



Adelante

March/April



President's Message:

Lt. Governor Diane Denish to join Admins at Conference!

Our Administrative Professional's Day Conference set for April 25th - and 26th gets more exciting all the time!!!

A long while back, I had invited Lt. Governor Diane Denish to be a keynote speaker - her office told me she would not be able to make a commitment until later in the year and so, we had to push on with printing brochures and making our plans. Last week, I received a call from her office saying she thinks this a great event and she would be honored to come and give the opening remarks! I was so thrilled to be able to add her name to the agenda for Day 2 of the conference – which is truly shaping up to be a one of a kind!

If you have not registered, please do soon! It won't be long before we reach capacity. Also, if you have not received any information on the conference via snail mail or email, here is the website

http://dce.unm.edu/Events/Conference/Admin_06

or you can contact me, ksmithc@sandia.gov or Denise King at daking@sandia.gov

In other news:

International President Kay Enlow presented a leadership workshop at the Division meeting January 27th in Phoenix. President Elect Denise King, Vice President Ruth Lucero and Membership Chair Donna Gonzales and I were able to make the trip for the workshop. It was a real treat to get to meet President Enlow up close and personal – as they say! She is a dynamic speaker and a barrel of fun!! We attended a

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Next Chapter Meeting:

Annual Meeting May 9, 2006

Meeting location:
National American
University
4775 Indian School
Road, N.E.

5:30 p.m.
(light meal provided)

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President's Message continued:

reception at the home of Division President Norene Meil where we sat down with Kay and discussed the state of the association and laughed and talked like we had known each other for years!! She was so down to earth and just instilled an enthusiasm in us that I wish we could bottle and sell! If you get a chance to hear her speak or meet her in person, I encourage you to do so!! It is one of those things you will not regret (or forget)!

I would also encourage you to get the MOST out of your membership as you can – not just for your sake but for your employer as well. If they believe you are worth the investment – then prove them right and do everything you can to keep adding skills to your portfolio. No one has previous job experience, so don't let that hold you back! You can chair or help on a committee or you can run for office! Whatever you choose, it could be a life-changing experience for you and those around you!

This newsletter includes information on two candidates for office. Denise King will automatically move into the President's office. This means we need a candidate for President Elect. We also need candidates for Vice President and Recording Secretary.

Please consider joining the Board of Directors of the Albuquerque Chapter. You will become involved in the direction of the chapter – get to know the membership – and have fun! It is a very rewarding experience (and looks great on your resume)!

See you on May 9!

Kelly Smith Collins
President



Did you know that we have 93 members in the chapter?

You couldn't tell by the number of members who attend our chapter meetings. Where is everyone? I know other things interfere (family, school, etc.) but couldn't you attend one meeting out of the year? Our long-time members have valuable experience/ideas to pass along to newer chapter members. We miss seeing your smiling faces! Please try to arrange your schedule to join us --- thanks!

Officer Nomination Credentials

The following Albuquerque Chapter members are seeking nomination to serve on the 2006-2007 IAAP Board of Directors.

Ruth Lucero has worked at Sandia National Laboratories for 16 years. Prior to becoming an Office Administrative Assistant (OAA), Ruth worked at Sandia under the student program for a year and a half. Currently, she's an Office Management Assistant in Center 5900. Ruth supports a level II manager, Gary Laughlin, FIE Operations and also 5997, Norm Jarvis, FIE Security Operations. Ruth has been a member of the IAAP since 2004 and currently holds the office of Vice-President. In the past she's also been a member of the Sandia Office Professionals' Quality Council's (OPQC) Mentoring Program and Conference Team. **Ruth is running for the office of Corresponding Secretary.**

Damaris S. Hill has worked for Sandia National Laboratories for seven years, and previous to that she worked four years at Sandia as a contract associate. Damaris is currently an Office Administrative Assistant for the Advanced Microelectronics Department (1731) and the Digital Microelectronics Department (1735). Damaris provides administrative and logistical duties to two managers and staff. She also serves as an information source to the managers and staff regarding Sandia policies and procedures. Damaris has an Associate of Applied Science degree in Office Administrative Assistant from TVI. Her current goal is to pursue her bachelor's degree in Business Administration. She joined IAAP in November of 2002 and has been an active member since then. She was a member of the OPQC Mentoring Program and the Educational Outreach Team. **Damaris is running for the office of Treasurer.**

If you would like to be nominated for any of the Board of Director positions, please contact Denise King or Kelly Collins Smith. Nominations will be taken from the floor during the May 9th IAAP meeting.

Microsoft Office System Webcast: Design More Useful Word Documents with Help from Work Essentials (Level 200)

Date: April 12, 2006

Start Time: 12 noon Eastern time, 11 am Central, 10 am Mountain, and 9 am Pacific time.

Program Length: One hour.

Cost: Free

Description: Let Work Essentials show you how to construct great-looking Microsoft Office Word documents that are easy to use, revise, and update. Learn how to incorporate time-saving tables of contents, document maps, styles, graphical elements, and other features into your Word docs.

Presenters: Annette Marquis, Partner, TRIAD Consulting, and Gini Courtner, Partner, TRIAD Consulting

To register for this free webcast, click <http://go.microsoft.com/?linkid=4369235>

Albuquerque IAAP Chapter

2005-2006 BOARD OF DIRECTORS

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ABQ Chapter Website

<http://home.flash.net/~iaapabq/>

ABQ Chapter Meeting Location

4775 Indian School Rd. NE

Conference Room 2

National American University

Albuquerque, NM

IAAP Headquarters Website

<http://www.iaap-hq.org>

New Name for Bits & Bytes

IAAP Connections, formerly titled *IAAP Bits & Bytes*, is now delivered via e-mail to all members with valid e-mail addresses listed on their membership record, with a format and style designed to allow a quicker read for today's time-strapped, always-on-the-go administrative professionals.

In addition to being e-mailed to members, all issues of *IAAP Connections* will be available online and archived in the "Members' Place" section of the IAAP website – for any member who may have trouble receiving the e-mailed version. The February 2006 issue is available here:

http://www.iaap-hq.org/CONNECTIONS%20newsletter/CONNECTIONS_MAIN_FEB_06_v2.htm

IAAP Connections is designed to be read online, rather than hard copy. This not only saves paper (and trees), but also follows the trend of many other associations in moving to e-publishing of their newsletters, with "read more" links to various stories so readers can pick the items they want to read and skip items that don't interest them.

Rick Stroud received overwhelmingly positive feedback in favor of the new format, and the majority of members say they would rather read it online. However, he has received some comments from members saying they would prefer a printable version. A printable version is available via the following link (you may have to adjust your printer settings/margins before printing):

http://www.iaap-hq.org/CONNECTIONS%20newsletter/CONNECTIONS_MAIN_FEB_06_v3_PRINTABLE.htm

The next issue of *IAAP Connections* will be delivered in early April. Article submissions are welcome! Here is link to article submission guidelines and publication schedule for the remainder of the 2005-2006 IAAP year:

http://www.iaap-hq.org/CONNECTIONS%20newsletter/CONNECTIONS_AUTHORS_GUIDELINES.htm

Information on Candidates for International Office Now Available

Information is now available on candidates running for election for positions on the International Board of Directors and Retirement Trust Foundation Trustees at the 2006 International Convention and Education Forum, August 7-10 in Reno, Nevada. Log in to "Members' Place" and see link to candidate information (PDF file) under "Latest News at a Glance."

A record number of 32 candidates are running for international office for the 2006-2007 IAAP year.

Complete convention registration information will be available online beginning April 3. Printed copies of the convention registration mailers will be packaged with the April issue of *OfficePro*, to be mailed to all members before the end of March.

See "Events and Conferences" page on the IAAP website for latest event news and updates:

<http://www.iaap-hq.org/events.htm>

IAAP Annual Convention & Education Forum Future Dates/Sites

2006: Reno, Nevada
August 7-10

2007: Tampa, Florida
July 29-August 1

2008: New Orleans, Louisiana
July 27-30

2009: Minneapolis, Minnesota
July 26-29

2010: Boston, Massachusetts
July 18-21

2011: Montreal, Quebec
July 24-27



Do you log-on to the HQ site?

If not, you are missing out on huge amounts of information. Especially interesting is the Bulletin Board found in Members' Place. This is a chat-room at its best! You can find topics of any nature, with lots of input from various IAAP members around the country. Just sign up, and you're in!

Questions to Ask Yourself Before You Accept a Supervisory Position

We all have visions of moving ahead in the corporate world. For most of us, that means leaving behind some hands-on work and instead directing and being responsible for the work of others. But before you decide to accept a supervisory role and leave an administrative one, ask yourself the following questions.

1. Will I be willing to delegate to others and not feel I need to do it all myself? Delegation requires trust in the ability of others to reach a mutually defined goal, often through a process that may be very different than the one you would use, but which still gets the job done. If you can't let go, you can't move up.
2. How would I rate my communication skills? Making this career transition will require that you perfect your ability to listen and provide precise instructions. It also means that your writing skills need to be impeccable and all your written communications clear and concise.
3. Will I be able to put the good of the company or department above my need to be liked? As an administrator, you served in many PR roles and surely mastered the art of diplomacy. As a supervisor, you must, at times, look beyond people and focus on budgets, timelines, and other inanimate work qualities. This may require you to support unpopular decisions and go against the work group.
4. How comfortable am I learning new things? As a leader, you will be on the forefront of change. This means you will have to often be the first to try new procedures and constantly look for better ways of doing things. Even if you prefer the old ways, as part of management, you must sell co-workers on the new ways.
5. Am I willing to put in more time and work harder than anyone else in my group? If you're not, then you cannot be the pacesetter. Your new role will necessitate that you walk the talk and lead the way.
6. Will I be willing to roll up my sleeves and do any and all jobs as needed? The department head should know each co-worker's job and be able to provide assistance when it is needed. Yes, you may now be "the boss," but ultimately, you are responsible for things happening on schedule and as promised. Sometimes this means that you have to pitch in and do the work, not just supervise it.
7. Can I leave my past successes behind me? The no. 1 mistake people make when they get promoted is trying to keep doing the job they left. You may have been extremely successful at certain job functions, but learn to be just as successful at job functions the new position requires. Stop doing the old job just because it feels comfortable.
8. How do I feel about networking up (as well as down) in the organization? Many secretaries grow accustomed to being perceived as helpmates and supporters of others. They readily volunteer to work with new staff, mentor interns, and take others under their wings. As part of management, your attention must be directed to the needs and dictates of people in positions above yours. That may mean that rather than feeling secure as the person who has all the answers, you may be the person who has all the questions. It is essential that you quickly gain confidence asking for advice and help from those above you on the organizational chart.
9. Can you let go of friendships that may hold you back? For whatever reason, some "friends" may try to use your new position as a way to test your loyalty or limits. They may ask for special considerations or try and compromise your authority. You must be ready to handle these individuals in ways that lets them know you still value their friendships, but any decisions you now make, must be in sync with the position you now hold.
10. Will you be willing to seek out new mentors and associates, ones that can help you achieve in your new position? That doesn't mean you'll have to forego all your old friendships, but it does mean that you will have to reach out and extend your sphere of influence to new people at your new level of responsibility.

If you have answered negatively to any of these questions, it could be a warning sign that you are not ready for the career move to supervisor. And now's the time to discover it...before you make the final move.

Testimonials on the Value of IAAP Membership

- ❖ "The self-confidence I've gained through taking a leadership role in IAAP has helped me immeasurably in my career. I especially like that I can "practice" new skills by chairing a committee or holding an office in IAAP to see where my talents are before stepping out to take on these same tasks in my job." —*B. Scruggs CPS/CAP, Operations Assistant, Gastonia, North Carolina*
- ❖ "I enjoy networking with members from all over the world as well as all the programs, educational opportunities and certification offered by IAAP. Members are kept abreast of the most up-to-date information in the admin profession as well as helpful tips on everything from office ethics to effective interview skills. IAAP's annual International Convention and Education Forum is another attractive benefit -- not to be missed!" —*R. Pierce CPS, Executive Secretary, Berryville, Virginia*
- ❖ "IAAP has helped me advance the role of the administrative professional in my company, enhance my productivity, and learn ways to make my job more worthwhile. The networking and learning from one's peers are invaluable assets offered by IAAP." —*Y. Heeringa, Coordinator of Support Services, The Netherlands*
- ❖ "I value the friendship of my fellow IAAP Members and the learning and career advancement opportunities that IAAP offers. I have enjoyed being a mentor for others as well as being mentored by true professionals in my field. The networking opportunities and continuing education are what I value most from my membership." —*J. Davidson CPS/CAP, Administrative Assistant, Toronto, Ontario, Canada*

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