

2012 Administrative Professionals Day Workshop
April 24, 2012: 11:00 – 11:44:59AM
(Yep, Right Before Lunch...and Door Prizes)
Trenholm State Tech College



EDUCATIONAL AND FUN ACTIVITY
“STRIVING FOR SIGNIFICANCE”

Ken Scott, EdD
Sr. Instructor, Computer Information Systems;
Director: CISCO Networking Academy,
SkillsUSA-Trenholm, &
Association of Information Technology Professionals:
Student Chapter

H. COUNCILL TRENHOLM STATE TECHNICAL COLLEGE
MONTGOMERY, ALABAMA

kscott@trenholmstate.edu

334.420.4392

Quiz 1



F
L
E
S
R
U
O
Y



N

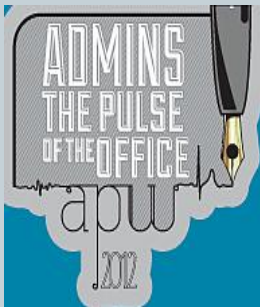


T
H
E



CONGRATULATIONS!

**“YOU TAKE WHAT AIN’T,
YOU MAKE WHAT IS!”**



APRIL 22-28

Thanks to Administrative
Professionals Day sponsors:



HAMMERMILL.



**AVERY
DENNISON**



resplus

Brittany Anderson & Rosa Miles

Nice Web Site...

The screenshot shows the IAAP website homepage. At the top left is the IAAP logo, a globe with the letters I, A, A, P. To its right is the text "International Association of Administrative Professionals". In the top right corner, there are links for "IAAP Members | Login" and social media icons for Facebook, Twitter, LinkedIn, and RSS. Below this is a search bar and a navigation menu with items: Home, Join, About, Education & Events, Certification, Publications, Careers, Members, Shop. A large banner for "Administrative Professionals Day" is centered, featuring the dates "APRIL 22-28" and "Thanks to Administrative Professionals Day sponsors:" with logos for HAMMERMILL, AVERY DENNISON, and resplus. On the left side, there are three sections: "APW Press Releases" with articles "Administrative Professionals Still Love Electric Typewriters" and "'Mad Men' Effect May Mean More Secretaries"; "Webinars" with "Business Etiquette: New Rules in a Digital Age"; and "Future Dates" with "Administrative Professionals Week" for 2012 (April 22-28), 2013 (April 21-27), and 2014 (April 20-26). On the right side, there is a "Administrative Professionals Day" sidebar with links to APD/APW Home, FAQ, Chapter APW Events, and Media Inquiries. Below that is an advertisement for resplus, stating "Only at Fairmont, Raffles and Swissôtel." At the bottom right, there is an "IAAP News" section with the headline "Administrative Professionals Still Love Electric Typewriters" and a sub-headline "Registration Now Open for EFAM 2012".

IAAP Members | Login

f t in RSS

Search

Home Join About Education & Events Certification Publications Careers Members Shop

Administrative Professionals Day

APD/APW Home

FAQ

Chapter APW Events

Media Inquiries

Administrative Professionals Day 2012

Like 1,867 people like this.

The theme for the 2012 Administrative Professionals Day® is: **"Admins, the pulse of the office."**

Administrative Professionals Day will mark its 60th anniversary on April 25, 2012. Over those decades, the job of an administrative professional has changed dramatically thanks to new tools, techniques and seismic shifts in the economy and culture itself. But admins have remained the steady center of efficiency through it all, helping ensure that jobs get done right, on time and under budget. Admins are one of the engines of business, particularly in a complex economy. In a world that demands the accurate and speedy movement of digital information, admins are masters of data. And they do this while maintaining their more

Administrative Professionals Week

2012: April 22-28
2013: April 21-27
2014: April 20-26

IAAP News

Administrative Professionals Still Love Electric Typewriters

Registration Now Open for EFAM 2012

Who are you?

IAAP Mission Statement

“ *Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.* ”

IAAP 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.

*“Striving
for
Significance”*

STATUS-QUO:
an existing state
of affairs



SIGNIFICANCE:
having or being likely
to have influence or effect

SUCCESS:
a favorable
or desired
outcome

*Just in case you didn't study for this...oops,
Quiz 2*

How many of you would consider an increase in salary:

- A. None of us *(take a vacation, immediately!)*
- B. Some of us *(take a vacation immediately, or sooner!)*
- C. Only one person *(take the group with you on a vacation)*
- D. All of us would consider a salary increase
(if you selected D, you must pass Quiz 2)



“Striving for Significance”

The Job

Scenario: 1

The Joy

Team Leadership: Executing

© Randy Glasbergen
www.glasbergen.com



“From now on, red ink means *profit* and black ink means *loss*. Problem solved!”

“Striving for Significance”

The Job

Scenario: 2

The Joy

Team Leadership: Influencing 1



Why are you following me?

“Striving for Significance”
Scenario: 3

The Job

The Joy

Team Leadership: Influencing 2



© 1981 Herb Rammner, Jr.
"Believe me, fellows, everyone from the Pharaoh on down
is an equally valued member of the team."

"Striving for Significance"

The Job

Scenario: 4

The Joy

Team Leadership: Strategic Thinking

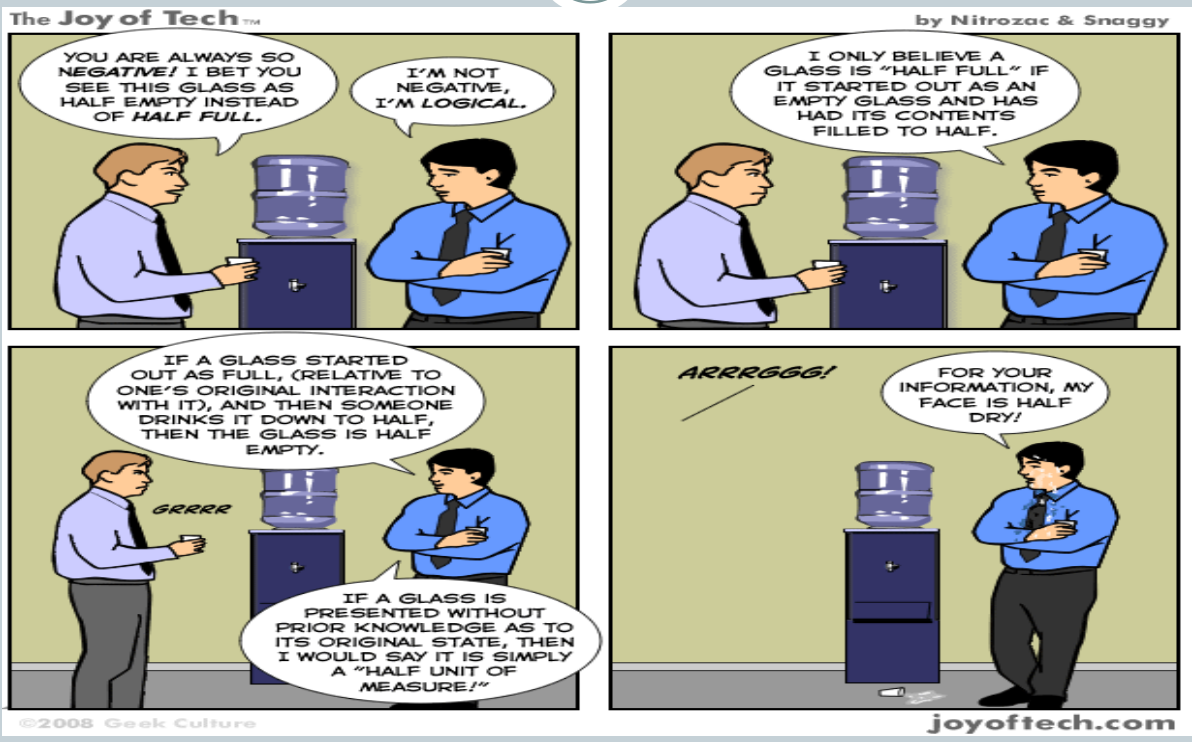


“Striving for Significance” Scenario: 5

The Job

The Joy

Team Leadership: Relationship Building



“Striving for Significance”

The Job

Scenario: 6

The Joy

What kind of leader are you?



“Striving for Significance”

Scenario: 7

The Job

The Joy





“Striving for Significance”

Scenario: The Administrative Professional

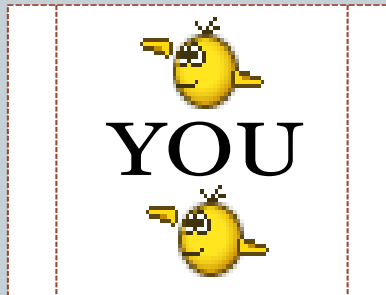


Which one are you? → Status Quo * Success * Significance...

Community Leaders/Leadership

“We are all capable of being effective leaders.”

Theme: A popular sentiment wisely reminds us that all of us are smarter than one of us. The wisdom, common purpose, inclusivity, sense of community, and personal empowerment embedded in that statement are profound. Leadership is not something possessed by only a select few people in high positions. We are all involved in the leadership process, and we are all capable of being effective leaders. Through collaboration with others, you can make a difference from any place within the organization, whether as the titled leader or as an active member. (Komives, Lucas and McMahan, 2007, p. x)



...Up next, the tools of your profession...

Tools of the Profession – Back Then...and now

The



Phone



Tools of the Profession – Way Back Then...

The
Type
Writer



PROFESSIONAL 2010

Microsoft Office Professional 2010 brings together our top-of-the-line tools to help you stay organized, connected, and competitive.

Includes:

- Word
- Excel
- PowerPoint
- OneNote
- Outlook
- Access
- Publisher

\$499.99 For 1 user
2 PCs

\$349.99 For 1 user
1 PC only*

[Buy now](#)

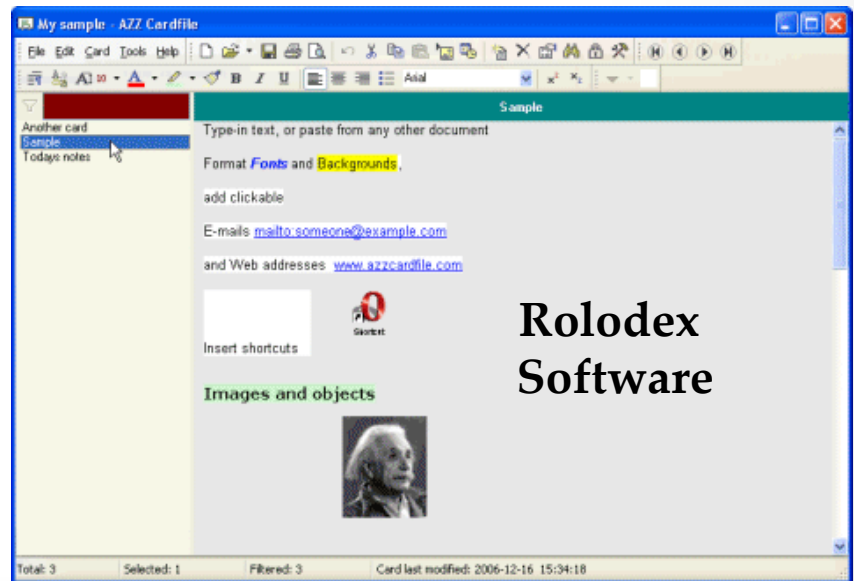
[Download a free trial](#) | [Learn about your purchase options](#)



← Your best friend...

Tools of the Profession – Way Back Then... (and even now)

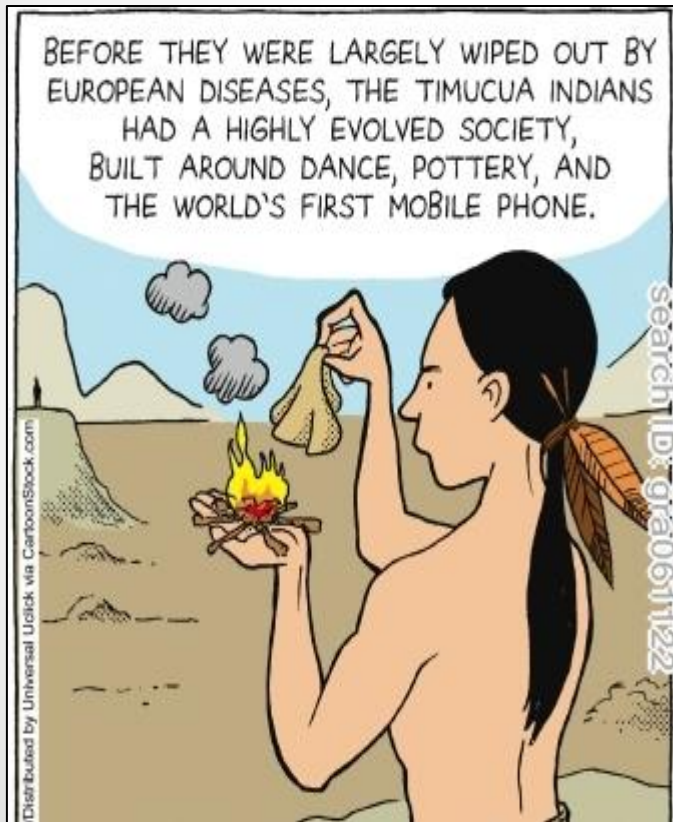
The Rolodex



**Rolodex
Software**

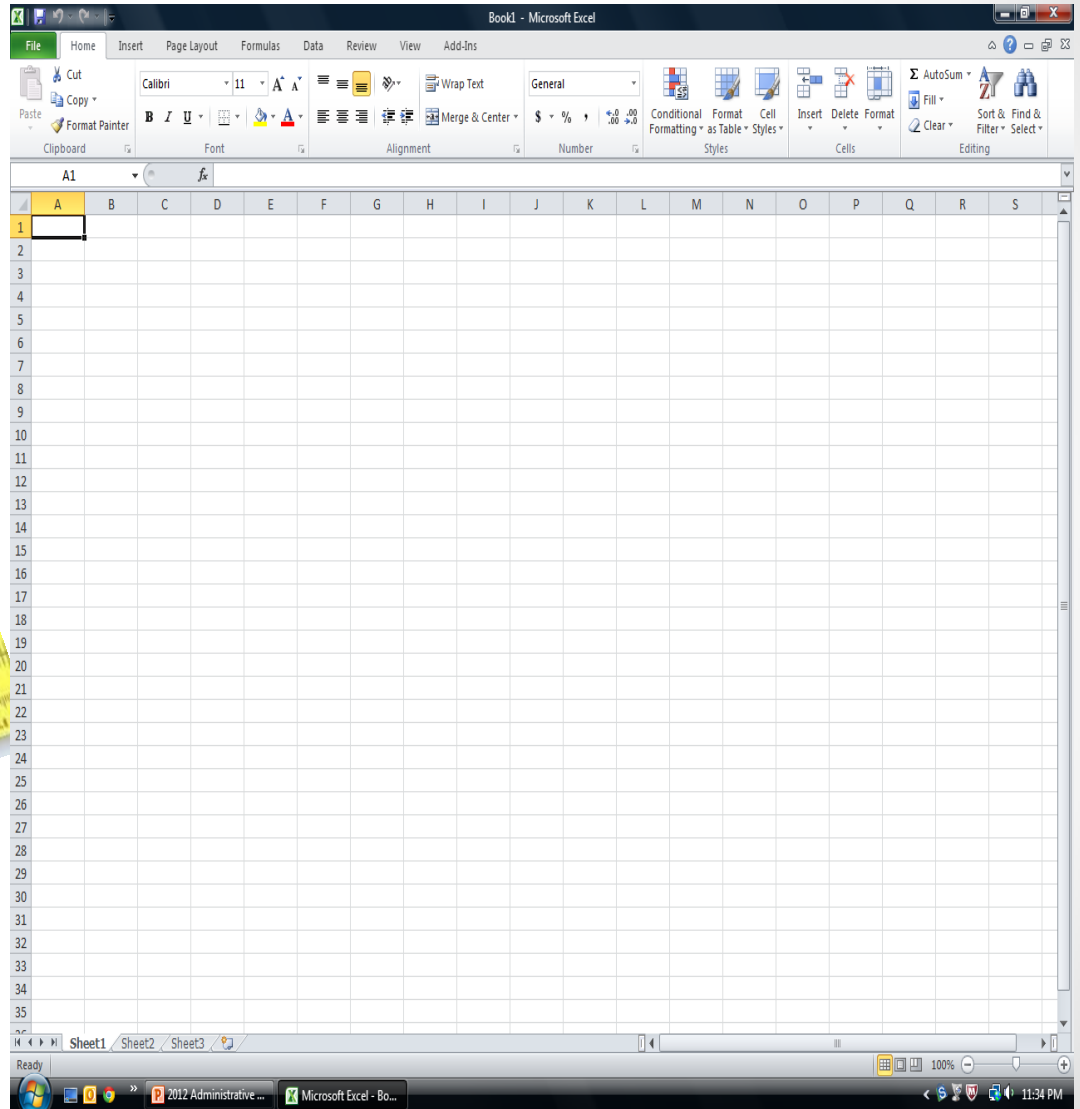
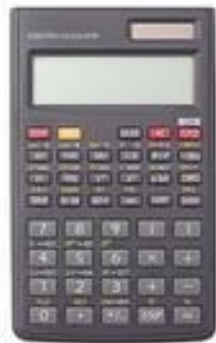
Tools of the Profession – Way Back Then... (and even now)

Social Media



Tools of the Profession – Way Back Then... (and even now)

Budget Calculations



Tools of the Profession – Way Back Then... (and even now)

Graphics

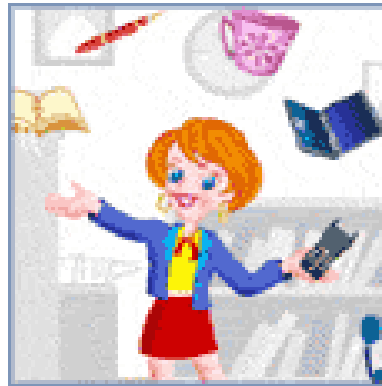


A screenshot of the Adobe Creative Cloud website homepage. The page features a navigation bar with links for Products, Solutions, Learning, Help, Downloads, Company, and Buy. The main headline reads "New Adobe Creative Cloud with Photoshop CS6 Extended" and includes a sub-headline: "Creative Cloud delivers new CS6 versions of Photoshop and all your other favorite creative tools. From US\$499/month. Learn more >". Below the headline are several promotional tiles for Education, Solutions, Learning, and Help. The Education tile mentions "Prepare the next generation for success". The Solutions tile mentions "Digital Publishing Suite & Vanity Fair". The Learning tile mentions "Learn at your own pace". The Help tile mentions "Find answers fast". On the right side, there is a "Join the excitement" banner for a live broadcast event. At the bottom, there is a "Download" section listing Adobe Reader, Adobe Flash Player, Adobe AIR, and Adobe Shockwave Player. The browser's address bar shows "www.adobe.com" and the page title is "Adobe".

And Last But Surely Not Least...

Thanks for all that you do...

"Always be nice to administrative professionals.
They are the real gatekeepers in the world."
— *Anthony J. D'Angelo*



But wait...there's more ...

*Just in case you didn't study for this or Quiz 1 & 2...oops,
It's Time for (Drum Roll).....Quiz 3!*

Take the following stress test...



If you fail Quiz 3, you are advised to follow the suggested treatment without delay!

Remember, if you are having a day like this...

STRESS TEST:



If you see anything ***OTHER*** than two dolphins,
you need to take a few days off and unwind...

Know Thyself Quiz...!!!

Administrative Professionals Week FAQ

When did Administrative Professionals Day begin?

Originally organized in 1952

Who founded Administrative Professionals Day/Week?

Mary Barrett, president of the National Secretaries Association

Why did IAAP create Administrative Professionals Day/Week?

To recognize skills, loyalty, & efficiency and favorable publicity

When is Administrative Professionals Day/Week?

The last full week in April

Who qualifies as an administrative professional? ←

Individuals responsible for administrative tasks & who seek personal and professional growth

What is the best way to celebrate Administrative Professionals Week?

<http://www.iaap-hq.org/events/apw>

My challenge to you:

Strive for significance in all you do...



Faith & Family

Personal & Professional Development

And whatever fits in between...

**“To Infinity and Beyond”
(Translation: Strive for significance!)**

Dr. Buzz Lightyear

[Google Project Glass...](#)

Resources & Contact Info

Dr. Ken Scott

kscott@trenholmstate.edu

Office: 334.420.4392

Cell: 334.312.4751

<http://www.trenholmstate.edu>

Reference 1: Komives, S., Lucas, N., & McMahan, T. (2007). *Exploring leadership for college students who want to make a difference*. San Francisco, CA: Jossey-Bass.

Reference 2: Lencioni, P. (2012). *The advantage: Why organizational health trumps everything else in business*. San Francisco, CA: Jossey-Bass.

Contact Information/Q&A

The screenshot shows the website for Trenholm State Technical College, H. Councilll Trenholm State Technical College. The browser is Windows Internet Explorer. The website features a navigation menu with links for Home, Programs, Admissions, College Calendar, Financial Aid, Human Resources, and Title III B. A main banner image shows a group of diverse students sitting outdoors. Below the banner, there are sections for 'Welcome To Trenholm State' and 'College Information' which lists '2011 Summer Youth Programs' and 'Louisiana Lagniappe Photos'. The taskbar at the bottom shows the Start button, Internet Explorer, Microsoft PowerPoint, and the Trenholm State Tech... application.

