



The Capital

Columbus Chapter
February 2009

Dollars and Cents - Where Do You Fit In? March 17, 2009 Meeting



What's your worth? Are you making a contribution at work that secures your employment? Would you be on the chopping block if your company had a layoff?

Join us on March 17 when Karin Combs, owner of Source One HR Solutions helps us determine our value as an employee in today's economy!

Combs will teach us how to determine, monitor, measure and manage our success factors. Why it's important to align our employer's long term business goals with short term performance and why we need to measure and quantify our value when no one else seems to care.

Combs' is a Career Coach, who works with professionals in mid-level career transitions. She helps them eliminate the fear of change and provides tools which enable people to achieve results.

Don't miss out on this opportunity to gain confidence in your work, learn your value and how to take charge of your future!



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Attachment: Minutes

Ways and Means

Submitted by Sheri Shepard, Chair

To date the Ways and Means Committee has raised over \$1,000! Help us continue to raise funds for our Chapter at one of these upcoming events.

February - A 50/50 Raffle and Basket raffle at the February 17, 2009 meeting.

March - A 50/50 Raffle and Bake Sale at the March 17, 2009 meeting. Please bring in your homemade or store bought baked goods ready to sell, no need to price we are just asking for donation.

April - A 50/50 Raffle and Pampered Chef at the April 22, 2009 meeting. Also in April we will hold a 50/50 Raffle and Memory Albums sale at the Education Forum.

President's Message

Dear Members:

Every day we hear on the news or read in the newspaper that this company or that company is closing or letting employees go. It makes me think of what will happen to our Chapter over the next few months or the next year.

Have you heard the saying "it takes a village to raise a child?" I think the same can be said for our Chapter. Picture our Chapter as the Child and each of us as one of the villagers. What is each of us doing to help raise our Chapter? There are many ways for you as a member to help our Chapter grow.

One way you can help our Chapter grow is to attend monthly meetings. Our meetings are now being held at LifeCare Alliance's new facility on Harmon Avenue, which is just off 71 and Greenlawn Ave. and there is plenty of parking. The meals are wonderful and are all made by L.A. Catering who was recognized by *Business First* as one of Columbus's top 25 caterers!

Secondly, you can help the Chapter by purchasing a spot on "Margie's Corner" for three (3) months at a cost of \$15, six (6) months at a cost of \$25, or nine (9) months at a cost of \$40, all proceeds benefit the Chapter's operating fund. For more information contact President-Elect Elsa Pagliery CPS or visit our website at: www.iaap-cols.com.

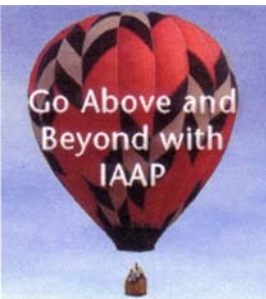
Another way to help our Chapter is by recruiting a new member. Don't forget, if you recruit a new member you get to pick out a piece of lia sophia jewelry, which has been donated by Vice President-Membership Annette Cooperider CPS.

On February 7th our Chapter participated in Bowl for Kids Sake® a bowling event which is sponsored by Big Brothers Big Sister. We had two teams, which raised close to \$1,000. I was going to say "Way to go ladies!", but we had two gentlemen who joined us this year. Thanks to everyone who bowled or made a donation.

I hope to see you at the next Chapter meeting, don't forget to do your part to help raise our Chapter!

Tracy

Tracy Metzger
2008 – 2009 President



PROFESSIONAL EDUCATION CONFERENCE MARCH 9-11, 2009

This 2 ½-day conference, designed especially for admins, will provide attendees with all the knowledge, skills, and attitudes they need to fit in with their executive teammates and the credibility and confidence they need to stand out from the crowd.

Receive 1.6 CEU or a maximum of 16 CPS/CAP recertification points for participating in the conference. For more information on certification, visit Certification under Professional Development.

Register today at: <http://www.iaap-hq.org/events/pec/registration.html>

IMPRESSION MANAGEMENT FOR ADMINS:



Your First 100 Days on the Job

Submitted by OfficeTeam



As President Barak Obama begins his tenure in the White House, many people are focusing on the first 100 days of the new administration — and those starting a new job are wise to take a cue. The initial months on a job can be exciting, but they also are critical to shaping your manager's and coworkers' opinions about your potential in the new role, as well as laying the groundwork for success with the organization.

Here's how you can start off on the right foot:

Pay close attention. Your initial role is to learn as much as possible, not only about your new role and job duties but also about the workplace. Pay attention to the organization's corporate culture. Each organization has its own unwritten rules, so base your actions on how others behave.

Be open-minded. Recognize that procedures at your new job may be different from what you're used to. Make sure you give these new systems a chance before suggesting something new or more efficient.

Have realistic expectations. Recognize it will take time to master a new job and be successful in it. With your supervisor's direction, create a list of goals for the first few months on the job and establish a timeline for meeting them.

Get to know your coworkers. Learn colleagues names and introduce yourself to everyone you interact with. Try inviting them to lunch where you can talk without interrupting your workflow. It's important to start building relationships with your coworkers early on so you can turn to them for assistance and advice.

Stay away from office politics. Disengage when discussions turn to complaints about coworkers or other office gossip. Becoming involved in office politics, especially early on, can damage your budding relationships and efforts to establish a positive reputation.

Be enthusiastic. Show everyone that you're glad to be a part of the team and are eager to do a good job. Not only will it help you quickly become a valuable member of the group, but you'll also gain the satisfaction of knowing you're doing your best.

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.

