

The Connection

An electronic publication of the Oak Ridge Association of Educational Office Professionals



President's Message

Sherry Bath

Punxsutawney Phil saw his shadow on February 2nd, which meant we would have six more weeks of winter... well he was right on! We haven't had such a cold, snowy winter in a very long time. However, each day of winter brings us that much closer to Spring... soon the trees and flowers will be budding, blooming and flourishing with new growth. What a great time for each of us to reflect on our own growth... in our lives and in our profession.

Being the Secretary to the Principal and the Bookkeeper for the school, I find myself feeling very anxious about taking time out of my day to attend a workshop. My "to do" list never seems to shorten. I waver in my decision to attend a workshop. I ask myself, "Will the workshop be beneficial enough for me to take

that precious time away from my office where my "to do" list just keeps getting longer?" It's one of those, "I dread taking the time away, but once I go; I'm so glad I did because I did benefit from it in one way or another... I did grow in my profession."

I guess it's all about choice. Do I choose to stay at my office and get some of those "to do's" checked off, or do I attend a professional growth opportunity and learn how I can better improve myself as an educational office professional? These opportunities can provide the tools you need to find your full potential. They can provide the tools you need to make your job a little easier. They can provide the tools you need to learn how to take pride in the work you do.

We can become so complacent in what we do at our desks each day, that finding time for our own professional growth is often put at the bottom of our priority list. It's time to blossom and grow in your professional life... it's time to enhance your organizational skills, improve your communication skills, improve your technology skills, build self confidence, and work together as a team. It's time to enhance your professional growth by attending one of the *Lunch and Learns* and/or *Technology Briefings* which are offered each month.

Reach out and grab these opportunities for new growth. Spring is coming... it's time to recommit yourself to excellence and be dedicated to your educational growth.

Sherry

Excel 2007: Charts & Graphs



When: Wednesday, February 24 3:00-4:00

Where: RMS Lab 206

What: Julia Kirk, RMS CATIF, will provide an in-depth look into the world of Excel charts & graphs. Even if you've done charting before, Excel 2007 offers many new features to make even simple charts look professional.

In this issue...

Professional Development Day	Pg 2
The Wonderful Web	Pg 3
Presentation Pointers	Pg 4

Summer Professional Development Day

Last spring, Donna Farmer presented a workshop called "Understanding Poverty" in which she shared insight into the different, and often unspoken, rules by which families living in poverty live. Many positive comments were received with a large number of those in attendance indicating that they'd like additional training on this topic. Given this ever-growing demographic of our population, Donna will present a more in-depth study on this topic during the morning session. This will provide an opportunity to both learn and share ways to most positively interact with both students and parents living in poverty.



Our afternoon guest needs little introduction. Owner of 'The Silk Purse' boutique Judy Gardner and hair stylist sidekick, Donna Grubb will again this year present a fashion show and professional image workshop.

As in previous years, a delicious lunch will be provided in between sessions.

When: Friday, June 11 8:30-3:30

Where: TBD

2009-2010 ORAEP Officers

Sherry Bath, President

sbath@ortn.edu

Natali South, President-Elect

nsouth@ortn.edu

Teresa Seals, Secretary

tseals@ortn.edu

Helen Ancelet, Treasurer

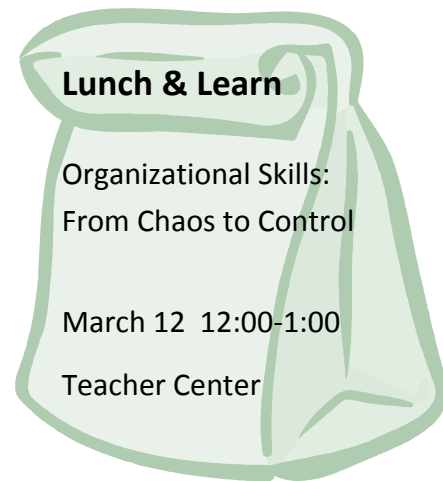
hancelet@ortn.edu

Lynne Lammerhirt, Member at Large & Webmaster

llammerhirt@ortn.edu

Elizabeth McFall, Newsletter Editor

emcfall@ortn.edu



Lunch & Learn

Organizational Skills:
From Chaos to Control

March 12 12:00-1:00

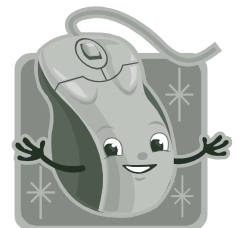
Teacher Center

Getting Fancy with AutoShapes

We've all heard that a picture says a thousand words. The next time you're working on a presentation or flyer give this **AutoShapes** tip a try to take things from drab to dazzling!

In Word 2007

1. Choose **AutoShapes** (either from Insert menu or sidebar shortcut icon)
2. Select and insert the shape you want.
3. Right click and choose **Format AutoShape**
4. Choose, **Colors & Lines**, then **Fill Effects**
5. Choose **Picture**, then select picture
6. Click **OK** twice.



In Power Point 2007

1. Choose **Insert, Shapes**
2. Right click on shape, choose **Format Shape**
3. On **Fill**, choose **Picture or Texture Fill**
4. Select photo from file or use Clip Art
5. Click **Close**

The Wonderful Web

Have you ever stopped to think about how many websites (not just pages) are out there? A recent search for a statistic on the topic netted this result - 310 billion and counting. And that number has probably increased tremendously between the writing of this article and the time you are reading it. Suffice it to say, just about anything you want to find online, you can and will. Given the overwhelming number of websites out there, it's a real task to pare down your favorites. So, not including the frequently accessed, Microsoft templates and training, <http://office.microsoft.com/en-us/templates/FX100595491033.aspx?pid=CL100632981033>, I've narrowed down mine and hope you find a few worth adding to your favorites list.

Office Dynamics - Several have attended the monthly Lunch & Learn collaboration opportunities featuring video clips from Joan Burge. Joan founded Office Dynamics in 1990 after an 18 year career as an administrative assistant in some of the country's largest corporations. Her website offers many free resources and short videos designed to re-energize you about our profession. www.officedynamics.com

Office Arrow - This site provides both free and paid-access material. Truly a one-stop-shop professional experience. <http://www.officearrow.com/>

Crabby Office Lady - Crabby provides a wealth of information, and humor, on all things technology.

<http://office.microsoft.com/en-us/help/FX101679371033.aspx>

DeskDemon US - This site includes sections on networking, meeting & event planning, travel, office technology and much more. Also available is a free subscription to their digital magazine, *AdminAdvantage*.

<http://us.deskdemon.com/pages/us/indexus>

The Change Agent - Patti Hathaway provides practical information in a variety of mediums on this free-access website.

<http://www.thechangeagent.com/index.shtml>

Survey Monkey - Take the hassle out of surveying faculty, staff, students and parents with this online tool. Memberships range from free to \$200 annually. <http://www.surveymonkey.com/>

Corbin Ball - This website is every meeting planner's dream. The most comprehensive site out there.

<http://www.corbinball.com/home/>

Damsels In Success - This online community of professional women offers numerous resources on a wide variety of topics. Women from a variety of industries across the country share ideas and strategies including authors and professional speakers. Productivity expert Laura Stack is a frequent contributor.

<http://www.damselsinsuccess.com/blogs/default.aspx>

Presentation Pointers

Jerry Seinfeld got a big laugh when he joked about a survey that found the fear of public speaking ranks higher in most people's minds than the fear of death. He quipped, "In other words, at a funeral, the average person would rather be in the casket than giving the eulogy."

According to numerous surveys, the fear of public speaking ranks high among the top scenarios Americans dread, even surpassing fears of illness, flying, terrorism, heights, and physical harm. If you fall into this category, read one for just a few quick ideas to help you speak with confidence the next time you're called upon.

It may not seem like it, but delivering a power point presentation is an art. Review these ten tips before you are called on to deliver a presentation, Power Point or otherwise. These are also great ideas to keep in mind when asked to review a presentation your supervisor is scheduled to make.

1. **Don't be just an information source.** You have valuable information to present, yes, but your audience doesn't want a lecture. Act like the expert you are and don't read from the screen.
2. **Start at the end.** Investing a good deal of planning time will help you think through what you want your audience to gain. Then work backwards.
3. **Make it simple.** Participants will benefit much more if you leave out elaborate vocabulary and trivial information. Tell them just what they need to know now.
4. **Don't explain your slides.** Use images whenever possible. As the old saying goes, a picture really does say a thousand words.
5. **Clearly define your message.** People are busy, don't waste their time. Give them only one or two take away ideas.
6. **Know your audience.** This can make a tremendous difference in how you prepare and present.
7. **Answer questions.** A great presenter handles questions with ease. Encourage your participants to ask for clarification if you've glossed over something too quickly.
8. **Practice first.** Never give a presentation live that you haven't practiced. This seems obvious, but it often isn't.
9. **Sweat the small stuff.** By acting as presenter you are insinuating a certain level of expertise. Always ask someone to look over your presentation for clarity. It's amazing how small errors look enormous when projected on a screen.
10. **Sell yourself.** No matter your topic, you have a concept to sell. But you are also selling yourself—take time to think about how you want your audience to remember you.



We've all heard that laughter is the best medicine. In looking through my files recently I came across a 'funny' I heard from our very own Shellee Lawson. If you have a humorous observation to make, please send it to Elizabeth for inclusion in a future publication.

If anyone ever asks you for advice, before they say what they would like advice about, try out these wise words:

If you try skydiving and your parachute fails to open, then skydiving is not for you.