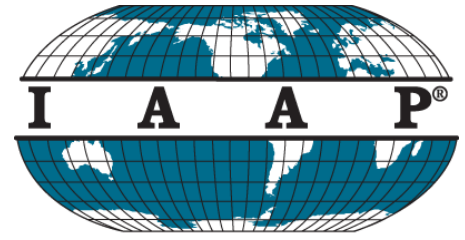


Plaza 205 Mobile Chapter *Connection*



International Association of
Administrative Professionals®
Plaza 205 Mobile Chapter

Inside this issue:

Program Highlights & 3 2

Cultivating Teamwork 3

Committee Reports 6

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From the President

Mayday! Mayday! Mayday! is an emergency code word used internationally as a distress signal in voice procedure radio communications. The Mayday call sign was originated in 1923 by Frederick Stanley Mockford (1897-1962). A senior radio officer at Croydon Airport in London, Mockford was asked to think of a word that would indicate distress and would easily be understood by all pilots and ground staff in an emergency. Since much of the traffic at the time was between Croydon and Le Bourget Airport in Paris, he proposed the word "Mayday" from the French *m'aider*. "Venez m'aider" means "come help me." As president of our chapter, I am asking our members to come help



Please see *President* on page 2

Events Calendar

Plaza 205 Chapter Events

May 10, 2011—Annual meeting, 10th Floor conference room

May 31, 2011—Membership meeting, 204 Conti, Suite 1C, Mobile, AL

June 28, 2011—Installation of new officers, Blue Room of Government Plaza

Alabama Division Events

June 24-26, 2011—59th Annual IAAP Alabama Division Meeting, Guntersville State Park Lodge

IAAP Headquarters

July 24-27—Education Forum & Annual Meeting, Montreal Convention Center in Montreal, Quebec, Canada.

PASSION & PURPOSE

PLAZA 205 MOBILE CHAPTER

International Association of Administrative Professionals is a non-profit organization for office professionals with nearly 600 chapters worldwide, enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building, and leadership development.

Program Highlights

The chapter's annual meeting will be held May 10, 2010 at noon to elect next year's board members and vote on IAAP Headquarters' amendments to bylaws, and our chapter budget for 2011-2012.

Members and guests celebrated the chapter's 2nd Annual Administrative Professionals Week Luncheon with a catered lunch by Zoë's Kitchen. Everyone introduced themselves and told what their passion and purpose was outside of the office. Each member and guest received a rose, chocolates, an Avery sample bag, and a door prize.



Connie Williams sets up the food table for the 2nd Annual Administrative Professionals Week Luncheon at Mobile Government Plaza.

President from page 1

me. As you are aware, I recently sent you a copy of the proposed bylaws amendments from International Headquarters and, in particular, the first amendment may adversely affect our chapter if it's passed. I challenge you to talk up your profession, your talents, abilities, achievements, your job, and IAAP. I challenge you to step outside your comfort zone and tell your friend or co-worker about IAAP and what it means to you. Tell them about the neat website, tell them about all the educational opportunities our organization provides, tell them about the next conference you're saving up to attend, tell them about your solemn pledge to study for and take the certification exam, tell them about the excitement of knowing such vibrant members throughout the country via e-mail, Face book, and correspondence. Tell them about your promise to give back to your community by introducing someone to International Association of Administrative Professionals this year.

Plaza 205 Mobile Chapter Officers

President	Linda Baker	574-3333	lbaker@mobile-county.net
Vice President	Connie Williams	470-0321	connie.williams@bp.com
Secretary	Edith Nassar	574-5980	enassar@mobile-county.net
Treasurer	Faith Koppersmith	208-7012	koppersmithf@cityofmobile.org

Cultivating Teamwork in your organization

By Julie Raines

Remember when you built and played on a team as a child? Your efforts then may have been better orchestrated than the typical processes now among your workplace teams. The juxtaposition of childlike effectiveness and uninspired business teamwork was manifested to me in a friendly competition last fall. The scenario was a team-tent decorating contest at a weekend bicycle tour. My friends and family team designed and constructed its rendition of what would later be recognized as an award-winning Batman's Batcave, complete with "Ka Pow" signage and a control center with flashing lights. We were enjoying each other's company as our next-door neighbors, a corporate team, arrived to decorate their space. For much of the day, a pile of what seemed to be rubble laid next to the tent, awaiting its transformation.

It was then that I noted the contrast between excellent and average teamwork, between efforts that capitalize on enthusiastic participation and playfulness versus activities driven by obligation and protocol. This experience and similar ones have helped me to articulate ways to cultivate teamwork excellence:

Create Awareness of Needs

Simply letting people know of a need isn't enough to actually fulfill the need, but creating awareness is the first step.

There may be times that a call for assistance (or leadership) will be answered quickly. Very often, though, communicating the need lays the foundation for subsequent discussions and team member involvement.

A first communication can be delivered via e-mail, Facebook update, or whatever digital or traditional form is accepted among your team members or potential teammates. Reaching everyone among your circle of friends, colleagues or employees is a priority so that no one, even those who rarely show an interest, will feel left out. Giving all an equal opportunity to accept or reject a call for service is essential.

Set Goals

Establishing baseline goals is useful in getting the team and its leadership to feel comfortable in taking on a project. My experiences have been that the leader either struggles in the team building process as a newbie and finds comfort with relatively low expectations, or has a grander vision and achieves outcomes much better than you would have ever imagined. Realize that high-performing teams tend to be those comprised of people with the desire to excel plus domain knowledge.

Embrace Those with the Desire to Contribute

Identify the specific skills needed to be successful and emphasize these skills when you recruit, welcome and involve people. People are natu-

rally attracted to opportunities that showcase their strengths, and many want the chance to hone their capabilities and earn recognition.

Anyone with the desire to contribute should be embraced. Channeling efforts to tasks aligned with team members' skills can be tricky and should be handled diplomatically. By engaging people in thoughtful conversations about needs, rather than aggressively (and manipulatively) recruiting those who are likely to acquiesce to pressure, you should be able to build a motivated team interested in combining individual strengths for collective success.

Similarly, be open to those who genuinely desire to lead an effort and have the skills to plan, delegate and oversee. If you need to serve as official team leader, then commit to making the experience unforgettably fun with an eye to developing like minded leaders for future efforts.

Assure Support

Unless you have an unusual pool of prospective team members, no one will sign on if you don't offer support. Forms of support will vary depending on the project but will generally include guidance in clarifying organizational nuances and defining measures of success, assistance in performing project tasks, or demonstration of confidence and appreciation of team members throughout the



International Association of
Administrative Professionals®
Alabama Division



59th Annual
IAAP – Alabama Division Meeting
June 24-26, 2011
Lake Guntersville State Park Lodge

For reservations, contact:
Lake Guntersville State Park Lodge
256-571-5440 or 800-548-4553

Please refer to the following when making individual reservations:

Group Code: IAAP

Lodging Conference #:
1634

All rooms should be reserved 30 days prior to the meeting, with a customary first night's deposit.





International
Education Forum
Annual Meeting
July 24 - 27

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Stay relevant. Prepare yourself for the increasingly complex array of challenges and responsibilities in the office.

Learn new skills in our training sessions, lead by industry experts.

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Hammermill is sponsoring Clinton Kelly of TLC's What Not To Wear. His keynote is on the importance of professional image, essential in today's workplace.

Register today for
early bird rates.

iaap-hq.org/events

4/19/11



FUN FACT:

After New York, Montréal has the highest number of restaurants, per capita, in North America.

Teamwork from page 3

tasks, or demonstration of confidence and appreciation of team members throughout the project's execution and following its completion.

Deliver on Your Promises

Never use a bait-and-switch method of recruitment or support (asking someone to help and putting them in charge of a project or offering guidance and assistance but failing to have time and resources available, for example). Your credibility will be decimated if you don't deliver as promised *and reasonably expected*. Being clear about expectations, accountability and support -- and delivering what you promised -- is essential to teamwork; in fact, those behaviors define leadership for teamwork excellence.

Celebrate Success

Great team members will celebrate along the way, reveling in exercising innate skills, engaging with interesting people, and being part of an effort that accomplishes more as a team than possible alone. Have fun as the project progresses. Celebrate successful project completion and special achievements, especially those above original expectations. Show appreciation of team members with the understanding that recognition doesn't have to be flashy or expensive but should be obvious and heartfelt.

Julie Rains is a senior writer at Wise Bread, a leading personal finance community dedicated to helping people get the most out of their money.

Committee reports

Ways and Means Committee

The Ways and Means Committee is looking into a summer fundraiser. Some possibilities are a hot dog sale, Yankee Candle Fundraiser or another raffle.



Governor Signs Proclamation

Alabama Gov. Robert Bentley signs a proclamation March 29, 2011 at the State Capitol declaring April 25 through April 29, 2011, as Administrative Professionals Week and April 27, 2011 as Administrative Professionals Day in the state of Alabama. Pictured from left: Veronica Cross, Tuscaloosa chapter; Ann Payne, Division VP; Gina Chesser, Alabama Power Chapter President; Jackie Powell, 2010-11 Alabama Division President-Elect; Stacey Brewer, Huntsville Chapter President; Brenda Fischer, 2010-11 Alabama Division President, Baisha Woody, Gadsden Chapter; Meegie Wheat, Mobile Chapter President, and Christine Adams, Plaza 205 Chapter.

Birthdays

Edith Nassar **May 24**

Happy Birthday!



Can You Find Me Now?

If you have recently moved or changed your e-mail address, send your new contact information to membership@iaap-hq.org.

Make sure you stay connected.