



St. Cloud Quarry Chapter IAAP

September 2006

In this Issue:

From the President	2
Personality Analysis	2
Agenda	4
June Meeting Minutes	5
Bad Boss Blues	6
Dates to Remember	6

Mission Statement:

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

MONTHLY EDUCATION FORUM & BUSINESS MEETING

“Business Solutions for Greater Productivity”
Gil Castaneda, Avery Dennison
Monday, September 11, 2006, 5:30-7:30 p.m.
Kelly Inn, St. Cloud

Gil Castaneda will provide a seminar that delivers timesaving tips, image-enhancing ideas and cost-saving options. Some examples include:

- Software and formatting solutions designed to help you make the most of your time;
- Information to put that professional polish on your mailings in a few easy steps; and
- Tips for producing professional presentations and meeting materials. Plus much more!

Everyone who attends will receive a sample pack of Avery products. At Avery's request, we need to have a **MINIMUM of 25 people**, so please distribute the flyer (attachment) to nearby offices, co-workers and friends. I know we have enough *spirit* to meet this goal!

Meal: Chicken Stir-fry.

Cost is \$15 for members; \$20 for non-members; and \$10 for students. **RSVP by Wednesday, September 6, 2006** to Lisa Schmitz via e-mail at lisa@smamn.com or phone 320-258-5585. Please remember our no show policy (see page 3) will be monitored closely this year. Note: If you have special dietary needs please e-mail me at lorjay22@charter.net immediately and we will make special arrangements for you.

BENEFITS OF IAAP MEMBERSHIP

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

Networking – Meet and exchange ideas with other office professionals.

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

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 technology advances.

Professional Publications – OfficePro® Magazine, Bits & Bytes Newsletter, District Newsletter, Division Newsletter and other Chapter newsletters.

Professional Certification – Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP)

FROM THE PRESIDENT...

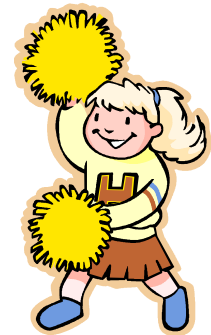
I hope you have enjoyed your summer, for me it has gone by way too fast. I am so excited about the coming year and hope you have all kept the "SPIRIT" this summer (Spreading Passion, Inspiration, Reliability, Innovation, and Trust), which is Lisa's (Lisa Hogan, MN-ND-SD Division President) theme for the year. My theme goes right along with that. I want everyone to have the "TEAM" (The Enthusiastic Appreciated Member") Spirit. Being a mentor to someone new is what I hope each one of you will try to do this year. We all need a mentor once in a while and we all can be a mentor to someone. I know that when I came into this organization I was not sure of all it had to offer to me personally and professionally. Marlene, Debi, Joyce, Jeanne, Lisa, and so many more showed me what IAAP was all about. The friendships, networking with others, and talking to members who face the same challenges as I do at work. The great advice, education, and things I have learned have helped me both personally and professionally. Let's pull together, be a team and make this a great year. Bring a friend or a co-worker with you to a meeting and show them what IAAP has to offer them.

With a new year come changes. We have changed the schedule a little bit and have decided to hold the Impact Meeting in October. We feel that we have a number of items to cover in the first month being back from a summer break so we should get caught up and get into the "SPIRIT"...then have our Impact Meeting. So September will be a regularly scheduled program with a business meeting to follow.

I want to thank the board for their time this summer. We sure have accomplished a lot getting ready for the coming year. The board has been busy making arrangements for a meeting place, ways and means, and finances. The plan for this year includes a new meeting place and an increase in our monthly meeting dues. The meeting location is the Kelly Inn/Green Mill and the cost of the meetings will increase to \$15.00 for members and \$20.00 for nonmembers. We will have a breakdown of the expenses increase at the meeting. I encourage everyone to be there, it will be an important meeting.

I also need two people to give a tip of the month or share an article that you read. I would like it to pertain to our organization, monthly topic, or job. Please e-mail me, lorjay22@charter.net, and I will get your name on the agenda.

Hope to see you all at the meeting!
--Lori Oldenburg, President



PERSONALITY ANALYSIS

By Jane Boucher

Discovering your true dominant personality type and accepting its strengths and weaknesses is key to developing a healthy self-esteem. The following test is designed to help you determine your dominant type or combination of types.

One way to tell whether you are masking your personality is to ask two or three other people who are close to you to fill out the test for you. Compare their results of your personality with your results. If they are radically different, you may be masking your true personality. You may be telling yourself you are someone else or projecting a false personality to others. Only you can determine which personality is the true one.

Remember that people should never be judged solely on their personality type. One type is not better than another, and one type is not necessarily better suited to a profession or more valuable to a company than another. Understanding an employee's personality type is no projection of how that employee will perform on the job. Neither is personality an indicator of loyalty, dedication, or moral standards.

If personality tests of any kind are used by employers to screen or eliminate employees rather than to discover the best use of their abilities, they are being used improperly. A personality analysis may be used to support a personal judgment that an employee does not belong in a particular position; that is not its purpose or its best use, however. It is simply a tool to facilitate understanding of how a person approaches situations, problems, and decisions. Use the personality types to help understand why people do what they do, not to judge them for what they do.

--CONTINUED ON NEXT PAGE

PERSONALITY ANALYSIS CONT'D...

Your Personality Analysis

Circle all the words in each column that apply to you most often. If you circle a word in one column that also appears in other columns, circle it as many times as it appears. Be spontaneous; try not to think too long about your choices. Then fill in the totals under each column, giving yourself one point for each word circled. Your highest score is your primary personality; your second highest score, or tie score, indicates your secondary or combination personality.

People-Person

convincing
cooperative
friendly
generous
helpful
intuitive
insightful
kind
popular
sociable
tactful
understanding
open-minded
service-oriented
imaginative
impractical
colorful
expressive
talkative
Total _____

Detail-Person

analytical
cautious
critical
curious
independent
inventive
intellectual
introverted
methodical
precise
logical
reserved
theoretic
experimental
perfectionist
idealistic
complicated
persistent
listener
Total _____

Command-Person

adventurous
ambitious
driving
dominant
energetic
impulsive
optimistic
demanding
self-confident
sociable
enterprising
leader
persuasive
action-oriented
frank
practical
concrete
innovative
blunt
Total _____

Support-Person

conforming
conscientious
meticulous
structured
conservative
obedient
orderly
persistent
practical
self-controlled
indecisive
efficient
patient
thrifty
humble
modest
stable
down-to-earth
empathetic
Total _____

Jane Boucher is a best-selling author and professional speaker with offices in Ohio and Nevada. Reach her at 937-416-9881 or jane@janeboucher.com. Her websites are www.janeboucher.com and www.janeboucher.org

NO SHOW POLICY

REMINDER: For all regular monthly meetings, all “no shows” will be billed \$15, 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 for the meal whether or not you are there.



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

AGENDA

Monday, September 11, 2006

Location: Kelly Inn, St. Cloud

5:15 – 5:30 p.m. **Set-Up/Registration/Social**

5:30 – 6:00 p.m. **Welcome/Introductions/Dinner**

5:50 – 6:55 p.m. **Program/Educational Forum**
Speaker: Gil Castaneda, Avery Dennison
Topic: "Business Solutions for Greater Productivity"

7:00 p.m. – **Business Meeting**
1. Call To Order
2. Approval of June Minutes
3. Treasurer's Report
4. Committee Reports/Updates
 --Audit: Kathie Lewandowski and Florann Grettum, CPS
 --Membership: Marlene Winters
 --Shop 'Til You Drop: Amanda Bruno
 --Other Committee Chairpersons needed

Unfinished Business:

New Business:
1. New Member Installation - Tina Yorek
2. Monthly Dues/Budget Discussion
3. Fall MN-ND-SD Division Meeting

Announcements - Good of the Association

"TEAM" Awards

Topic/Tip of the Month

Raffle Drawing

Adjournment

** Please bring this copy of the agenda with you to the meeting. **

St. Cloud Quarry Chapter, IAAP
Meeting Minutes
June 12, 2006

Meeting called to order by: Leah Posterick

Note taker: Bev Radaich

Present: Amanda Bruno, Natalie Ethen, Sunny Ithivongkham, Gloria Lenzen, Kathie Lewandowski, Lori Oldenburg, Leah Posterick, Bev Radaich, Joyce Rife, Peggy Sullivan, Sue Tomczik, Joanne Weisz, Kathi Wilke, Marlene Winters.

Goodbye & Hello

Leah began the meeting by thanking the membership and the board for their support during her year as President. She presented board members with a gift in appreciation of their support. Leah also described her experience as Chapter President and how it had facilitated her growth personally and professionally. Leah then installed the officers for 2006-2007. The new officers are: Lori Oldenburg, President; Joyce Rife, President-Elect; Amanda Bruno, Vice President; Lisa Schmitz, Secretary; and Bev Radaich, Treasurer. As her last act as Chapter President she presented the gavel to incoming Chapter President Lori Oldenburg. Lori began her term by thanking the members for their support and went on to the remaining business.

Approval of Minutes (May 8, 2006)

Motion made and seconded to accept the minutes as written. Vote: Unanimous. Motion passed.

Treasurer's Report

The May treasurer's report was accepted and will be filed for audit.

Committee Updates/Reports

Lori passed the committee sign up sheet around and awarded prizes to the first three people to sign up. We need volunteers for the Shop 'til You Drop event to make the flyers. Leah and Kris will take care of this.

The Treasurer will talk about the report each month and explain the report so it is clear on what is happening with the funds.

New Business

Division Review: Lori went over Lisa Hogan's theme for the year, spirit pins and t-shirts will be available. Orders are due by the end of August. Lori will send an email to contact everyone. The Fall Conference will be held October 13-15, 2006 at Maddens Resort in Brainerd. Kate Larson Winning Life styles will be presenting...more info to come.

Chapter Business: Lori talked about someone giving a tip of the month or sharing an article with us that would benefit us. We will need one or two people per month. Lori discussed the TEAM award and points for a year-end prize.

Lori asked if anyone had any ideas on a meeting place. We need to find a new place for the coming year. Board will work on this summer.

Lori adjourned the meeting and invited everyone to stay for fun and games.

Respectfully submitted by:

Bev Radaich, Treasurer



BAD BOSS BLUES?

--Submitted by OfficeTeam

Is a difficult boss making your dream job a nightmare? While you can't control your manager's behavior, you can change how you react to it. Understanding the motivations behind your supervisor's behavior will allow you to better defuse tension.

Following are common types of challenging supervisors and tips for working with them:

THE BOX OF CHOCOLATES — Like selecting a bonbon from an assortment, you never know what you're going to get. With little rhyme or reason, this manager may be nice to you one day and turn a cold shoulder the next.

Your coping strategy: Try not to take things personally. Remain calm and composed when interacting with this type of boss. When this manager is on edge, try to limit communication to e-mail unless a matter is urgent. Easing the person's stress level is likely to alleviate his or her mood swings.

THE BULLY — This boss has an overbearing approach, wants to do things his or her way, tends to be gruff with others, and is easily frustrated.

Your coping strategy: Stand up for yourself. When an idea is dismissed, calmly explain your rationale. If accused of a mistake you didn't make, keep your composure and describe what happened. Often, this type of boss will relent when presented with a voice of reason.

THE MICROMANAGER — This person wants to be involved in all decisions and has trouble delegating.

Your coping strategy: The first step is to look inward and evaluate whether you have done something to undermine your manager's confidence. Because trust is usually the issue, try to do everything in your power to build it, including being detail-oriented and keeping your manager apprised of all the steps you've taken to ensure quality work.

Before leaving a good job with a bad boss, evaluate whether or not you can make a tough situation better. While nobody welcomes the idea of working for someone with a reputation for being difficult, building a good relationship with a demanding boss can be a major career booster. Organizations often take notice of employees who can establish a rapport with managers who are hard to please and recognize that it is a testament to the professional's dedication and interpersonal skills.

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 the St. Cloud office at (320) 240-0991.

DATES TO REMEMBER...

- **MN-ND-SD Fall Education Conference**
Maddens Resort, Brainerd
October 13-15, 2006
- **Administrative Professional's Week**
April 22-28, 2007
- **MN-ND-SD Annual Meeting**
Doublewood Inn, Fargo, ND
May 18-20, 2007
- **IAAP International Convention**
Tampa Convention Center, Tampa, FL
July 29-August 1, 2007
- **IAAP Certification Seminar**
Marriott Rancho Las Palmas Resort & Spa, Palm Springs, CA
October 15-18, 2007

Future International Convention Sites:

- **2008** – Hilton Riverside, New Orleans, LA
July 27-30, 2008
- **2009** – Minneapolis Convent Center,
Minneapolis, MN
July 26-29, 2009
- **2010** – Hynes Convention Center,
Boston MA
July 18-21, 2010
- **2011** – Montreal Palais de Congress
Convention Center, Montreal, Quebec
July 24-27, 2011



BACK TO SCHOOL