Center, Boston, MA Visit the HQ website: www.iaap-hq.org/events/convention for more information.
August 10	Membership Annual Social
September 1	Executive Board Meeting
September 7	General Membership Meeting

Ak-Sar-Ben Chapter meetings are held the second Tuesday of each month at the Westside Community Center, 108th & Grover. Reservations should be submitted to Maggie Lynch, the Thursday before the meeting at 402-932-7709, or e-mail to maggielynch.iaap@cox.net.

Board Meetings are held the first Tuesday of the month at 5:30 p.m. at Goodwill Industries 41st & Pacific Streets.

Committee Buzz

A big thank you to all the Chapter Members who stepped up their commitment through serving as a Committee Chair or Member.

The work you have done throughout the year exemplifies the power of The Ak-Sar-Ben Chapter IAAP®.

There are many opportunities to be a part of the success of our Chapter. Be sure to sign up for a committee for the 2010-2011 year.

Ak-Sar-Ben Chapter Committees

- * Administrative Professionals Day®
- * Audit/Budget
- * Bylaws & Standing Rules
- * Membership & Certification
- * Programs & Education
- * Publicity & Community Awareness
- * Records Management
- * Scholarship
- * Ways & Means

Principles of Excellence

The International Association of Administrative Professionals has instituted a program entitled "Principles of Excellence." The Ak-Sar-Ben Chapter has achieved the Chapter of Excellence status for the second year in a row. As a member of IAAP, you have the opportunity to become a Member of Excellence.

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

- Be a current CPS and/or CAP holder
- Sign the online Member of Excellence Commitment agreement
- Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication (chapter, division, or international level)
- Attend non-IAAP professional educational workshops, seminars and conferences
- Hold a degree, certificate or equivalent (a minimum one year in length) from an accredited college or earn a Microsoft



certification

- Pay membership dues on or before anniversary date
- 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
 - Conduct a public presentation, program or training
 - Attend a minimum of eight chapter, division or international sponsored meetings, programs or events (any combination)
- Recruit at least one new member
- Integrate IAAP membership and involvement into annual performance plan or review.

The deadline to submit your Member of Excellence criteria form is June 30, 2010. Visit the Headquarters web site at: <http://pathways.iaap-hq.org> for more information and forms.



NEW CPS/CAP STUDY GROUPS

Certified Administrative Professional Certified Professional Secretary

Opportunities are given twice a year for the IAAP-sanctioned Certified Administrative Professional® and Certified Professional Secretary® exams.

Examination Parts:

- 1 Office Systems & Technology
(CPS and CAP exams)
- 2 Office Administration
(CPS and CAP exams)
- 3 Management
(CPS and CAP exams)
- 4 Advanced Organizational
Management
(CAP exam only)

We recommend that the *Certification Review Guide* be used to direct any course of study. The *Certification Review Guide* is found on the website at www.iaap-hq.org/Cert/examrevw.pdf.

Exam Dates	Registration Deadlines
Nov. 5-6, 2010	August 15, 2010
May 6-7, 2011	February 15, 2011

Applications for registration can be found online at www.iaap-hq.org "Professional

New study groups are now forming for the next CAP and CPS Exams to be held November 5 and 6, 2010. The CPS Study Group will begin Monday, July 12 and end Monday, November 1. The CAP Study Group will begin Wednesday, July 14 and end Wednesday, November 3. Groups will continue to meet at Village Inn at 78th and Dodge.

You do not need to attend every week, but it does help you to stay on track with your studying. The Prentice Hall Study Guides will be used, and can be purchased through IAAP.

Please contact Lynn Kroeger, CPS/CAP, Membership Co-Chair at 963-8219 or email lynn_kroeger@csgsystems.com or call Kimberly Dove at 963-8219 if you would like to attend or need more information.

Examination Fees: CPS EXAM CAP EXAM

Members

Processing Fee	\$ 50	\$ 50
Registration Fee (all parts*)	\$160	\$210
Registration Fee (retakes)	\$ 60/part	\$ 60 /part

Nonmembers

Processing Fee	\$ 85	\$ 85
Registration Fee (all parts*)	\$250	\$300
Registration Fee (retakes)	\$ 100/part	\$ 100/part

*Congratulations to
the newly Certified*

*Results of the May
Exams to be mailed
mid-June.*

Members of Excellence

Marilyn Brown, CPS/CAP/MCAS
Ann Burke, CPS/CAP
Gladys Doerr, CAP
Kay Gale, CPS/CAP
Linda Kavan, CPS/CAP
Lynn Kroeger, CPS/CAP
Linda Lavelly-Martin, CPS
Dianna McCarty, CPS/MOSM
Kreyl McPherson
Barb Schuler, CPS/CAP/MOSM

For Member of Excellence information, visit IAAP HQ [Pathways of Excellence](#).

**IA-NE Division
Executive Board 2009-2010**

President

Maggie Loutsch, CPS/CAP
Phone: 605-235-2298
maggie.loutsch@tyson.com

President-Elect

Kreyl McPherson
Phone: 402-968-4903
Maverick_kreyll@msn.com

Secretary

Sherry Carlson
Phone: 515-955-1989
sherry@thompstoneich.com

Treasurer

Wendy Lyons, CPS/CAP
Phone: 402-938-8599
Greene-y@live.com

Northwest Division Director

Valerie S. King, CPS/CAP
Phone: 507-255-4757
vking@iaap-hq.org

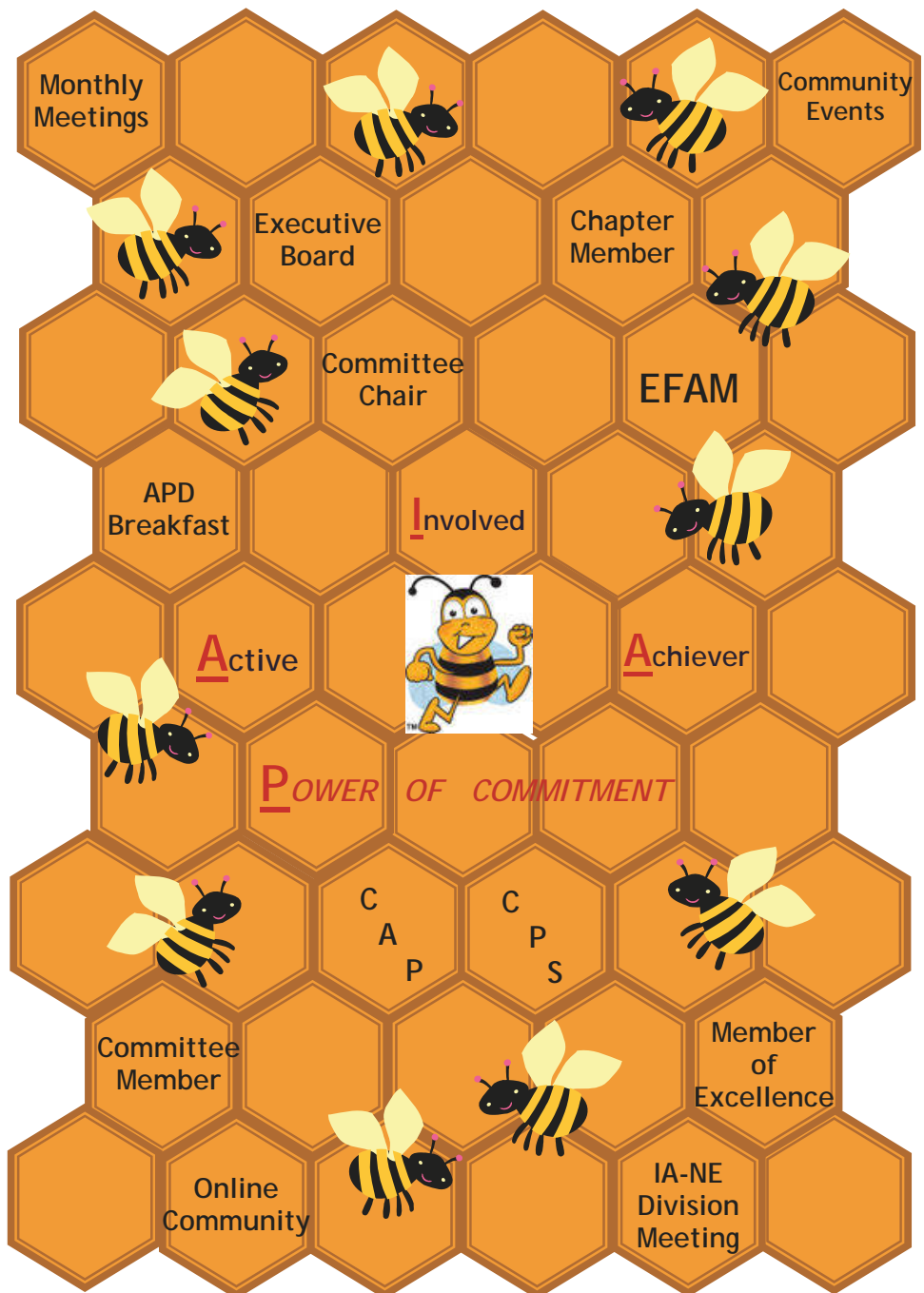


www.dilbert.com scottadams@aol.com

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Thank you for Bee-ing a part of Ak-Sar-Ben Chapter IAAP



International Association of
Administrative Professionals®
Ak-Sar-Ben Chapter

PO Box 45961
Omaha, NE 68145-0961

IAAP International
website
www.iaap-hq.org

Chapter website
www.iaap-aksarben.org

SCRIBBLINGS EDITOR:

Jennie Cormier
· work 602-3184
· fax 602-3518

Email jcormier@fnni.com

The *Scribblings* is a monthly publication of the IAAP Ak-Sar-Ben Chapter. Submissions are due the first Wed. of each month.

This newsletter is general in nature and is not to be relied upon as your only source of information.