



## The Capital

Columbus Chapter  
August 2009

### Building and Maintaining a Professional Network – Why It’s Important!

Every day we hear about people communicating via Facebook, Twitter, LinkedIn, and eGroups. What’s it all about, who has the time, and what’s in it for me?

Join us on **September 23, 2009**, when Karin Combs, owner of Source One HR Solutions will teach us why it’s important to build and maintain a professional network. Karin will also explain the benefits, the drawbacks, and the best way to utilize these networking sites to improve and enhance your career; how to separate professional from personal and why it’s important to keep those two separate; who should join in and who should sit on the sidelines, how to define your time commitment, the importance of understanding the language, and difference between face-to-face and social networking.

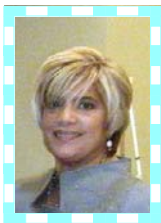


Karin Combs is a Career Coach, who works with professionals in mid-level career transitions. She helps them eliminate the fear of change and provides tools which enable people to achieve results.

Don’t miss this opportunity to learn how to connect with people who share your same career goals and why social networking can expand and grow your professional contacts.

*Recertification points have been applied for.*

### Your 2009-2010 Board of Directors



From left to right: President, Elsa Pagliery CPS; President-Elect, Tamie Curry CPS/CAP; Treasurer, Claire Lacey CPS/CAP; Vice President Membership, Annette Cooperider CPS; Vice President Meeting Arrangements, Barb Jackson CPS/CAP; and Recording Secretary, Sharon Kratzenberg.

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#### Upcoming Events—Chapter Calendar

<b>August 28</b>	Newsletter deadline (E. Pagliery CPS)
<b>September 3</b>	Board Meeting—Highlights for Children (E.Pagliery CPS)
<b>September 9</b>	Focus 2015 Meeting—Anheuser-Busch (D. Moore CPS/CAP, Tamie Curry CPS/CAP)
<b>September 23</b>	Chapter Meeting—Barb Jackson CPS/CAP Highlights for Children 6 pm

### Mark your calendars—EFAM

July 18-21, 2010 Hynes Convention Center Boston, Massachusetts

## President's Message—What's Changing!

Dear Members:

In June when I was installed, I told the members in attendance that this would be a year of **CHANGE**. There will be many **Challenges** throughout the year which I hope you will take up with me. First up, is changing our bylaws to better serve us as an organization and a business, see the attached documents which will be voted on at the September meeting. Next up, I will need your **Help**, no one can do this job alone and my team not only includes the Board of Directors, but it also includes you the member! Together we can **Aspire** to make our Chapter the best in the Columbus area, a place where members come to network, receive education, learn about job opportunities, and develop long lasting friendships.

We need to **Nurture** the past, learn from the present and **Grow** into the future! At the June meeting, I also swore all members present as Ambassadors of Change, if you weren't able to attend consider yourself appointed an Ambassador of Change!

The Focus 2015 Committee has been hard at work this Summer looking for better ways in which we can run our Chapter, develop new relationships with our members, and provide more opportunities for members to earn recertification points. With the in mind, this year you will notice the words "*Recertification points have been applied for*" throughout the year. We are also looking into having our meetings at different locations each month this year, some businesses you know and some you may not. If your employer has a facility that we can use at no/low cost, let us know.

**Embrace** the future...I hope to see you all at the September 23 meeting where Karin Combs, owner of Source One HR Solutions will explain the importance of having a professional network. No one should be without one!

In closing, Winston Churchill said it best:

*"No idea is so outlandish that it should not be considered with a searching but at the same time a steady eye."*

*Elsa*

Elsa Pagliery CPS  
2009-2010 President

*Next month: Report on the Educational Forum and Annual Meeting*



## Lost and Found: Recertification Points --

Submitted by: Libby Beckley CPS/CAP

Your employer may have a wealth of generally unknown and untapped online class options as a result of corporate compliance laws and safety priorities. Check your employer's Intranet or ask Human Resources. Even small companies or those with very tight budgets have to comply with laws, but you will have to ask to see if there are courses available. For example, my employer has an Employee Assistance Program (EAP) for all associates, but few people know that the website has Personal Growth online courses. Our Legal and Environmental Departments have lots of online compliance courses for their associates, but other employees have to ask to be put in a curriculum if they are not assigned to one.

## The Right Way to Take Time Off

Submitted by: OfficeTeam



Everyone needs a chance to escape the demands of the office, and there is no better time than summer. In fact, more than half of managers polled by our company said July and August are ideal for staff vacations.

Taking time off allows you to recharge your batteries and remain productive. Of course, many people find it challenging to step away from work. But avoiding at least occasional breaks can zap your motivation and lead to burnout.

The following tips can help you get away without work-related worries:

- **Make a plan.** Request time off as far in advance as possible. The sooner you notify your manager about your intent to take a vacation, the better your chances of securing the dates you want.
- **Call for reinforcements.** Identify coworkers who can keep projects moving while you are away. Also talk to your boss about designating a point person who can make decisions on your behalf on time-sensitive initiatives. Offer to return the favor when this person is out of the office.
- **Redirect calls and e-mails.** Provide alternative contact information in your voice-mail and e-mail messages so that incoming requests can still be handled promptly. Also notify key contacts — both internal and external — in advance so they won't be caught off guard and know who can address their needs while you are away.
- **Leave it all behind.** Regardless of whether you are staying in town or going away, you need to disconnect from the office. Unless your job demands it, avoid checking your e-mail and voice mail remotely. Also resist the temptation to bring projects with you.

Advance planning can make all the difference in minimizing pre-vacation stress levels. You'll find it easier to put your work concerns behind you and relax during your days off.

*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](http://www.officeteam.com)*

### Save the Date!

Fall Session of COLAN will be Saturday, October 17, 2009  
Registration beginning at 8:30 a.m.  
Agenda beginning at 9:00 a.m.  
Host Chapter: Heart of Ohio  
Details will be sent right after the Labor Day Weekend.  
Location and Guest Speaker to be announced.

COLAN Coordinator 2009 - 2010  
Anita M. Orndorff CPS/CAP

### News from Ohio Division:

Read the latest Buckeye Broadcaster at:  
<http://www.iaap-ohio.org/IAAPHQ/OHDivision/OHioDivision/BuckeyeBroadcaster/Default.aspx>



**International Association of  
Administrative Professionals®  
Columbus Chapter**  
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– Why It’s Important!**

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Don’t miss this opportunity to learn how to connect with people who share your same career goals and why social networking can expand and grow your professional contacts.

Location: Highlights for Children, 1800 Watermark Drive, Columbus 43215

*Recertification points have been applied for.*

Please check all that apply:

- Guest
- Meeting ONLY
- Past President

Have a question about the meeting?

Contact:  
**Barb Jackson CPS/CAP**, 4780 Mink Street NW, Johnstown, OH 43031  
Cell: 614-361-1856 or Email: [bjackson3@embarqmail.com](mailto:bjackson3@embarqmail.com)

**PROGRAM:** 6:00 p.m. **LOCATION:** Highlights for Children 1800 Watermark Drive Columbus

**Menu:** Choice of: Turkey, Ham, Roast Beef or Vegetarian Sandwich. Also provided, soda or water, chips and cookie.

**Choose one:**  Turkey  Ham  Roast Beef  Vegetarian

**Dinner/Meeting Cost:** \$12.00 Chapter Member \$16.00 Member at Large/Non-Member

**Meeting Cost Only:** \$5.00 Chapter Member \$15.00 Member at Large/Non-Member

**Mail/Email Registration to:** Barb Jackson CPS/CAP  
4780 Mink Street NW  
Johnstown, OH 43031  
Cell: 614-361-1856  
Email: [bjackson3@embarqmail.com](mailto:bjackson3@embarqmail.com)

*There will be a \$30.00 charge for returned checks*

Reservations/cancellation must be **RECEIVED** no later than **Friday, September 11, 2009.**

**Deadlines will be adhered to**

**Meeting Date:** September 23, 2009 **Make checks payable to:** Columbus Chapter, IAAP

**Name:** **Company Name:**

**Email:** **Phone:**

**Check one:**  CHECK  DISCOVER  M/C  VISA *Save my credit card number for future reservations*

**Amount enclosed:** \$ **Expiration Date:**

**Credit Card No:**

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**Address for credit card:**

**Signature:**