

MNRV Chapter Chatter



February 2008

Volume 2, Issue 5

Upcoming Events:

- February 7, 2008
MNRV Chapter Meeting
Mystic Lake Casino Hotel
- February 17, 2008
Register for March Chapter meeting
- February 22, 2008
Deadline for Newsletter submission
- February 28, 2007
MNRV Board meeting at Seagate
- March 3, 2008
MNRV Chapter Meeting
Mystic Lake Casino Hotel

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Success Zone Notes

A Note from our President-elect:

Well, I hate to be the bearer of bad news but, Punxsutawney Phil stated this February 2, 2008... "As I look around me, a bright sky I see, and a shadow beside me. Six more weeks of winter it will be!" As I sit here and write this, there is a beautiful snow fall, and the temperature is above zero. We had the big Artic Blast, so if this is what the rest of the winter is going to be, I will be happy. On the happy side, February is the month of Love and lot's of Chocolate! I hope to see you all at our February Educational Forum on February 7th, the topic will be "move through Resistance to Make Meaningful Change".

Enjoy your Valentine's Day!

Linda Parker

~Spotlight Member~

Greetings! My name is Bond...Debbie Bond. I work at Siemens PLM Software in Edina, MN. I just celebrated my 30th anniversary with the company – don't know where the time has gone. There are several Siemens offices in the Minneapolis area and my office is the Centennial Lakes Park sales office with about 10 people that I support. I've always been very lucky to have talented, professional people to work with over the years. Based on what I've learned about IAAP, I thought it would be a perfect fit as part of my 2008 company objectives.

I live in Savage with my husband and our Springer Spaniel, Sam. I have two step sons and four grandchildren. We have a place on Stuart Lake (close to Battle Lake, MN) which we go to every weekend during the summer months. I love to fish, golf, trying new recipes (and of course eating them!)

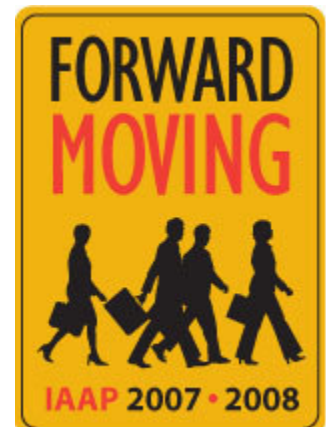
I look forward to meeting and getting to know all the IAAP members. Cheers!

~ ON THE WEB ~

IAAP Headquarters www.iaap-hp.org

MN-ND-SD Division website www.iaap-mnndsd-division.org

MN River Valley website www.iaap-mnrivervalley.org



February Speaker

Stop Fighting Yourself! Move through Resistance to Make Meaningful Change

Rosanne Bane



How many promises have you made to eat right, to exercise more, to spend wiser, to do something creative, to make time for yourself? When you weren't able to keep those promises, you probably felt miserable and blamed yourself. But it's not about lack of willpower or discipline, as you might think. It's about neurology.

The most recent research indicates that the human brain is designed to simultaneously seek and resist change. Furthermore, when people are stressed, the almond-shaped part of the brain called the amygdala seizes control from the cortex. Daniel Goldman, author of *Emotional Intelligence*, calls this an "amygdala hijacking," when we move into old instinctual "fight or flight" responses. The commitment to change comes from the cortex, and guess what, when we're stressed, the cortex isn't in charge anymore.

Which explains what we've already experienced: that even when we want to change, we become "non-compliant." Resistance can take many forms, not the least of which is confusion and other cognitive dysfunctions that make it harder to recognize what's happening. We can't manage change until we manage resistance, and we can't manage our resistance until we understand its source and how to effectively work with it.

Participants will have the opportunity to:

- Find out what's going on the brain that causes the feelings of resistance
- Learn to recognize and identify the 6 common forms of resistance
- Practice the 4 Step Method to move through resistance
- Explore techniques that reduce the frequency, intensity and duration of "amygdala hijackings" that give rise to resistance

Mystic Lake Hotel Dinner Menu February 7, 2007

Vegetarian Lasagna

Mixed Garden Greens with your choice of dressing

Fresh Baked Rolls and Butter

Tiramisu with Espresso Sauce and Mocha Macaroons

**Freshly Brewed Coffee, Regular and Decaffeinated,
and Iced Tea**

MN River Valley Chapter Meeting

Greeter Schedule

| <u>Month</u> | <u>Greeter</u> |
|--------------|-----------------|
| Feb 7 | Nancy Yeske |
| Mar 6 | OPEN |
| Apr 3 | Pat Farrell |
| May 1 | Karen Runnels |
| Jun 5 | Jennifer Fuller |

Member's Zone

Take the Challenge

Nominations for the 2008-2009 slate of officers / board of directors for the MN River Valley IAAP Chapter are open

For the following:

| | |
|----------------|-----------------|
| Vice President | President Elect |
| Treasurer | Secretary |

We encourage you to seriously consider taking the challenge to run for a Chapter office. If you have any questions or want more information on what is involved with being an officer, you can contact any of the present officers the Nominating Committee Chair, Maria Berens. They will be happy to answer any questions you may have.

This is your chapter; we need your *enthusiasm, experience and ideas*. By becoming active in your chapter, whether as an officer or committee chair, you learn more about IAAP from the Chapter level all the way to the International level.

Besides earning 5 recertification points for being an officer/director, you also gain and enhance your leadership skills, have unlimited networking opportunities, personal fulfillment and a chance to meet some great people and form lasting friendships. These are just a few of the things that you will gain from being an active member of the MN River Valley IAAP chapter.

**DO IT FOR YOUR CHAPTER
DO IT FOR YOURSELF!**

When using percentages in a sentence, never use the symbol for percent. Use *percent* and be sure to state the percentage in figures.

For example:

INCORRECT: I received a pay increase of 6%.

INCORRECT: I received a pay increase of six percent.

CORRECT: I received a pay increase of 6 percent.

To stay or not to stay

Deciding if and when to change jobs is a choice that most workers face at some time in their careers. There was a time when changing jobs every three years or so might make a worker seem like a "job hopper" or suggest a troubled work history. But times have changed, and people who change jobs at reasonable intervals today are more likely to seem upwardly mobile and committed to growth, says an article in the September/October 2007 issue of *Psychology Today*. When deciding whether to stay in a current job or risk spreading your wings, psychologist Judith Sills recommends considering questions such as:

- * How much do I look forward to going to the office each day?
- * How challenged do I feel? Am I learning anything new?
- * How much do I enjoy working with my colleagues?
- * How much of a risk can I afford to take right now by changing jobs?

~ Upcoming Events ~

Professional Educational Conference

Charleston Marriott Hotel in Charleston, SC

March 2-5, 2008

Administrative Professionals Week

April 20-26, 2008

CPS/CAP Exam

May 2-3, 2008

2008 MN-ND-SD Division Annual Meeting

Friday, May 16 thru Sunday May 18

International Convention and Educational Forum

Hilton Riverside

New Orleans, Louisiana

July 27-30, 2008



January & February Birthdays

| | |
|---------------------|----------------------|
| 1/4 Barbi Milligan | 2/12 Jennifer Fuller |
| 1/26 Terese Simmons | 2/22 Kathy Ferrier |
| 2/8 Doreen Morales | 2/28 Linda Lawler |
| 2/10 Gayle Cowan | |

IAAP Anniversaries

January—Vinni Thongthi 1 year

February—Linda Solmes 5 years

Lynn Wood 4 years





Key Factors for Success

Joan Burge believes there are 4 key factors to being successful.

Attitude, Skill, Teamwork, and Strategy

This month's focus is on Attitude.

Key # 1: Attitude is a Choice

Action Steps

Be aware of negative messages sent by co-workers and friends.

When you can't control the situation, you can choose your attitude about the situation

Put positive energy into your work, look for the good in your job, and how to make it more fun.

Key #2: Be a Possibility Thinker

Action Steps:

Be positive even when things are not going quite to plan.

Look for the opportunity in a situation, assignment, or problem.

Remember, your thoughts drive your actions.

Key #3: Self Manage

Action Steps:

Be fully accountable for your thinking and behavior

Maintain unshakable poise when challenged by events or people.

Remain clear-headed when working under pressure.

Key #4: Display Courage at Work

Action Steps:

Develop a diplomatically assertive attitude.

Stand out from the crowd in terms of doing the right thing.

Know that it is o.k. to feel fearful but display courage by taking action.

Key # 5: Take Charge

Action Steps:

When you see a problem, determine whether you have the ability and resources to work on it.

Take charge of your viewpoint.

See the next step and take action.

Key # 6: Commit to Quality Performance

Action Steps:

When you do something, do your best. Don't cut corners.

Be in the moment.

Think continuous improvement.

How can I help the Chapter???

- * If you have a job opening at your company, make sure to pass it on to Karen Runnels, Website Chair. She will get it posted on our website!
- * We are always looking for sponsors. If you have a friend or co-worker who would be interested in some free advertising, please contact Louise Dillon, Promotions Chair!
- * Tell your Co-workers about MN River Valley IAAP!
- * Invite them to a meeting!
- * Attend a Board meeting and share your ideas!
- * Attend chapter meetings and share your knowledge!
- * Volunteer as a greeter!
- * Volunteer to give the inspirational thought!
- * Submit something to the newsletter!
- * Join a committee!

~MN River Valley Board Members~

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February is Black History Month

February 2008

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--|---------|-----------|---------------------------|--|--------------------|
| | | | | | 1 | 2 Groundhog Day |
| 3 | 4 | 5 | 6 | 7 MNRV Chapter Meeting | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 Valentines Day | 15 | 16 |
| 17 | 18 Presidents Day | 19 | 20 | 21 | 22 Deadline for March Newsletter submission | 23 |
| 24 | 25 Register for March 6 Chapter meeting | 26 | 27 | 28 MNRV Board Meeting | 29 Leap Day | |

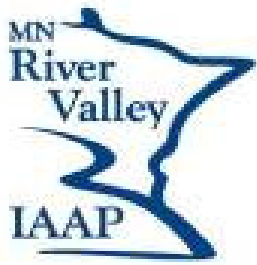
What's coming?

March 6, 2008 Chapter Meeting

NetWORKING not

NetTALKING

Elisa Fair, Dale Carnegie



March 2008

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|-----------------------------------|--|---------|-----------|---------------------------|--|----------|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 MNRV Chapter Meeting | 7 | 8 |
| 9 Daylight Savings Time Begins | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 St. Patrick's Day | 18 | 19 | 20 Spring Equinox | 21 Deadline for newsletter submission | 22 |
| 23 Easter | 24 Register for April Chapter meeting | 25 | 26 | 27 MNRV Board Meeting | 28 | 29 |
| 30 | 31 | | | | | |

What's coming in April?

April 3, 2008

Chapter Meeting

Admin. Professional's Appreciation

Women's Health

Presented by Fairview Hospitals & Clinics