



Dogwood News

July/August 2008

Volume XIV, Issue I

We Make it Happen!!

Words from the President



Expectations

A new year has begun and we look forward to a better year 2008-09. We have great programs outlined for this year of professional development. I am sure that you will find programs in line with those you feel will help in your professional and personal growth.

A new year, new goals, and working to make our chapter even stronger will

be a few of the items we as a chapter will accomplish. This year the board will work on developing a strategy plan with the help of our members.

We anticipate a plan that will keep us on target as we work towards: (1) seminars to strengthen our software skills, (2) programs to enhance our soft skills, (3) fundraising efforts that will increase our bottom line, (4) membership recruitment and retention, and (5) providing resources to aid our members with their movement up the career ladder.

Our Hopes

We hope to be able to give all of our members

something to pull from and use in their day-to-day responsibilities. If you have any suggestions which you would like to incorporate into our strategy plan, please do not hesitate to contact me at dogwoodprc@bellsouth.net.

Lets make this year one we will not forget. I look forward to a wonderful new year.

Pamela Craig



International Association of
Administrative Professionals®
Dogwood Chapter

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Excel Seminar—Techniques and Tactics

Presented by Bill Jelen (September 13, 2008)

Knowing how to create spreadsheets can be hard enough but try adding charts and you could go into complete shock.

If you do not know how to do the basics in Excel,

how can anyone expect you to do more? You have heard of workbooks and worksheets, and maybe you even know how to add up a column or row of numbers. Come join us and learn how to do more

with Excel.

Registration information can be found on our site, www.iaap-dogwood.org. The cost is \$85 for four hours of Techniques & Tactics.



Meet the Member: Spotlight - YOU

Please contact Patricia Lewis CPS, man2moto@bellsouth.net in order to submit your article to the newsletter.

We wanted to do something different this year in our newsletter. We wanted to spotlight one of the members so that we could learn more about each other.

We will learn about that member work history, software skills, favorite work duty plus the dreaded one. Would you like to tell us more about your personal life? Be our guest. Maybe you would like to inform the membership that you have been married for 28 years and have seven children and

12 grandchildren.

When you Meet the Member you have a better understanding about that member and his/her work habits. You will be surprised to learn that you have members who are specialized or have a weird work history.

For example, many of our readers know that one of our newsletter chairs double as a webmaster but did you also know that she went to school to be a medical

examiner. Learn more about her and our other members in our upcoming newsletters.

We want to learn all about you. Therefore, when you get your spotlight email, complete it and send it back so that we can spotlight the greatness which is you.

On fair compensation

“All I’ve ever wanted was an honest week’s pay for an honest day’s work.

- Steve Martin

Hear Ye, Hear Ye, Here We

Dogwood Chapter Board

President—Pamela Craig
Vice President—Sonya Robinson CPS
Secretary—Marissa Andolini-Campbell
Treasurer— LaTonya Blount CPS/CAP
Executive Director—Patricia Lewis CPS
Automatic Director—Voncile Hodges CPS/CAP

Starting in the next issue of Dogwood News we



will feature businesses in our newsletter. If you would like to have your business featured, please submit the following information: payment for \$25 for two months, your name, company, contact information, specialty, and website.

Please contact LaTonya Blount CPS/CAP at gophergrrl@msn.com in order to have your business featured.

R.I.P.: Death of an Idea

Ideas can die and here’s how, according to management experts Robert de Bono and Robert Heller (Management Intelligence, www.ThinkingManagers.com). Ideas die when:

1. They are attacked.
2. There is no enthusiasm or passion.
3. They cost too much.
4. The risk is too high.
5. No senior person champions them.
6. The first impression is that they are not feasible.
7. People’s egos get in the way.
8. They are viewed as too similar to a previous idea.
9. A change of circumstance invalidates them.
10. The idea is tried but fails.



Software: Tips and Tricks

Did you know?

POWERPOINT

How to skip the background graphics for a quick, clean printout.

1. Open your presentation, select Format | Background.
2. Select Omit Background Graphics From Master.
3. Click Apply to apply settings to the current slide or click Apply to All to apply the setting to the entire slide show

What do you want to learn?

Please email us at gophergrrl@msn.com and let us know what topic or software skill you would like to learn. In the subject line type POLL: Software Tip. We are happy to show you how to perform those little know tasks.

COMING SOON: I want to learn

This will be our monthly activity on how to perform a task in Microsoft. We give you the basic instruction on what



to do and grade you to see if you perform the task correctly.

Did You Know?

Many have heard of RSS feeds but how many really know what it means. RSS is a format for syndicating news and the content of news-like sites, including major news sites like

Wired, news-oriented community sites like Slashdot, and personal weblogs. It is a means by which to retrieve news items in a contrite outlined format which allows you to download the full article.



Beginning today, treat everyone you meet as if they were going to be dead by midnight. Extend to them all the care, kindness and understanding you can muster, and do it with no thought of any reward. Your life will never be the same again.

- Og Mandino

The Making of Champions

How do you turn a low-performing group around? A former MCI manager once took this creative approach, according to Bob Nelson (www.nelson-motivation.com) in 1001 Ways to Energize Employees. Randy Dorr said he had a group of low-performing

telemarketers whom he nicknamed "F-Troop." He told his manager he would make that group the highest performing group in three months' time. His manager thought he was crazy, he said. In his enthusiasm to reach his goal he told the group that if they became No. 1, he'd call their

mothers and tell them how great they all were. As time passed, and members of the group met their goals, Dorr made those promised phone calls. Those workers came in the next day feeling great, he said. And by the way, the group did become No. 1 in the company.

Annual Chapter Program Notice

Come join us at our chapter meetings each month. We have great programs scheduled to enhance your skills. Please contact Sonya Robinson at awv9@cdc.gov to RSVP and directions.

Come join us on the 3rd Tuesday of the month at the Holiday Inn Select South

- September—Transformational Change with the Five A's of Personal Effectiveness
- October—Executives Night
- November—Leadership 101
- December—Holiday Extravaganza
- January—Plan Your Meeting
- February—Panelists: Certification and Recertification
- March—IMPACT
- April—Administrative Professional Week
- May—(CLOSED) Business Meeting/Election of Officers
- June—Installation of Officers

Useful Links You Can Use

- www.dictionary.com
- www.secretarialsite.com
- www.monster.com
- www.refdesk.com



Dogwood Chapter IAAP

our newsletter
reaches 1673 readers

We're on the web!!

www.iaap-dogwood.org

Division Dialogue and International Inklings

Georgia Division

It is that time of the year again. It is the 3rd annual Georgia Division Fall Seminar. Registration information and Way and Means forms are online now. This year's seminar will be at the Sheraton Atlanta Hotel in downtown Atlanta. Visit the Georgia division website for more information.

Have you ever wanted to visit another chapter's meeting but did not know when they met. Now you can find their meeting announcements and newsletter online. The information is conveniently

place under the Professional Chapters link.

Georgia Division is now taking orders on sashes on their website, www.iaap-georgia.org.

International

Did you know that headquarters now has a new forum for asking questions? That's right. Headquarters through Robot Builders Inc (RBI) has created a cleaner looking forum for members to post their questions to. Please visit their website at www.iaap-hq.org.

Look for information about

the international convention in the next newsletter.

Registration for next year's convention to Minneapolis will open in September 2008. See you there!

