



GRC News Flash

GRC News Flash, Volume 13, Issue 1

January, 2012

2011-2012 Meetings

2011

- July —Dark
- Aug 17—Social Media Presence: Building Your Online Professional Social Media Presence
- Sept 21—Today's ABC's of Professionalism
- Oct 19—Let's Talk Business
- Nov 16—Simple Marketing
- Dec—Dark

2012

- Jan 18—Workplace Violence
- Feb 15—Accounting for the Rest of Us
- March 21—Ten Barriers to Communication
- April 25—GRC Cocktail Reception "Be Remarkable with IAAP" and "The Many Hats of an Administrative Professional"
- May 16—Administrative Session
- June 20—Negotiating Contracts

Meetings May Change Without Notice

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President's Corner, by Linda Martin

Happy New Year! Hope your holidays were remarkable. It's unbelievable how fast the first month of 2012 has flown. We barely get down all the decorations then it's time to shop for Valentines. It seems like every New Year's Eve we resolve to slow things down a bit. I haven't found the secret to that yet. Do you have some tips on how you manage the gazillion things that keep adding up on your "to do" list? Just email us at grc.iaap@gmail.com. There might be a prize for the most unique idea. Maybe with the extra day in February (yep, this is Leap Year), we can get ahead.

GRC held its first meeting of the New Year on January 18th at a different location, Dave & Buster's (D&B's) in Roseville. Many thanks to Police Lieutenant Troy Bergstrom of the Roseville Police Department for providing us training on "**Workplace Violence.**" These are stressful times, so let's hope none of us ever face such a situation. GRC members, I'll be emailing his presentation to you.

Whether you need help balancing your checkbook or your job duties include financial responsibilities, you'll find our next topic, "**Accounting for the Rest of Us**" very informative. Be sure to join us at D&B's ... and bring a friend! We also will continue our Winter Reading Community Service program, so please bring any new or gently used books to our **Feb. 15th meeting.**

If you haven't already marked your calendar, be sure to SAVE THE DATE for our annual **Mardi Gras Bunko on Sat., March 3, 2012.** We're looking forward to holding it at Dave & Buster's (conveniently located in The Fountains). Some great silent auction items are being accumulated, as well as super prizes. Details confirming the time, price, etc., to come. So watch for updates on our website and email announcements.

We are very excited to announce GRC has a **new member.** Welcome to **Rebecca Hendricks!** She is the Special Events Consultant at Dave &

Buster's in Roseville. As we approach February ("heart" month), I'll leave you with this ...

Some days there won't be a song in your heart. Sing anyway.
~Emory Austin

Linda

Linda S. Martin
IAAP Greater Roseville Chapter
President, 2009-2012

Member of Excellence 2009-2011
"Making the Leap to Remarkable - Step Up, Think Big and Lead the Way."

CA Division News

IAAP California Division Nominations 2011-2012—

If you are interested in being considered for a position on the 2012-2013 California Division Board of Directors, please take the time now to review the forms and start the process.

The deadline for submission of completed candidate nomination packets is **February 15, 2012.**

Please note the following clarifications as stated in the California Division Bylaws and Standing Rules, amended June 6, 2009,

Article III, Section 5 Terms, paragraph b 2): "One term for the office of Treasurer shall equal two consecutive years, with nomination and election for this office occurring every second year." This office will be elected in 2011.

If you have any questions, would like more information, or need the 2012-2013 California Division Nominations packet (forms), please contact:

Barbara M. Murphy,
CAP-OM, Chair
2011-2012 Committee on

Nominations
California Division
714-747-6568
bmurphycapom@gmail.com



HQ News!

Get Certified!—You've been an admin long enough to know the ropes. You can handle the daily juggling act of fielding phone calls, scheduling meetings, compiling reports, gathering data, troubleshooting technology, streamlining processes and all the other tasks your job demands. You've earned the respect of your colleagues and managers.

Now take the next step to reach your own potential by taking the **Certified Administrative Professional** exam this May. The CAP designation is the premier professional recognition for admins. Consider adding the Organizational Management specialty, another recognition of your top-flight office skills. Experience the confidence and pride that comes with certification. Download, complete and send your application for the May CAP exams before the Feb. 15 deadline. Late applications will be accepted through Feb. 28 with an additional \$50 fee.

It's time to reach your potential. You've earned it.

Technology Applications Specialty Now Available!—Take the next step in your career by attaining the Technology Applications specialty from IAAP. Earning the Technology Applications specialty demonstrates your commitment to continuing technology education.

Make a difference in your career by earning the TA specialty from IAAP. Here's how: First, complete three of the Options Technology modules. The modules cover the Microsoft Office Suite including: Word, Outlook, Excel, Access, PowerPoint and Project. Following that, pass the test to receive a Microsoft certification in at least one of the Options Technology modules you competed. Then, submit the application and the fees for your TA specialty.

[Learn more about the Technology Applications specialty](#)



2012 Spring Conference—

Event Date: Sun, 03/04/2012
Location: Las Vegas, NV
Hotel: Harrah's Las Vegas

Take care of your first step to register for the 2012 Spring Conference and book your hotel room now for only \$129 per night! (*Plus tax)

Stay at this luxurious hotel at the heart of the Strip and discover the most exciting resort in Las Vegas. We have over 2,500 beautiful rooms and suites, 86,664 square feet of casino space, seven outstanding restaurants, a sparkling outdoor swimming pool, a luxurious spa, state-of-the-art health club, full-service beauty salon, a unique variety of retail options and, of course, entertainment. Whether you're traveling on the Las Vegas monorail or their free shuttle that takes you to all the Las Vegas resorts, getting around during your stay is easy! Harrah's Las Vegas is located within minutes of McCarran International Airport.



IAAP headquarters website:
www.iaap-hq.org

California Division website:
www.iaap-ca.org

Greater Roseville Chapter
www.iaap-roseville.com

GRC/IAAP Activities

Recap of GRC's JANUARY Training/Meeting—"Workplace Violence" by Roseville Police Department

Troy Bergstrom, Police Lieutenant, Roseville Police Department Commander of their regional SWAT team gave an awesome presentation covering active shooters (reporting, complying, etc.) and other workplace violence incidents/scenarios with lessons on red flag warnings, reporting, complying).

This insightful presentation has been given to several Roseville businesses including Sutter Roseville Hospital, SureWest, Heald College, and at City Hall. If you would like to have this presentation given to members of your company/firm, please contact Troy Bergstrom at TBergstrom@roseville.ca.us.

GRC's Upcoming FEBRUARY (02/16) Training/Meeting—"Accounting for the Rest of Us" by Michael Bruggeman, CPA

Michael Bruggeman, Finance Director, Kitchell CEM, will assist us with the basics and beyond in his presentation of "Accounting for the Rest of Us." He has 22 years experience in the financial industry and is the Finance Director at Kitchell CEM.

NOTE: Our Feb. 16th training/meeting will be held again at **Dave and Buster's** in Roseville.

Dave and Buster's Roseville
1174 Roseville Parkway
Roseville, CA 95678

GRC's Winter Reading Community Service Program for the Placer County Literacy Program—Please remember to bring nicely used books, videos, CDs, DVDs, etc. to the February 16th training/meeting at Dave & Busters in Roseville. If you will be unable to attend, please contact Kathleen Smith at ksmith@kitchell.com to make other arrangements for your donation.

OTHER MEETING REMINDERS:

- Box Tops For Education
- Business Clothes for W.E.A.V.E.
- Begin searching for great PJ sales—our "Spring into PJs" community service program is coming in March





**2011-2012
GRC Board**

**President
Linda Martin**

**VP Membership
Theresa Souza**

**Secretary
Terry Barragan**

**Treasurer
Kathleen Smith**

Get What You Deserve (from *Job Genius Express Employment Professionals*)

How to Properly Ask for a Raise—You've been working for a few years and now your hard work is paying off. You've been assigned new tasks, increased the value of your role, and been given more responsibility. Unfortunately, you feel like your workload has greatly increased, while your pay has stayed the same.

With a slow economic recovery, you may feel like you should be thankful you still have a job and one of the worst things you could do is request higher pay. Asking for a raise can seem risky and could harm the working relationship you have with your boss, but if you feel like your workload or duties have surpassed your current wage, you may be justified in your desire for higher compensation. It's natural to get paid more for handling more important responsibilities at work.

While asking for higher salary may not be as "dangerous" to your career as most people think it is, asking shouldn't be off the cuff, spontaneous, or unprepared. Doing so with your manager does make you look selfish and may affect your career. Don't let your fear keep you from getting what you deserve. Here are some great tips to clearly communicate your worth to better your chances of getting a raise.

This is How We Do It: Before you start making your case, it's always important to know your employer's policies on salary and pay. Find out if your company requires annual performance reviews before deciding salary, who makes the decision to allow a raise, or if pay advances are allowed according to a set schedule or rank. If you can't find anything in your employee handbook, schedule some time with one of your human resources managers to discuss in further detail.

If Not Now, When? Something this important shouldn't be done on-the-spot. Set up a meeting with your boss to talk about your raise. It gives both of you time to prepare, and meeting face to face will get better results than sending a letter or email. Make sure your manager knows the meeting is about discussing a raise so the idea can marinate in your manager's mind until then. If you get immediately rejected for the meeting because the boss can't give you one, use the rejection as an opportunity to learn how you can better position yourself and prove your value whenever next year's budget is being discussed.

It Takes Two: Before building a strategy, you should recognize the difference between role value and individual value. They aren't the same and you need to know the difference to find out which one to focus when making your case with your boss.

Role value is based on how much worth your employer places on your position. Your employer may have a pay cap on your title and won't be able to exceed that amount. If this is the case, you can focus on working with your boss to either expand on your job to allow a higher cap or develop a role which commands a higher value and salary.

Individual value is objectively knowing your individual worth. What have you done for your employer? How have you helped the company grow, cut costs, or go above and beyond their goals? This is what most people asking for a raise base their case off of and it can be effective if properly and clearly presented.

I Have a Plan: Once you've figured out your angle, it's time to prepare. To get a better idea of how much you should be asking for, research the average wages of people working in your field at your level. There are several ways

to gather this information. The Economic Research Institute offers a free [salary calculator](#) that provides an estimated annual mean salary for various positions. About.com also has a free [salary tool](#) that surveys salaries from specific locations.

Be sure not to make your salary research a principle reason to your boss. It's for you to base your request on and your manager will not see it as a real reason to evaluate your pay. Instead, write out a list of your accomplishments. Pay particular attention to projects you've worked on, and how you helped solve any problems that arose. You should demonstrate why you're worth more money to your employer, including proving how business operations and profits have improved because you've been a part of the organization.

Stay Positive: If after presenting all the information in a calm and professional manner, and you are still turned down, keep things positive and respectful. Whether it's out of your manager's hands or your boss has different plans, a good manager will respect your honesty and keep you in mind whenever opportunities arise. If you are told the areas your manager thinks you haven't performed well enough in to warrant a raise, you now have a goal for yourself to achieve.

If you honestly believe you deserve a raise, don't be afraid. Have confidence in your worth because you'll never know if you don't try. You aren't making ridiculous wage demands; you are trying to maintain a fair balance of effort and reward that's vital for any successful and sustainable organization.

By Jared Cole



The Differences Between Cover Letters To Hiring Managers And Headhunters *By Martin Yate CPC*

A reader asks, "What are the differences between a cover letter to a recruiter and one to a hiring manager? Do you make the same points?" Good question. The simple answer is that while the overall structure and intent of the letter is the same...

- Sell to the customer's needs as you understand them
- Stick to 2-5 paragraphs
 - For a printed document never more than one page
 - For an email the same points apply, with your strongest selling points visible on the initial screen view of the page, with minimal scrolling beyond
- Legible 11 or 12 point Sans Serif font (the font has none of those touchy-feely curlicue touches that only Kindergarten teachers are authorized to use)

A hiring manager has one very specific set of needs and the better you can understand those stated needs and what is behind them, the more effectively your cover letter can speak to your ability to address

them successfully. When you do this, it will establish relevance, arouse interest and build a bridge for two professionals to discuss a common interest.

Writing to a headhunter is a more complex issue. S/he represents a range of hiring managers and their interests, and is also keeping an eye out for interesting candidates for a wide range of past and potential future clients.

Many times when you will write to headhunters with no job opening in mind, but because they specialize in your profession/work. You hope they will introduce you to companies and hiring managers of whom you have never heard.

In these instances you obviously cannot sell yourself to one specific set of needs. Instead you will

- Introduce yourself as someone qualified for a certain type of job
- Address the skills and capabilities you bring to that work
- Identify the industries in which

you have experience

- Identify the types of companies in which you have worked and been successful

If you are writing to a headhunter about one particular opening, you can address it in the same way as you would with a hiring manager. However, if you have a range of skills that qualify you for other openings, it would be wise in a closing sentence to reference that wider range of skills and to which jobs they might apply.

Read more on the Simply Hired Blog: http://blog.simplyhired.com/2012/01/the-differences-between-cover-letters-to-hiring-managers-and-headhunters.html?utm_source=newsletter&utm_medium=email&utm_campaign=jan24#ixzz1kmVlyRcO



Meet companies hiring in your home town.

Sacramento Career Fair

Wednesday, February 22, 2012
11:00 AM to 2:00 PM

Red Lion Hotel at Arden Village
1401 Arden Way
Sacramento, CA 95815

[Registration Link](#)



**EARN A POINT FOR
"MEMBER OF
EXCELLENCE"
BY CONTRIBUTING
AN ARTICLE FOR THE
GRC NEWS FLASH
(200 words or more)**

SEND TO:
Kathleen Smith
laap.ksmith@gmail.com

Make Me Laugh *by Unknown*

Life really boils down to two questions...

Should I get a dog?



OR...

Should I have children?



No matter what situations life throws at you...

No matter how long and treacherous your journey may seem...

Remember there is a light at the end of the tunnel.

You're laughing aren't you? That's good 'cause my job here is done!

Have a great day and remember to give thanks....



Cats are so dramatic!!

Now that I made you smile, try and make someone else smile today!



Hungarian Ham Strudel with Tangy Sour Cream Sauce

By Safeway

A crisp, creamy and simply fabulous main dish strudel (four servings).

*Prep Time: 15 minutes
Cook Time: 15 minutes
Ready In: 30 minutes*

Ingredients:

- 6 green onions, thinly sliced
- 1 1/2 cups cooked rice
- 1 cup shredded Swiss cheese
- 2 tablespoons paprika
- 1 tablespoon caraway seeds
- 2 tablespoons Safeway SELECT Nonpareil Capers, drained
- 6 sheets filo dough (about 12 in. by 18 in.)
- 1/3 cup Lucerne Sweet Cream Butter, melted
- 8 ounces Primo Taglio Maple Ham, thinly sliced
- 1/3 cup Lucerne Light Sour Cream
- 2 tablespoons Safeway Country Dijon Mustard
- 1 bunch watercress, crisped
- 2 tablespoons Safeway SELECT Seasoned Rice Vinegar

Directions:

1. In a medium bowl, combine onions, rice, cheese, paprika, caraway seeds, and capers.
2. Lay one filo sheet flat (cover remaining filo with plastic wrap to prevent drying) and brush lightly with butter. Top with another filo sheet and brush with more butter; repeat using remaining filo to make a stack; reserve remaining butter.
3. Starting about 1-inch from a narrow edge, lay ham slices over filo to cover about a third of the dough; leave a 1- to 2-inch margin at sides. Evenly pat rice mixture over ham. Roll filo from ham end to enclose filling.
4. Gently transfer strudel, seam side down, to a buttered rimless baking sheet (at least 11x14 in.). Brush strudel lightly with remaining butter. Bake in a 400 degrees F oven until golden brown all over (15-17 minutes).
5. In a small bowl, mix sour cream with mustard; set aside.

Place watercress in a large bowl; sprinkle with vinegar, then toss lightly.

6. Using two wide spatulas, slide strudel onto a platter. Cut into thick slices and serve with watercress. Add sour cream sauce to taste.

Notes:

Filo handles best if thawed in the refrigerator at least 8 hours or overnight. If sheets tear, just piece them together.

Nutrients per serving: 598 calories, 36g total fat, 22g saturated fat, 103mg cholesterol, 46g carbohydrate, 25g protein, 576mg sodium, 4g fiber.

