



The Capital

Columbus Chapter
April 2010

Lessons from the Lectern: 10 Ways to Improve your Communication and Presentation Skills

Mike Perez will share his expert tips and strategies on how to improve your presentation skills and conquer your fears of public speaking. A great speech starts with thinking about your audience and what they are looking for and Mike will explain the “how to” from start to finish.

Mike Perez has been with Toastmasters International for the last 15 years. Mike will share with us how Toastmasters changed his life and how he rose to the highest levels of leadership in the organization, became a successful business owner and how he began to create the life of his dreams.

Join us on Thursday, **April 22, 2010** for this exciting event, at **State Auto**, 518 East Broad Street, North Annex Dining Hall, Columbus, OH.



Recertification points have been applied for.

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Attached: Bylaw Amendments	

Upcoming Events—Chapter Calendar	
April 01	Board Meeting—Highlights for Children (E. Pagliery CPS)
April 22	Chapter Meeting—State Auto (B. Jackson CPS/CAP)
May 06	Board Meeting—TBA (E. Pagliery CPS)
May 18	Chapter Meeting—Upper Arlington Senior Center (B. Jackson CPS/CAP)
June 03	Board Meeting—Highlights for Children (E. Pagliery CPS)
June 08	Chapter Meeting—Embassy Suites Airport (B. Jackson CPS/CAP)



Nominations Wanted!

Have you sent in your nominations? Who will be on our Board of Directors next year? It's time to send in your nominations now! Contact Tracy Metzger CPS via phone at 384-8406 or via email at tmetzger@bradyware.com.

Mark your Calendars! EFAM

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

2010 Relay For Life of Worthington, Ohio
Friday, June 18 - Saturday, June 19 at Thomas Worthington High School
80 days left until Relay! Participants: 20

The Columbus Chapter is headed for the races! Sign up to walk with us on June 19 in the 2010 Relay for Life of Worthington, Ohio. If you are interested in joining the Columbus Chapter team, contact Karon Dellinger via email at kdellinger@ohiohistory.org or via phone at 888-4400. If you are interested in making a donation visit RelayForLife.org, Find Local Events, Zip 43085 / Worthington, Top Teams, View All, Columbus Chapter IAAP.

President’s Message— *What’s Changing?*

Dear Members:

Spring is finally here and now it’s time to think about the future of our Chapter. At the April meeting we will vote on the proposed bylaw change which will unite the Meeting Arrangements and Program Committees into one Committee under one Vice President. Please review the enclosed bylaw changes and should you have questions, feel free to contact me at 315-2394 or via email at empsilver@yahoo.com.

In March we met at the Anheuser-Busch Training facility where Shirley Boyd SPHR spoke to us about our roles as administrative assistant and what we can do to keep evolving in those roles. At the April meeting Mike Perez will share his expert tips and strategies on how to conquer your fears of public speaking. This meeting will be held at State Auto. I hope you can attend.

On June 19 the Civic Committee is looking for volunteers to participate in the 2010 Relay for Life of Worthington, Ohio. If you are interested in participating contact Karon Dellinger Chair of the Committee.

Have you sent in your nominations for next year’s Board? It’s not too late, so don’t delay and send them to Tracy Metzger CPS today! The Nominating Committee will announce the candidates for office at the April meeting.

Our next Chapter meeting will be held on **April 22, 2010 at State Auto, 518 East Broad Street.**

I look forward to seeing you then!

Elsa

Elsa Pagliery CPS
2009-2010 President



IAAP Products

Visit the IAAP Logo Shop

We opened the IAAP Logo Shop last month!

It’s a place where you can get some of the IAAP branded products you’ve been asking for. Purchase shirts, ties, coffee mugs, grocery tote bags, dog clothes... well, maybe we haven’t been asked for that last one, but we’ve got them.



The designs are like nothing you’ve seen from IAAP before, and we’re sure you’re going to like them. Visit the IAAP Logo Shop, and while you’re there, be sure to check out the Avery binders that you can customize for your next meeting. <http://www.zazzle.com/IAAPHQ>

News from Ohio Division:



To access Chapter newsletters throughout the Ohio Division:

- ▶ Click Ohio Division
- ▶ Click Members Only *(on the left side of the screen)*
- ▶ Click Publications
- ▶ Click Chapter Newsletters

From here, you can click on any Chapter that has a hyperlink on the web page and it will take you out to the Professional Resources Document Library in the Web Community for the Ohio Division (for the specific Chapter selected).

Read the latest Buckeye Broadcaster at:
www.iaap-ohio.org

Part-Time Work: A Possible Ticket to a Full-Time Position

Submitted by: OfficeTeam



In today's still-unstable employment environment, temporary work is one bright spot. Many companies cut staff too deeply during the downturn and need additional personnel to meet growing demand. But they're not yet ready to recruit for full-time staff. As a result, these organizations are turning to temporary professionals to maintain productivity and keep initiatives on track as business conditions — and the ability to hire full-time workers — slowly improve.

Companies also typically look to temporary workers first when filling full-time positions. That's because employers are familiar with these individuals' capabilities, work ethic and fit with the team.

Here are some tips for turning a temporary assignment into a full-time role:

- 1. Partner with a staffing firm.** Reach out to your professional contacts for recommendations about staffing firms that specialize in your particular field. Recruiters are well connected in their local business communities and can serve as advocates for you when speaking with hiring managers. Many staffing firms also offer free training opportunities to help you build your skills and increase your marketability.
- 2. Clearly state your goal.** Be upfront with staffing firms and potential employers that you're ultimately looking for a full-time job. If they know that from the beginning, they may be able to place you in a role that has a better chance of leading to a full-time position.
- 3. Treat it the same.** Once you have started an interim assignment, bring the same intensity to the job as you would a full-time position. Try to assimilate quickly to the organization's corporate culture and contribute immediately. Be sure to maintain a positive attitude. Employers will assess how well you handle constructive criticism, setbacks and other job-related challenges as part of your overall performance evaluation.
- 4. Be yourself.** Managers want to see how well you'll fit in with the existing team. Be proactive in your participation. Use meetings as an opportunity to contribute and join coworkers in off-site events whenever possible. By expanding your connections within the company, you build rapport with others who may be in position to recommend you for a full-time role in the future.

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.

Did you know?

That since 1952, the IAAP has honored office workers by sponsoring Administrative Professionals Week. Today, it is one of the largest workplace observances outside of employee birthdays and major holidays.



In 2010, Administrative Professionals Week is **April 18-24** with Administrative Professionals Day on Wednesday, **April 21**. This year's theme is **Power of Commitment!**

OfficeTeam announces 2010 Administrative Excellence Award call for nominations

OfficeTeam and the International Association of Administrative Professionals are accepting nominations for the sixth annual Administrative Excellence Award.

The award is given to an administrative professional who demonstrates a commitment to leadership and education, and provides meaningful contributions to his or her employer. Nomination information and an online submission form are available at www.officeteamaward.com. The deadline for entries is April 30, 2010.

For more information, view the press release at: <http://www.iaap-hq.org/newsroom/pressreleases/OT-02-03-10.html> from OfficeTeam on the IAAP headquarters site.

**International Association of
Administrative Professionals®
Columbus Chapter**
P.O. Box 16053
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www.iaap-cols.com

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Have a question about the meeting?

Contact: **Barb Jackson CPS/CAP**
Cell: 614-361-1856 or
Email: bjackson3@embarqmail.com

Mike Perez has been with Toastmasters International for the last 15 years. Mike will share with us how Toastmasters changed his life and how he rose to the highest levels of leadership in the organization, became a successful business owner and how he began to create the life of his dreams.



Registration deadline is **Friday, April 09, 2010**. Don't delay—register today!

Location: State Auto, 518 East Broad St., North Annex Dining Hall, Columbus, OH. Next to Art Museum—attendees should park in back and come in through the back door by the overhang.

April Chapter Meeting—State Auto

PROGRAM: 6:00 p.m. **LOCATION:** State Auto—North Annex 518 East Broad St Columbus

Menu: Choice of the following sandwich:

- House-roasted Beef with Cheddar Cheese on Wheat Bread
- Oven-roasted Local Turkey with Swiss Cheese served on Multigrain Bread
- Baked Ham with Pepper-Jack Cheese served on a Crusty Italian Bread
- Tuna Salad served on Wheat Bread

Please check all that apply:

- Guest
- Meeting ONLY
- Past President

Also includes Chips, Fresh Fruit, House-made Cookie, and Beverage

Choose one: Roast Beef Turkey & Swiss Baked Ham Tuna Salad

Dinner/Meeting Cost: \$16.00 Chapter Member \$21.00 Member at Large/Non-Member

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

Mail/Email Registration to: **Claire Lacey CPS/CAP**
There will be a \$30.00 charge for returned checks
KPMG LLP
191 West Nationwide Blvd., Suite 500
Columbus, OH 43215
Email: clacey@kpmg.com

Reservations/cancellation must be **RECEIVED** no later than **Friday, April 09, 2010**

Deadlines will be adhered to

Meeting Date: April 22, 2010 **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:

Address for credit card:

Signature: