



# The OSUAP Connection

Issue #21

August 28, 2017

Know an Admin who is  
new to OSU?

Please forward this  
Newsletter to her or him!

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## OSUAP Goals

- ◆ Encourage professional development
- ◆ Develop leadership skills
- ◆ Network with peers

## Special Notes:

- OSUAP Bi-Monthly Meeting 9/8 12-1pm—Networking Session, 150 Thompson Library
- COE Professional Development Seminar 9/15 ([Register Here](#))
- Become a Buckeye Wellness Innovator Orientation 9/18 1-5pm([Buckeye Wellness Innovators](#))
- Attend the Fifth Annual Breast Cancer Survivorship Conference 9/30 ([Register Here](#))
- ExperienceWeek: Learn from the Experts. Build Iconic Experiences Oct. 16-19 ([Register Here](#))



## Awesome News: We have made it to 400 OSUAP Members!

Welcome and Congratulations to our 400th OSUAP Member Kathryn Federer-Karst, Program Assistant for Department of Psychology! We are thrilled to have you join!

## Exciting Content and Details from the Webinar: Administrative Conferences Galore—Choosing What's Best for You! by Joan Burge CEO, Office Dynamics with notes by Michelle Pennington

Maybe you want to attend a conference or even just sign up somewhere to get a little training. How do you ask for approval? Who do you ask for approval? Will they say yes? What if they say no?

**Professional Development at OSU is important for you and for those you work with and for.** As for the approval.... In all honesty, they will likely say yes. We are an educational institution after all! But they won't say yes just because you asked. You really do need to "make your case" and in more ways than one. At the conclusion of the article, I will share all of the responses that Krista Chafin, Administrative Assistant with Health System Nursing Services, Departments of: Quality, EBP, Research, Education & Magnet, received when she sent out a request recently for information to our members here at OSU on their experiences with any national conferences. I would like to personally thank Krista for

prompting a great conversation and sharing all of the responses she received with us.

The following information was graciously provided by Joan Burge of Office Dynamics and includes a lot of detailed content (*some from a survey that was sent out prior to the webinar event*) that was used for her Webinar titled **Administrative Conferences Galore—Choosing What's Best for You!**

### When choosing a conference, what are the most important deciding factors?

#### Top 3:

Location  
Price/Cost  
Topic/Content

**If you could choose one thing to have at an administrative conference, what would it be?**

### Are you ready for the answers we received?

Answers included:

- LUNCH, a comfortable bed
- Everything from networking opportunity with keynote speakers to a panel, 1 on 1 time with admins that would allow for questions or advice, useful content and breakouts

### The highest rated items were:

- Handouts
  - Hard copy of presentations
  - Digital access to content as well as print access to refer to during conference and after conference
  - In a book or binder containing every document
  - Quick reference guides
- Speakers
  - Who have implemented what they are teaching;

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## Seven Ways to Take Control of Your Financial Wellness Today

By Bernadette Mazurek Melnyk

Feeling stressed about your financial situation? You're not alone. Almost three in four Americans surveyed in a recent American Psychological Association study said they worry about bills, emergencies, taking care of aging parents, children's college tuition and paying for retirement. This widespread financial stress has prompted many businesses and organizations to offer financial wellness training to their members and employees. The Ohio State University was one of the first universities to include financial wellness in its [wellness initiatives](#) for students, faculty and staff.

Financial stress can affect you physically and emotionally. Chronic stress can lead to increased risk for ulcers, migraines, high blood pressure, heart attack, stroke, depression and anxiety. Financial stress also can affect your psychological and emotional wellbeing, distracting you at work and complicating personal relationships. And it may lead to unhealthy coping mechanisms like binge drinking, smoking and overeating. Clearly, your mind and body can't afford financial stress.

You can take control. When you analyze, plan well and take control of your spending, you can make significant changes in how you spend, save and feel.

### Set aside time to evaluate your finances.

Make a series of financial dates with yourself (and your spouse or partner) to plan for how and on what you will spend your finances. Once you've got a plan in place, schedule monthly checkups to stay on track.



**Analyze money in, money out.** Identify how much money you have coming in each month. Then identify your fixed expenses, such as car payments, mortgage, student loans and utility bills, and your variable expenses, such as money spent on food, clothing, vacations, emergencies and health. Variable expenses may present opportunities to cut back or save, and fixed expenses can sometimes be renegotiated. Three months' worth of credit card and bank statements should give you a clear picture of income and expenses.

**Prioritize.** Decide where you want your money to go each month and draw up a budget you can live by. Online resources like [Quicken](#), [YNAB](#) and [Moneydance](#) can help. See The New York Times' columnist Ron Lieber's "[31 Steps to a Financial Tuneup](#)" for a checklist of money-savvy actions.

**The importance of interest.** Money you invest earns you more money, and money you borrow costs you money. As financial analyst Trent Hamm of [The Simple Dollar](#) explains, three \$4 coffee lattes a week for 40 years cost a total of \$24, 960. But invest that \$12 a week

in a fund earning five percent interest and in 40 years you'll have \$79,772!

**Protect yourself from big loss.** Reduce worry about financial emergencies by saving a cushion of at least six months' pay.

**Find help.** A [certified financial planner](#) can help you evaluate your current situation and show you ways to pay off debt and invest in your future. Fee-based CFPs charge a one-time fee rather than taking a percentage of your investments' earnings, and you're likely to find the fee small compared to the benefits you'll reap from good financial planning.

**Find healthy outlets for your stress that cost nothing.** Getting 30 minutes of physical activity five days a week and taking care of yourself can reduce your overall stress, which will help you to think more clearly and get a better handle on your finances. Counting just a couple of things that you are thankful for every day gives you a sense of optimism and can help to reduce your stress.

*Bernadette Mazurek Melnyk is the university's chief wellness officer, vice president for health promotion and College of Nursing dean.*

## Upcoming Important Dates

09/04/2017	Labor Day—Offices Closed
09/08/2017	Next OSUAP Bi-Monthly Meeting ( <i>Networking Event</i> ) 150 Thompson Library at Noon — See you there!
09/15/2017	COE (Center for Operational Excellence) Professional Development Seminar ( <a href="#">Register Here</a> )



## OSUAP Bi-Monthly Professional Development Series

### *A Message from OSUAP President, Tricia Hohl*

With the beginning of a new academic year, comes the promise and anticipation of exciting new opportunities. OSUAP kicks off our professional development series on September 8, at Noon, in 150 Thompson Library. Quanetta Batts (OSUAP Vice President) will be leading a Networking Session. While networking can be a dreaded part of your professional experience, I cannot stress enough the importance of networking in looking for answers, guidance, professional advice or assistance with so many other topics. Having a strong network of professional colleagues is invaluable. (I know my professional network does some heavy lifting on my behalf and I am so appreciative.) I look forward to seeing you at the meeting.

## OSUAP Mentoring Program Update



Four months ago, Kate Bryant and Will Bryan, leaders of the OSUAP Mentoring Program, formally rolled out the Mentoring Program for OSUAP. In February 2017 the OSUAP Mentoring Application was sent out to all OSUAP members, polling their interest in the program. Upon closing deadline of applications, 11 staff were interested in the mentoring program. Leaders of the Mentoring Program, Kate and Will, met in March to best pair mentees with mentors (4 mentors and 7 mentees). On April 24, 2017, the mentors and mentees met as a group for the first time at the OSUAP Mentoring Kickoff held at 1590 N. High Street, Suite 525.

At the Mentoring kickoff meeting, mentors and mentees overviewed the program with expectations of the mentorship program and best practices to sustain a successful mentorship between the mentor and mentee. Currently mentors meet once a month to advise, coach, and pass on invaluable work experience to their mentees.

July was the mid-point of the first mentorship cohort, and check in with mentors and mentees. Results from the AP mentorship program have been wonderful. Comments from the mentees outlining their success are:

*"I think the general advice and career "coaching" have been outstanding. I think that as young professionals just starting our careers at OSU, it's a little difficult for a co-mentee and I to have a lot of specific*

*skills or questions on certain situations or areas, but as someone with a lot of experience, our mentor is able to offer a lot of very valuable guidance that encompasses a lot of areas – professional development, time/project management, interacting with peers/students/coworkers, etc. Learning about things I didn't realize I had questions about or challenges I didn't realize other people also encountered and getting her expertise on those things has been outstanding."*

*"My mentor is great! When we meet, she is eager to ask me questions about situations we talked about during our last meeting and how everything is going. I really appreciate having someone with so much experience and advice asking about how I am doing and lending a thought or possible solution when I need it. I can tell that my mentor is invested in learning about me and helping myself and a co-mentee through our first few years here at Ohio State."*

*"1. Knowing that you are not alone in your current situation 2. The coaching is great because another opinion that is unbiased that has real life experience has been amazing. 3. Networking 4. My mentor has shared tips and tricks on how to work with the President's Office or how to work with Senior Leadership that you can't find in a manual. Often times we make excuses as to why we can't participate in professional development opportunities, I am so happy that I went with my instinct and stuck with it. This has been a wonderful experience."*

*"Even being a 'seasoned' employee, I was able to learn a lot, new ideas techniques and practices. Sometimes we get set in our ways, feel burned out and need reassurance on the job. This program has helped me learn new approaches, gave me confidence and I love that I learn something new each session that I use in my daily work life. My mentor is phenomenal. A great multi-tasker, organized, confident and most importantly, a great teacher. Couldn't ask for a better mentor."*

As illustrated above the mentoring pilot program has been very successful. Tremendous gains of knowledge and honing up current skillsets or learning to navigate through business we do here at OSU is crucial to departments, particularly for new or junior staff here at OSU. The premier mentoring cohort ends October 2017. Stay tuned for additional updates in our next OSUAP Newsletter!



(CONFERENCES Continued from page 1)

- knowledgeable
- Dynamic
- Engaging
- I'm familiar with (like Joan Burge and Julie Perrine)
- Fun, dynamic speakers who know what I do and provide info relevant to what I do
- Inspirational
- Great/with motivating stories
- Interesting
- Engaging
- Awesome
- Excellent
- Who understands our role
- Insightful
- Well-known
- Who are in the field (REMEMBER, MOST OF THESE PEOPLE ARE NOT PROFESSIONAL SPEAKERS)
- Content
  - Intriguing
  - Unique

### Make Educated Decisions When Choosing a Conference

*A conference should feed your brain and soul!*

1. Start with the end in mind. What is your goal or goals for going to a conference?
  - a. Education-wise? What skills do you need to grow? What new skills do you need to learn/develop?
    - i. The problem with this is sometimes we don't know what we need to develop. It's called our blind spot. (JOHARI WINDOW)
    - ii. For the last several years, Office Dynamics has had themes at our conferences that most assistants would not even think about. Our intent is develop assistants for what is to come!
    - iii. Many of our respondents said they wanted speakers who were insightful, inspirational, engaging, awesome, interesting, fun and dynamic..... Who do you think those people are?
  - b. To network and meet new people?
  - c. Learn best practices from peers?
  - d. Learn best practices from subject matter experts?
    - i. What is the value of the program? In other words, what are you getting for your money? Any extra
2. Do your research. Make a comparison spreadsheet, if necessary
  - a. Topics to be covered – do they align with your goals?
  - b. Speakers
  - c. Flow of the agenda – is there time for networking? Hallway conversations?
  - d. Location/Dates
  - e. # of attendees (you may not always see this number listed on the conference web site)
  - f. The pros and cons of large vs. intimate conferences.
  - g. WHO is hosting the conference? Is it just an event to get money? Or are they on a real mission to help assistants?
3. Identify your learning style (and why that's important)
  - a. High energy or slower pace?
  - b. Hands on; experiential or sit and listen
  - c. Talked to or involved and be able to do activities with other attendees when a speaker is presenting
4. What kinds of people do you relate to or want to be around? (This is very important. Who attends is just as important as who you hear speak.)
  - a. Low key vs. high energy
  - b. Who are a step or 2 ahead of you or just like you
  - c. Passionate about the profession or it's just a job
  - d. Committed to making personal change or someone who just wants to be out of the office and learn some basic stuff
  - e. Do you want to be surrounded by people who will make you better? Or agree with you all the time?
  - f. Do you want to be around sharp, professional speakers and attendees or ho-hum people?

### A step-by-step process to get leadership approval for attending a conference.

#### Points to Consider

1. You need to continually learn and grow. In today's competitive marketplace and at the pace this profession is changing, if you do not continually enhance your skills,

- build new ones, and have a strategy for your career, you will get left in the dust.
2. Don't feel guilty about being out of the office to attend a program or conference that will make you better equipped, faster, smarter and sharper.
3. Get your executive to see the long-term payoff. Often executives think about the number of days you will be out of the office. You need to help them see that while you may be gone three or four days, you will gain skills and knowledge that will take you, and them, into the future.
4. Executives travel all over the country. Why shouldn't you? Some assistants tell me they can only attend seminars that take place in their city or state. That is not 21st Century thinking. Assistants should be a business partner to their executive, so start acting like a business partner and convince your manager why you should be allowed to travel out of state.
5. Don't give up. If you really believe this training will help you professionally or even just rejuvenate your enthusiasm about your career, realize it may take three or four attempts to convince your manager. You may have to try different ways or formats to persuade your executive and, remember, timing is important.

#### Principles of Persuasion

1. Know exactly what you want to accomplish by attending the training or conference. You should list your objectives alongside each topic in the curriculum and how that will tie into your current job or prepare you for the future.
2. To be a good seller, consider the buyer's viewpoint. Try to put yourself in your executive's position. What key selling points would be important to your executive? How will your executive benefit from you attending training or a seminar?
3. Learn what motivates your executive. Is your executive motivated by ROI (return on investment), the skills you will develop or you learning from an acclaimed expert in the field? Does your executive believe in personal development and growth? If not, it will be a harder sell but don't give up; be persistent.
4. Keep in mind the format you will use to present your case. Try to gauge your receiver's communication style preference. Does your executive prefer information short and to the point or does your executive like details? Is your executive a visual learner? If so, provide graphs or charts to make your point.

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Photo: Recent Office Dynamics International Conference for Executive Assistants and Administrative Professionals COPYRIGHT © 2017 OFFICE DYNAMICS INTL.

(CONFERENCES Continued from page 4)

5. Tie key learning points of the seminar or conference to your professional development plan for the year and to the goals of your department.
6. Show your executive how what you will learn will help you in specific areas of your job. For example: Let's say one of the topics covered will be learning and understanding communication styles. Tell your executive you will use that information to be a better communicator by tapping into the receiver's style; build rapport with internal and external customers; and complement your executive's and his or her staff's communication styles.
7. If your executive still says no to the training or seminar, sincerely ask your executive why he or she believes this is not a good investment. You may be able to counter that perception.
8. It always helps to let your executive know that you will share what you have learned with other assistants in your organization. But be absolutely cognizant of copyrights.
9. Emphasize the benefits of networking with peers and learning from others in the field.
10. Negotiate if necessary. Ask your executive to pay the registration fee and hotel and you'll pay your airfare. Or you pay for your hotel stay and ask your executive to pay for registration and airfare. Be creative!
11. If all else fails, maybe you need to make the financial investment in yourself. Yes, I said you make the investment. I know

several high-performing assistants who have spent thousands of dollars on their development and have reaped tremendous rewards over the years.

### YAY! YOU GOT APPROVAL!

#### Specific steps you can take to increase your return on your investment

##### Pre-Event:

- Prepare mentally.
- Prepare logistically. [Bring business cards!]
- Write your Development Plan.
- Review the speaker's objectives. Highlight the ones that specifically meet with your goals.
- Read your pre-event detailed letter when it arrives for special announcements and any last-minute changes. Office Dynamics always sends a letter to each registrant about one month prior to our event.
- Book your hotel room immediately! This hotel books up quickly. ESPECIALLY TRUE IN LAS VEGAS!
- Pack reading materials or your tablet/reading device for possible airport delays.
- Expect the unexpected. All types of situations can occur when you travel. Don't let them ruffle you or ruin the excitement you have for attending the Event.
- Visit the keynote and concurrent session speaker's web sites to get a heads up on their expertise.

##### During:

- REALLY network: Ask questions! Find out "why." Share tips. Open up!
- Be fully engaged and mentally alert. This is your moment!
- Tweet. What are you learning? How will you change?
- If you attend our event, Introduce yourself to Joan Burge. She is eager to meet everyone who attends her Event.
- Listen.
- Arrive 10 minutes early to your sessions. Introduce yourself to those sitting around you and hand them your business card; ask for their business card. Be ready to go!
- Capture important aha moments! Jot them in a notebook or on your iPad.
- At the end of each day, make some time to review what you heard and add any details to the information.
- Meet the speakers. Ask them questions. Learn about their educational materials.
- Enjoy the moment! Don't fret about what is going on back at the office. This is your time and your organization has invested in your professional development.
- Turn off your critical mind and keep an open mind whether you are networking or listening to the presenters.
- Find an accountability partner. Exchange telephone numbers and email addresses. Vow that you will stay in touch monthly and hold each other accountable for making changes based on what you learned at our event.
- When an attendee hands you their business card, after they leave, make notes on the back of the card that will help you remember that person. What is unique about them? What did you have in common with them? Identify a unique feature of their face so you will remember them in the future.
- Jody Urquhart (motivational speaker) says: Manage Your Energy. Pace yourself, because conferences can be exhausting. Most schedules are packed with keynote speakers, break out educational speakers, networking events and more. If you are not careful you can burn out on the first day.
- Break your record and connect with more people than you ever have at a past event. Everyone is interesting!
- Take full advantage of the relationship building breakfast and lunches.

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**Post:**

- Continue networking via Facebook, Twitter and LinkedIn.
- Tell your leader how you are applying what you learned.
- Utilize the checklists and action items provided at the event.
- Recognize and reward yourself for growth and changes!
- Review your event notes as soon as possible. Flag important pages; highlight action items.
- After 30 days, revisit your participant booklet. Select action items and tips that you want to re-emphasize the next 30 days.
- Complete the event survey. GIVE CONSTRUCTIVE FEEDBACK! And be sure to let the conference hosts or committee know what you liked the most about their event. They worked really hard to make that event special just for you and they like to know “what really worked.”
- Visit the speakers’ web site to extend your event learning. You might want to purchase one of their books or read their blogs.
- Select 5 powerful tips that you will take immediate action on.
- Write a thank you letter or note card (not an email) to your leader. Let her or him know 2 or 3 learning outcomes as a result of your attendance.
- Keep your enthusiasm going weeks after the Event. How can you do that so you don’t lose the great energy you had the week of the Event?

### What is unique about the Office Dynamics Conference for Administrative Excellence?

- Event theme every year; and it is a different theme every year
- Purposeful teambuilding activity first day of program; ties into conference theme, educational, fun and serves a purpose; held in the ballroom
- Joan’s trademark surprises
- Our conference theme and topics are future-focused and prepare assistants for what is to come. And also provide lessons for today’s business world.
- Direct connection and personal attention from me and my team
- Intimate – 300+ attendees
- Special attention to VIP conference attendees. They attend a private social with Joan Burge.
- Conference Ambassadors (new in 2017) to

assist newcomers and old timers.

- Gala is very special – different theme each year. Tons of fun. We have top performers and entertainers host the night. Many of them work in the big shows on the Strip.
- Top-notch **professional** speakers plus administrative-experienced speakers
- HIGH energy!

### For information about the Office Dynamics Annual Conference for Administrative Excellence, visit

[www.OfficeDynamicsConference.com](http://www.OfficeDynamicsConference.com).

*Joan Burge is the Founder and CEO of Office Dynamics International and is an accomplished author, writer, speaker, consultant and corporate trainer. You can find Joan’s [blog](#) here.*

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### As promised, below is the conference and other relevant information shared by several Administrative Professionals from our beloved university!

“I’ve gone to the IAAP Summit for the past 2 years. While it can be pricey, it is a lot of fun and VERY informative. Next year’s summit will be in Austin and 2019 will be near DC. I am also a member of IAAP.”

“Yes! I highly recommend conferences from the Society of Research Administrators International-SRA. I was involved in the Ohio chapter for a few years and went to one of their “workshops” which is a 2~ day intensive training. They have healthcare tracks for their educational programs and also a lot of online learning opportunities (paid, unfortunately). They have in-person ones quite frequently.

“I attended NAPAHE several years ago, before I came to Ohio State. It is the National Association of Presidential Assistants in Higher Education. It may not be exactly what you’re looking for, but thought it was great!! The 2018 dates are March 9-11 in Washington, D.C.”

“I am attending the Accelerate Assistance Conference in Vegas this fall. While this is my first time attending I have heard great things about it.

<https://officedynamics.com/conference-for-executive-assistants-and-administrative-professionals/> ”

“I’ve attended ones through [IAAP](#) and [ASAP](#) , just recently attending the IAAP Summit in New Orleans last month. Depending what you are looking for, I found the overall ASAP conference to be more beneficial than the IAAP conference. However, IAAP also offers a tech conference which I attended a couple of years ago, which I found to be more in line with what I was looking for in terms of training (helps keep you on the cutting edge of technology). You’ll also find the same presenters tend to present at all of the admin professionals training as well. If I go to either again I may attend the conferences for Executive Assistants from either of the above organizations. The workshops at the general conferences were a bit too entry level for me and would have appreciated a deeper dive into some of the workshops.

<https://www.asaporg.com/resources/conferences>”

“Here are the organizations I know about that have conferences. I went to the IAAP conference in 2012 and the one I would like to go to next is EAO. I have a friend who went to a EAO conference and loved it, but I think it depends on what you do.

<https://joineao.com/bel-conferences/>  
<https://officedynamics.com/conference-for-executive-assistants-and-administrative-professionals/>  
<https://www.asaporg.com/resources/conferences>  
<http://www.bonnielowkramen.com/>  
<http://www.iaap-hq.org/>  
 Other resources:  
<https://officeninjas.com/>  
<http://allthingsadmin.com/>  
<http://us.deskdemon.com/pages/us/indexus>  
<http://executivesecretary.com/>  
<http://www.redcapeco.com/assistants/>  
<http://www.go-brilliant.com/blog/online-resources-list-guide-executive-assistants-ea> ”

“ You may want to check out Association for Healthcare Administrative Professionals (AHCAP). They have so nice conferences as well. I haven’t been since I started here though 12 years ago.”

“ The only one that I have attended and found to be excellent is through IAAP.  
<http://www.iaap-hq.org/> ”

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"I, too, have attended the IAAP conference and found it very much worthwhile. They do offer a discount to institutions that send 4 or 9 registrants, so this may be something to look

into as an overall for the OSUAP members that may be interested for next year, if their respective unit allows them to attend.

<http://c.ymcdn.com/sites/www.iaap-hq.org/resource/resmgr/docs/iaap-events-corporatediscoun.pdf> "

***What a fantastic response and a huge thanks to all those who shared their conference experiences!!***

***Please be on the lookout for a little surprise in your interoffice mail as a special thanks for sharing!***

Conference	Training/Workshop/Seminar	Webinar
Delivered live with audience in the same room (and may be streamed or recorded)	Delivered live with audience in the room (could be virtual)	Virtual live or recorded; audience is not in the same place as facilitator (platforms like GoTo Meeting, Webex)
All types of interaction with audience is possible	All types of interaction with audience is possible	Very limited interaction with audience
Can have direct contact with presenters BUT not all of them because of too many participants or speakers don't stay for entire event	Definitely have direct contact with facilitators because often the class size is smaller	No direct face-to-face contact with presenter
Mid-level facilitation	High-level facilitation by presenter (Important the presenter is highly experienced to create behavior change)	Low-level facilitation
Networking with 100 – 2,000	Networking with a small intimate group	Networking through Chat; not nearly as impactful as in person
Teambuilding – depends on the conference host if they conduct any activities for this (**Office Dynamics always conducts an educational, fun teambuilding activity the first day of our event)	Teambuilding – the extent of opportunity to do this is up to the facilitator	No real teambuilding
Speakers – several speakers present and often, high-level professional speakers present	Usually 1 or 2 facilitators present and facilitate	Usually 1 presenter (sometimes a guest will be on webinar, as we have done at Office Dynamics)
# of Attendees 50 – 2,000+	True training classes are usually limited to 25 so facilitator can give adequate attention to students. Workshops and Seminars (as we used to call training), can have 20 – 100 in a room.	Depending on the platform used by host, could have up to 5,000 registered (as Office Dynamics has), and up to 1,000 in the Chat. Most platforms available limit attendance to about 1,000 or less.
Skill practice – some	Skill practice – ample time to practice newly-learned skills. (With Office Dynamics, participants have lots of time to practice in the classroom and our training is roll up your sleeves and drill down!)	Skill practice – none
Social – most conferences purposely set time for social and extra-curricular activities (Office Dynamics has a very nice Welcome Reception and Gala with Las Vegas style entertainment)	Might include a welcome reception or dinner	NONE
General Sessions and Concurrent Sessions	Everyone is in one place/room. Might have some small break out groups or rooms	Audience is scattered throughout the world; there are no General Sessions or Concurrent Sessions. Could have break outs
Higher end cost	Could be higher end (like Office Dynamics World Class Assistant); normally affordable	FREE Or if there is a charge, could range from \$50 - \$300
Held in various cities and countries (participants are at one location)	Held in various cities and countries (participants are at one location)	Can be hosted from various cities and countries (but participants are spread out throughout the world)
Usually comprehensive materials	Participants SHOULD receive comprehensive materials (not always because it depends on the vendor)	No handouts to mini handouts
Exhibitors – usually, not all	Usually no exhibitors	No exhibitors

## THE OSUAP EXECUTIVE COMMITTEE

Effective Sept. 1, 2016

President: Tricia Hohl  
Vice-President: Quanetta Batts  
Secretary: Peggy Rader  
Treasurer: Brian Keller  
Membership Chair: Roxann Damron  
Member-at-Large: Matt Sikora  
Immediate Past President: Elaine Pritchard

Have suggestions for the Newsletter?

Want to share some good news?

Let us know!

Email: [Michelle Pennington](mailto:Michelle.Pennington@osu.edu)

Chair, Communications Work Group

Please be sure to submit suggestions by the 1st of each month to be included in the Newsletter!

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<http://u.osu.edu/osuap>  
Columbus, Ohio 43210



*Your future is created by what you do today.*

A Little Bit About: Ohio State University Administrative Professionals (OSUAP) Work Groups—Conference Work Group



Thanks for the wonderful response on the Conference Work Group!

Our Co-chairs will be in touch as planning ramps up!

We'll share more about OSUAP and what's going on behind the scenes in our next newsletter!

Click [here](#) if you are interested in joining OSUAP!

The OSUAP Connection

## 3 Key Strategies to Boost Your Professional Visibility By [Julie Perrine, CAP-OM, MBTI Certified](#)



When it comes to putting the spotlight on your administrative career, are you hiding in the corner or taking center stage?

If you want to be considered for a promotion, raise, or exciting company projects, then you can't hide. To be successful, it's imperative that your administrative skills, abilities, and accomplishments get noticed. This means you have to put the spotlight on your administrative career in a way that will get you noticed and have an impact on the people you need to reach. One of the best ways to do that is by adopting a comprehensive professional portfolio strategy.

I talk a lot about the importance of having a [professional portfolio](#) — it's an extremely valuable resource that can help you get the recognition you deserve, and can act as reference for your work during performance reviews and raise or promotion requests. It's also a great succession-planning tool that allows you to follow your career thus far and chart the path ahead.

However, you actually need to take a three-pronged approach to creating this tool to gain the maximum benefit.

Tackling just one of the following three approaches for your professional portfolio is better than nothing. Likewise, doing two — or better yet, all three — will do even more to boost your professional visibility.

**1. A Print Portfolio.** Whether you want to boost your visibility at the office during performance review season or at a job interview, a print portfolio is a great resource. It can help differentiate you from the crowd in an interview, and act as a visual reinforcement for the skills and experience you have on your resume. When it comes time for your annual review, your portfolio can also provide your management team with a comprehensive picture of your accomplishments, skills, and capabilities. It will even demonstrate your value to your employer if you want to take on bigger challenges or build your case for a promotion.

**2. A Social Portfolio.** Whether you want to boost your visibility inside or outside of the office, a social portfolio will get the job done. [LinkedIn](#) is the most popular professional social network, and it conveniently serves as a social portfolio site ... if you know how to leverage it properly.

Your social portfolio is a fantastic tool for helping you stay in front of current and prospective employers. It's also useful for helping you share accomplishments, successes, tips, resources, and

expertise. And you can develop your professional network globally while you're at it! ([Click here](#) to learn how to create a polished LinkedIn profile.)

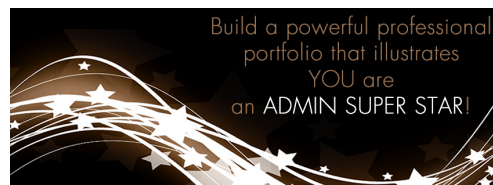
**3. A Digital Portfolio.** If you're really serious about advancing your administrative career, you need a digital portfolio. Your digital portfolio is a combination of your print and social portfolio that will take your visibility to a whole new level.

Job recruiters receive a lot of resumes, so you need yours to stand out from the pile. A website URL on your resume might be just the attention-grabber you need. The recruiter can type it in and immediately see your information and work samples ... before setting up the interview. A digital professional portfolio makes the person start to fall in love with you before they ever meet you!

Digital portfolios aren't just for job seekers either. Established professionals can use them to build their brand, share their expertise, and stay visible in their profession.

To view a sample digital portfolio, visit [www.JuliePerrine.wordpress.com](http://www.JuliePerrine.wordpress.com).

If you want to stand out from the crowd when it comes to being considered for a new job, promotion, or special project, you need to showcase your skills in an innovative way. By developing your professional portfolio across these three mediums, you'll maximize your professional visibility and ensure you don't get passed by for important professional opportunities.



To learn more about developing your professional portfolio strategy, check out our [e-books](#) and [courses](#) to help you create a powerful professional portfolio today!

You may also find these training on demand courses useful:

[Go Digital: Taking Your Professional Portfolio to the Next Level](#)

[Get Started on LinkedIn — Two-Part Series.](#)

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Julie Perrine, CAP-OM, is the founder and CEO of All Things Admin, providing training, mentoring and resources for administrative professionals worldwide. Julie applies her administrative expertise and passion for lifelong learning to serving as an enthusiastic mentor, speaker and author who educates admins around the world on how to be more effective every day. Learn more about Julie's books — [The Innovative Admin: Unleash the Power of Innovation in Your Administrative Career](#) and [The Organized Admin: Leverage Your Unique Organizing Style to Create Systems, Reduce Overwhelm, and Increase Productivity](#). And request your free copy of our special report "From Reactive to Proactive: Creating Your Strategic Administrative Career Plan" at [www.AllThingsAdmin.com](http://www.AllThingsAdmin.com).