



International Association of
Administrative Professionals

Hopkinsville Chapter

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MARCH 2010

THE LINK

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2009-2010 BOARD
HOPKINSVILLE CHAPTER, IAAP
PRESIDENT

Linda Durham, CPS/CAP

VICE PRESIDENT

Buffy Gaddis, CPS/CAP

RECORDING SECRETARY

Wilma Smith

TREASURER

Margaret Ramage CPS

MEETING NOTES

Join Us!

Meetings are held the
2ND Tuesday each month at

Pennyroyal Center HR Building
400 Hammond Plaza
Hopkinsville, KY

Networking & Dinner: 6:00 p.m.
March Program: 6:30 p.m.
Mike Kissner

Pennyroyal Center Information Technology Department
Microsoft Outlook
Business Meeting: 7:00 p.m.

MARCH IAAP Anniversaries

Buffy Gaddis CPS/CAP

March 2004

MARCH Birthdays

Wanda Hart CPS/CAP

March 19

Don't forget to register for Kentucky Division Winter Board, March 19-20, 2010, at General Butler State Park in Carrollton, Kentucky!! Two great seminars and total 5 Recertification Points. Registration Form available at <http://www.iaap-kydivision.org/Meetings.html#032010> and click on Registration Form.

CHECK OUT THE HOPKINSVILLE CHAPTER WEBSITE AT:

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

Registration form for Administrative Professionals Week® Seminar available at <http://www.hopkinsville-iaap.org/Events.html> and click on Registration Form/Brochure. You do not want to miss this seminar!!
(See more detail on Page 2)

NOMINATIONS COMMITTEE

Serving as a Chapter officer is a win-win situation. The Chapter wins with great leadership. You win by learning leadership skills, organizational skills, public speaking skills, and a whole host of other much used and in demand skills. Why not contact a member of the Nominating Committee and volunteer for a Chapter office for the 2010-2011 year. You will be glad you did.

Wanda Hart CPS/CAP

Judy Graddy

Bernida Belcher

IAAP Logo Store

Have you seen it yet?



ADMINISTRATIVE PROFESSIONALS WEEK COMMITTEE

The Administrative Professionals Week® (APW) Committee will host a seminar on Tuesday, April 20, at 6:00 p.m. at a cost of \$15.00 per person. The seminar will be held at the Pennyroyal Center's Self Building located at 735 North Drive in Hopkinsville. Mr. Reese Bailey, Director of Community, Workforce and Economic Development at Hopkinsville Community College will present a one hour seminar entitled, "Developing Team Pride and Purpose." Learn to build that pride within individuals and groups as well as communicate team goals to inspire commitment. Please mark your calendar for this exciting event and join us as we celebrate APW®. Attached is the registration form which must be submitted by Wednesday, April 14. CEU (.1) or 1 Recertification point will be awarded for this program.

Buffy Gaddis CPS/CAP

FROM THE COMMUNITY SERVICES COMMITTEE

Community Service Project:

Heart Walk - February 27, 2010

Hopkinsville Chapter members attending: Loretta Atkins CPS, Margaret Ramage CPS, Wilma Smith, Wanda Hart CPS/CAP, Buffy Gaddis CPS/CAP, and Barbara Nash CPS



March Business After Hours: March Business After Hours will be held at the James E. Bruce Convention Center on **Friday, March 5, 2010, from 5:00 p.m. to 6:30 p.m.**, in conjunction with the Home Builders Association Home Show. Come out for an evening of networking and stay for the Annual Home Show that evening. There will be booths for home and garden information, a live auction, and more. Contact the Chamber of Commerce at (270) 885-9096 for further information.

ANNOUNCEMENTS

HOPKINSVILLE CHAPTER WEBSITE

If you are reading the Newsletter on the computer, you *probably* are on the new Hopkinsville Chapter Website. The URL is: <http://www.hopkinsville-iaap.org/>



MEETING DATES:

- March 9, 2010** Chapter Meeting
- March 19-20, 2010** Winter Membership ...
General Butler State Park
Carrollton, Kentucky (see
registration information on Page 1)
- April 13, 2010** Chapter Meeting
- April 19-23, 2010** Administrative Professionals
Week
- April 20, 2010** Seminar – 6 p.m.
Pennyroyal Center’s Self
Bldg
- April 21, 2010** Administrative
Professionals Day
- May 7-8, 2010** CPS/CAP Exam(s)
- May 11, 2010** Chapter Meeting
- June 4-6, 2010** Ky Division Annual Mtg
Holiday Inn Convention
Center, Bowling Green, Ky
- June 8, 2010** Chapter Meeting

Chamber's "Give 'Em the Pickle" Training Workshop: Get ready to learn about customer service like you've never heard it discussed before! On **Thursday, March 11, 2010**, the "Give 'Em the Pickle" training workshop will help you learn the importance of giving away pickles - small but meaningful things or actions that show customers

they're valued; "travel" the country to hear from employees just like you about how they're giving away customer service pickles; identify pickles of our own to give away, and have fun! So, fasten your seat belt and get ready for a rollicking ride through customer service territory. The workshop begins at **11:30 a.m.** at the Chamber of Commerce. The cost is only \$15 per person and seats are going fast. To RSVP, contact the Chamber of Commerce at 270-885-9096 or online at www.hopkinsvillechamber.com.

IAAP'S CORE VALUES

Integrity: We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

Respect: We create respect within our profession and association through listening, understanding and acknowledging member feedback.

Adaptability: We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

Communication: We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

Commitment: We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

Annual Professional Membership Dues

<i>International</i>	\$83.00
<i>One-Time processing fee</i>	\$15.00
<i>KY Division</i>	\$8.00
<i>Chapter Dues</i>	<u>\$10.00</u>
<i>First Year Total:</i>	<u>\$116.00</u>
 <i>Yearly thereafter:</i>	 <i>\$101.00</i>



Strategic Time Management

*How to Improve Your Productivity—
Even When You're Interrupted,
Overwhelmed or Uninspired*

Featuring author and international speaker Shari Peace

**Saturday, March 20, 2010
9:00 AM – Noon**

**General Butler State Resort Park
1608 Highway 227 • Carrollton, Kentucky**

- Ten great ideas to get the most from each minute
- An amazing way to simply get tasks done faster!
- How to stay focused when you're interrupted frequently
- A surprisingly easy way to increase your productivity by 25%
- How to find and complete the 20% of your life that most impacts your success
- Too much work to decide priorities? Try this easy method
- Ten ideas for conquering procrastination
- Two tips for staying cool when you feel overwhelmed with too much to do
- How to use "micro" chunks to get more done
- How perfectionism crushes your productivity
- The 15 minutes a day that will change your life

REGISTRATION

\$30 Non-IAAP member • \$25 IAAP member

Reservations are necessary no later than Friday, March 12, 2010.

Contact Wanda Hart, CPS/CAP, Kentucky Division President, at 270-886-6202 or email her at president@iaap-kydivision.org

For more information about upcoming IAAP workshops and activities, visit iaap-kydivision.org/Meetings.html

To learn more about Shari Peace, visit sharipeace.com



International Association of
Administrative Professionals®

Presented by the
Kentucky Division
International
Association of
Administrative
Professionals®
Workshop Series

REGISTER NOW!

FACT SHEET FOR APW

A Large and Growing Profession

- 4.2 million administrative assistants and secretaries, along with 1.4 million supervisors of office and administrative support staff, were employed in the United States in 2006 (U.S. Dept. of Labor).
- 476,000 administrative professionals are employed in Canada, including 365,670 secretaries, 26,390 executive assistants and 84,140 clerical supervisors (Statistics Canada).
- 362,000 administrative assistant and secretarial positions will be added in the U.S. between 2006 and 2016, representing growth of 8.5 percent. More than 82,000 office supervisor positions will be added. (U.S. Dept. of Labor).

A Hub of Information and Communication in the Office

Typical duties of today's administrative professionals include:

- Prepare documents, correspondence and presentations
- Produce spreadsheet reports
- Coordinate multiple schedules and calendars
- Maintain computer files, directories and databases
- Plan meetings and special events
- Purchase office equipment and supplies and work with vendors
- Participate on project teams
- Interview, orient and supervise other staff
- Conduct Internet research
- Act as mid-level managers during the economic downturn.

Salaries Are Not Rising This Year

The recession has hit everyone and the admin profession is no exception. Most salaries of those in the administrative profession are stagnant or taking a salary cut this year.

- \$37,240 - Average 2006 annual earnings of U.S. executive secretaries and administrative assistants (U.S. Dept. of Labor)
- - 3.7 percent - Expected average decrease in starting salaries for an administrative assistant in 2010 (OfficeTeam 2010 Salary Guide).
- 0.8 percent - Expected average increase in the salary of a entry-level administrative assistant (OfficeTeam 2010 Salary Guide)

Administrative Professionals Week (April 18-24, 2010)

Administrative Professionals Week and Administrative Professionals Day (Wednesday, April 21, 2010) call attention to the important workplace role of administrative professionals. The 2010 Administrative Professionals Week theme is "Power of Commitment."

Observed since 1952, Administrative Professionals Week is originated and solely sponsored by the International Association of Administrative Professionals.

IAAP recommends that employers observe Administrative Professionals Week by

providing education and training to administrative staff through seminars, continuing education and self-study materials.

RECOMMENDATIONS TO EMPLOYERS

For Celebrating Administrative Professionals Week

Kansas City, Mo. If you're an employer or supervisor, chances are you've wondered how best to observe Administrative Professionals Week. Most administrative support staff prefer observances that recognize their professional role or provide opportunities for professional learning and growth, according to the International Association of Administrative Professionals.

IAAP suggests that employers consider these ideas for observances:

- Hold a company-wide observance or special event for administrative staff, such as a presentation by a professional development speaker, or hold a group recognition of administrative professionals by the chief executive.
- Provide registration for a professional development seminar to build the individual's technical, interpersonal or business skills. IAAP's [Education Forum and Annual Meeting](#), [Fall Conference](#) and [Spring Conference](#) are good choices.
- Support membership in appropriate networking and professional associations such as [IAAP](#).
- Encourage/pay for attainment of professional certification including the [Certified Professional Secretary](#) and [Certified Administrative Professional](#).
- Additional gift suggestions include appropriate business-related items such as personalized business cards, a desktop nameplate, a gift certificate, ergonomically correct desk accessories or equipment, computer hardware/software upgrade, or a monetary bonus for exemplary performance.
- If company finances are an issue, a recent survey shows that admins like a personal thank-you, a handwritten note or e-mail, thanking them for the job they are doing and giving specific example. Giving your admin a few hours or half day off in honor of APD is another idea that can say "thank you" to your admin.
- IAAP also suggests that it's always wise for employers, managers, supervisors or executives to ask their administrative staff how they would prefer to observe Administrative Professionals Week.