



*Turning Jobs
Into Careers*

St. Cloud Quarry Chapter, IAAP

February 2009 Newsletter



Monthly Education Forum

"Introduction to CPR and First Aid"

Presented by: American Red Cross, Central Minnesota Chapter

Monday, February 9, 5:30 – 7:30 p.m.

American Red Cross, St. Cloud

If you are an administrative assistant, a human resources or workplace safety professional, or are responsible for planning activities for the members of your church, club or other organization, your Red Cross has a great, inexpensive way to help you build morale, create a safer environment and have fun while learning about CPR and First Aid.

Taking this course does not qualify you for CPR or First Aid certification, but it is a great informational first step in the right direction. Participants will receive a kit with information and a take home DVD. In just one hour, participants will learn how to:

- * Describe the three action steps;
- * Identify the links in the Cardiac Chain of Survival;
- * Recognize the signals of a cardiac emergency;
- * Demonstrate and perform chest compressions only;
- * Describe how to care for bleeding;
- * Describe how to care for burns;
- * Identify the signals of various muscle, bone and joint injuries;
- * Identify the signs and symptoms of a stroke.

Please plan on bringing your own meal, and networking a little before our training begins. Cost is \$15. **RSVP by Thursday, February 5th** to Sue Tomczik via e-mail at susan.tomczik@awin.com or phone 320-252-9608.

Directions to St. Cloud Chapter of American Red Cross: 1301 West St. Germain, St. Cloud, 320-251-7641
The Red Cross facility is located directly across from the new St. Cloud Library. It is on 13th Ave and West St. Germain. Please park behind the building and come in through the door in back. There will be someone there to direct us to the room where our training will take place.

Valentine's Day Fun Facts

- About 1 billion Valentine's Day cards are exchanged each year. That's the largest seasonal card-sending occasion of the year, next to Christmas.
- Alexander Graham Bell applied for his patent of the telephone on Valentine's Day, 1876.
- Cupid, a symbol of Valentine's Day, became associated with the holiday because he was the son of Venus, the Roman god of love and beauty.
- California produces 60 percent of American roses, but the vast number sold on Valentine's Day in the United States are imported, mostly from South America. Approximately 110 million roses, the majority red, will be sold and delivered within a three-day time period.

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Mission Statement:

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

Message From the President...

Happy Valentine's Day!! After such a long January it is great to see that February is here. We held our January meeting on the 19th instead of the 12th because of the weather. Those that met on the 19th began the process of putting the April Administrative Professional's Day seminar together. We decided on the cost will be \$50 for IAAP members and \$60 for non-members. If a company wishes to send three or more admins to the seminar we will give them the IAAP rate. If you would like to help with any of the areas of the April seminar, please contact Pat Zwack CPS/CAP and she will send you to the right person to contact. We are looking for sponsors to help with the event and getting the registration flyer out.

This month we will not have a traditional meeting as our education forum will take place at the Red Cross. Please read the description of the program, the cost is \$15 to pay the instructor and it is a "Bring Your Own Dinner/Beverage". We are not able to offer CEU's for this class but we are contacting IAAP to plead our case. However, it is doubtful they will change their minds. But this class is an essential part of the working world and we felt it is important that we offer it to you.

Congratulations to Pat on her new position at the College of Saint Benedict. She will start February 2nd in the Institutional Advancement Department. Members who currently work at CSB, please contact Pat and give her a warm welcome.

I hope all of you are staying warm and yet enjoying the beautiful scenery all around us. See you all at the Red Cross on February 9th!

Andi Towner CPS

President

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No Show Policy

REMINDER: For all regular monthly meetings, that you RSVP as "yes", 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 at susan.tomczick@awin.com or phone 320-252-9608.

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.

A Heartfelt Thanks

I want to extend a heartfelt thank you to everyone for thinking about me at this very difficult time in my life. The many cards, emails and prayers have helped me a lot. It is a great gift to have friends to lean on in rough times. I hope to get back to IAAP soon. Thanks again for your thoughts.

--Lori Oldenburg and Family

Finding a Workplace “Hero”

--Submitted by OfficeTeam

Almost everyone had an individual they admired as a child. Whether your hero wore a red cape or a football jersey, he or she served as an example for you to follow.

As an adult, do you still seek someone to inspire success? If not, you should. While personal ambition and talent are key to accomplishing your professional goals, looking to a trusted mentor for advice and guidance can be one of the most important steps you take in your career. A mentor can help you navigate the ins and outs of your field and derail any obstacles that threaten to halt your professional progress.

Unfortunately, many people fail to partner with a mentor because they are intimidated by the prospect of identifying and approaching a potential candidate. But finding a mentor isn't as difficult as you might think. Here's what to do:

- **Be proactive.** A mentor is unlikely to approach you, so you need to take the initiative. After identifying someone you respect, explain that you would like to learn more about how the person honed his or her skills and abilities. Moreover, show your enthusiasm and desire to grow.
- **Cast a wide net.** It's perfectly acceptable to reach out to more than one person. For instance, one individual might be able to help you improve your technical proficiencies, while another advisor can share expertise on dealing with office politics.
- **Respect the person's time.** Once you have found a mentor and started meeting, be respectful of his or her time. Arrive at scheduled sessions with a list of questions, but don't expect your contact to have all of the answers. Research issues before you bring them up.
- **Be appreciative.** After you've established the relationship, keep your mentor updated on progress made in areas in which the person has helped. Always thank him or her for any assistance provided and share the credit for your successes when appropriate.

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 300 locations worldwide, and offers online job search services at www.officeteam.com.

CALENDAR OF EVENTS

Monthly Education Program & Meeting – “Is Becoming a Virtual Assistant for You?”

March 9, 2009, Kelly Inn, St. Cloud

Monthly Education Program & Meeting – “The Nontraditional Student” (from January)

April 13, 2009, Kelly Inn, St. Cloud

Administrative Professional Day Seminar – “Flirting for Success”

April 22, 2009, Kelly Inn, St. Cloud

Monthly Education Program & Meeting – “Are You Prepared for Your Future?”

May 11, 2009, Kelly Inn, St. Cloud

MN-ND-SD Division Annual Meeting – May 15-17, 2009, Rochester