



St. Cloud Quarry Chapter IAAP

October 2005 Newsletter

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Mission Statement:

To provide office professionals with opportunities for educational, professional and personal growth.

Monthly Education Forum & Business Meeting

“Get a Better Job, Write a Better Resume”

Guest Speaker: Lori Glanz-Gambrino, St. Cloud Wireless Holdings

Monday, October 10, 2005, 5:30 – 7:30 p.m.

Resource Training & Solutions, St. Cloud

A great resume is an advertisement for you and your skills. A great resume doesn't just tell employers what you have done, but also should show what type of benefits that you have to offer. A resume convinces an employer that you have what it takes to be successful in their new position or in a new career. If you are new to writing a resume, need some new tips on how to update your resume, or would like to use your resume to reflect on your accomplishments, this program is for you.

Meal: Lasagna, salad, breadsticks and beverage. Cost is \$10 for meal and meeting. Student Cost is \$5 for meal and meeting.

RSVP by Wednesday, October 5th to Sue Burnett-Pick at suebpick@gmail.com or call 320-251-2532.

Take Your Boss to Lunch - Bosses Day Luncheon

“Identity Theft”

Guest Speaker: John Justin, St. Cloud Police Department

Monday, October 24, 2005, 11:30 a.m. – 1:00 p.m.

Best Western Kelly Inn, St. Cloud

REMINDER: October 24th is the annual Bosses Day Luncheon. Invitations will be available at the October 10th Chapter meeting. Send your nominations for the Executive of the Year award to Marlene at marpooh6@astound.net as soon as possible.

Bring your supervisor, manager, team chair, CEO, COO or President to lunch for an informative and fun luncheon.

About the speaker: John Justin has nine years of service with the St. Cloud Police Department and 21 years with the US Army Police. He specializes in identity crimes and has information about how to prevent identity theft or what to do if this crime would happen to you!

This event is co-sponsored with the St. Cloud OfficeTeam Division of Robert Half International. Thanks OfficeTeam!

Thank You!

Many thanks to Resource Training & Solutions for being a host site for our October meeting!



From the President...

I am writing this on a cold, rainy Sunday afternoon...Fall has arrived! I was talking to Bev Radaich today and she was telling me about her quilting hobby. After thinking about, I realized that I don't have a hobby. I always seem to think that I don't have time for one, but everyone should have a hobby. The closest thing I have to a hobby is reading. Due to my busy schedule, I have not been able to read a book for a while, but started one last week. I am the kind of person who starts a book really strong and within a week, I hardly pick it up. I am not a fast reader so I really hate it when my husband starts reading the same book and finishes it weeks before I even get halfway through. Maybe I will give up on the book and consider IAAP my hobby for the next year!

We had a really great Open House/Impact meeting this month and I want to thank everyone who attended. At least three people are joining and possibly more to come. I am really anxious to get started on the regular monthly meetings; we have such great speakers/presenters lined up for the year. Please take note that we will be meeting at St. Cloud Refrigeration for some of the monthly meetings and at Resource Training and Solutions for some of the meetings. Please be sure to read the newsletter carefully and take special note of the location of the upcoming meeting. We have a very full agenda since this is the first meeting after having the summer off, so please help me keep it on track so we can finish on time. One of my main goals for the year is to always stay on time. I really hope to be able to keep that goal with your support.

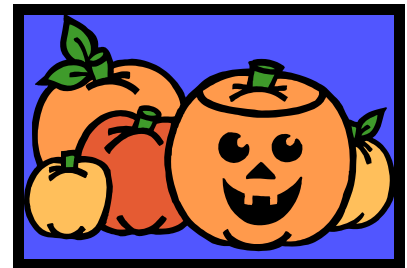
Some might have already reviewed the topic for the next meeting and thought, "Why would I want to attend, I don't plan on applying for a different job!" One thing I have learned through the years is that you can't tell what the future will hold. I updated my resume a few years ago and it really helped me realize all the things I have accomplished. So if not for anything else, come to the meeting and give yourself a pat on the back for the great job you have done in your career. Hope to see you all there!

-Leah Posterick, President

Cub Foods Receipts

REMINDER: July, August and September Cub Foods receipts need to be turned in at the October meeting. Keep collecting those receipts!

--Lori Oldenburg, President-Elect



More Excel Tips...

- ✓ **Filling Dates** – Drag the fill pointer to fill and increment by day. Right-drag to open a menu and fill by months, years, or weekdays, or to copy.
- ✓ **Filling Day Names** – Enter any day name or abbreviation (Monday, Tue, etc.). Drag the fill handle to fill days. Right-drag the fill handle to fill weekdays only.
- ✓ **Filling Month Names** – Enter any month name or abbreviation (Feb, March, etc.). Drag the fill handle to fill months.

No Show Policy

REMINDER: For all regular monthly meetings, all "no shows" will be billed \$10, without exception, unless the cancellation is received prior to the RSVP deadline stated in the newsletter. You can, however, find a replacement to take your RSVP but need to notify the Secretary as soon as possible.

We know that life happens and sometimes members are not able to make it at the last minute. However, the Chapter is still responsible for the RSVP and needs to pay whether or not you are there.

St. Cloud Quarry Chapter, IAAP
Monthly Educational Forum & Membership Meeting

AGENDA

Monday, October 10, 2005

Resource Training & Solutions, St. Cloud

- 5:15 - 5:30 p.m. **Registration/Social**
- 5:30 - 5:50 p.m. **Welcome/Introductions/Dinner**
- 5:50 - 6:55 p.m. **Program/Educational Forum**
Speaker: Lori Glanz-Gambrino, Vice President of Human Resources,
St. Cloud Wireless Holdings
Topic: "Get a Better Job, Write a Better Resume"
- 6:55 p.m. **Five-minute break**
- 7:00 - 7:30 p.m. **Call to Order**
1. Approval of June Minutes
2. Treasurer's Report
- Unfinished Business:**
1. MN-ND-SD Division Annual Meeting Update
- New Business:**
1. Approval of 2005-2006 Budget
2. Bosses Day Luncheon
3. Membership Challenge
4. December Social
- Announcements - Good of the Association**
- Raffle Drawing**
- Adjournment**



Note: Please bring this copy of the agenda with you to the meeting. Thanks!

Mark Your Calendar

November Education Forum & Chapter Meeting

"Websites Made Easy/Microsoft
2003 Tips & Tricks"

St. Cloud Refrigeration, St. Cloud

November 14, 2005

Holiday Social

Location TBA

December 12, 2005

CPS/CAP Examinations

November 4-5, 2005

MN-ND-SD Division Annual Spring Professional Conference

Bloomington, MN

May 19-21, 2005

2006 IAAP International Conv.

Hilton Riverside

New Orleans, LA

July 23-26, 2006

Keys to Effective Communication

--Submitted by OfficeTeam

Has your manager ever talked about creating "synergies" within the department, encouraged staff to "think outside the box" or touted a "win-win" situation? Chances are the answer is yes, as these phrases are among those identified in a recent survey as being most overused in the workplace.

The survey, which was developed by our company and conducted by an independent research firm, also identified these annoying buzzwords:

- "At the end of the day"
- "Solution"
- "Paradigm"
- "Metrics"
- "Take it offline"
- "Redeployed people"
- "On the runway"
- "Value-added"
- "Get on the same page"
- "Customer centric"
- "Generation X"
- "Accountability management"
- "Core competency"
- "Alignment"

Buzzwords and industry jargon are a form of shorthand used by people within a particular company or profession. Many individuals use these phrases to demonstrate their expertise. But buzzwords can be confusing or seem exclusionary to individuals outside your field. Even though the terms you use may be clear to you, other people must understand them if you hope to communicate effectively.

Here are some additional tips to ensure your point always gets across:

- **Know your audience.** To whom are you directing the message — your manager? A coworker? An outside contact? The reason for the call or message, as well as the identity of the recipient.
- **Clarify your objectives and focus.** Before you dial the phone or write an e-mail, take a moment to organize your thoughts. Are you asking for information? Passing on a message from a third party? Following up on a request for data? Make your questions or statements clear and concise.
- **Match delivery to message.** Oftentimes, *how* you say something is as important as *what* you say. Use a method befitting the message. For example, if the content is urgent, sensitive or confidential, a face-to-face meeting is preferable to an e-mail.
- **Listen well.** Perhaps the most important and the most frequently overlooked communication skill is listening. When conversing with colleagues, keep an open mind and focus your full attention on the speaker.

To learn more about the office of the future and to take a quiz to help you assess the skills most essential to career success, please visit

www.officeofthefuture2020.com.

OfficeTeam is the world's leading staffing service specializing in highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at www.officeteam.com. For more information, call 1-800-803-8367.