

CAREER INSIGHTS

November 2009

PRESIDENTS MESSAGE

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Greetings

We are fast approaching the holiday season and with that in mind we are all busy filling up our calendars and scheduling ourselves and family members with many exciting things to do. Since this is November and in the tradition of celebrating Thanksgiving we must remember to take time to give thanks for those family members and friends that we are making plans to spend time with.

Every year it seems to me that the hustle and bustle of the holiday season gears up earlier and earlier because there were Christmas decorations being sold in October in most stores. Let's continue to support each other by attending our monthly meetings, offering suggestions for program topics and inviting others to join us.

We are a dynamic group of diverse women on a mission and without everyone participating we can't get nearly as far as we would without all of us working together. I hope to see you all next week.

Dee Dee Adams

CHAPTER MEETINGS:

- November 17
12 Noon
YWCA
- December 3
12 Noon
Executive Board
Library
- December 15
12 Noon
Holiday Luncheon
TBD

CHAPTER MEETING – OCTOBER

Next Meeting: November 17

**11:45 a.m. networking 12 Noon
YWCA—Dinning Room**

MEMBER NEWS

- ⇒ **LOCATION CHANGE** for Executive Board Meetings. The Board will meet November thru July of 2010 at 12 Noon at the Topeka-Shawnee County Public Library . This change is due to the fact that the YWCA is charging a \$25.00 fee for meeting room rental without food purchased.
- ⇒ Welcome to our newest members: **Gayle Burns**, with Realty Executives, **Sally Paige-Kahle**, she works for the State Department of Education and **Angela Tyrolen**, with Bryan College. **WELCOME** to Career Chapter. We look forward to getting to know you better.
- ⇒ Career Chapter's Audit of the Treasurer's books has been completed. The Committee made a few recommendations to make sure the treasurer can uphold the responsibilities of attending the monthly executive board meetings and have a treasurer's report every month.
- ⇒ **Members—are you looking to get your message out** or maybe even have a sale or special this month. There are 2 great resources available. You can submit items of interest for a large group of ABWA ladies to Ann Mah at lmah@cox.net who then forwards it to all ABWA members in our community that have signed up to receive the notices. OR you can submit them to me (Shawn Maisberger) the Newsletter chair. I would be happy to put items of interest to our membership in the monthly newsletter.

Future Calendar Events

- ⇒ December is our **Holiday Luncheon**. The Hospitality Committee is in the process of making arrangements. As soon as the location is confirmed information will be coming. Remember members do not have standing invitations for the December meeting. You must RSVP. It is a time to relax with friends of ABWA and get to hear more from our 2010 Woman of Distinction Martha Bartlett Piland. **Mark your calendar—December 15th at Noon.**
- ⇒ CASA of Shawnee County is hosting their annual Homes for the Holidays Tour Saturday, November 21 and Sunday, November 22 from 10:00 a.m. to 5:00 p.m. Tickets are \$9 in advance and \$10 at the door. **For Tickets contact Shawn Maisberger at 249.7348.** Tour Homes:

4341 SE Highway 40 (CASA Collective)
3110 SW Canterbury Lane

1321 SW Pembroke Lane
3901 SW Clarion Park Dr.

CHAPTER MEMBER BIRTHDAYS AND ANNIVERSARIES

Birthdays

Mary Lou McPhail, Nov 6

Sarah Saenz, Nov 11

Mary Grossenkemper, Nov 20

Glenda DuBoise, Nov 21

Anniversaries



MEMBERSHIP – NETWORKING

In an effort to advertise our memberships strengths and business information, we will list websites here for quick reference from our members by request.

| | |
|--------------------|--|
| Nancy Weigand | http://nancymassage.com/index.html |
| Deborah Dawkins | www.homeinteriors.com/debbdawkins |
| Deborah Dawkins | www.aboveallbooks.com |
| Michelle Kaberline | www.marykay.com/mkaberline |
| Cheryl Creviston | www.jayhawkfile.com |
| Shawn Maisberger | www.crowntrophy.com |
| Mary Grossenkemper | www.TanNTravel.rovia.com |
| Anita Wolgast | www.kansaschristmasornaments.com |

ABWA's Proud Code of Conduct

1. All members will serve as goodwill ambassadors for all American Business Women's Association.
2. Members will not allow their personal beliefs and convictions to interfere with the representation of ABWA's mission.
3. Members will always treat their member colleagues, guests, vendors and sponsors with honesty, respect, fairness, integrity, responsibility, kindness and in good faith.
4. Members will maintain compliance with ABWA National, Chapter and Express Network Bylaws.
5. Members will not use their personal power to advance their personal interest.
6. Members will strive for excellence in their professions by maintaining and enhancing their own business knowledge and skills, and by encouraging the professional development of other members.

WASHBURN ABWA STUDENT CHAPTER



The ABWA Student Group was formed on the campus during September 2003 and became a nationally registered chapter in November 2004. The primary purpose of ABWA is a networking avenue for students to link with local, state, and national female leaders and business professionals. The Washburn student ABWA chapter is the fifth student group in the United States to form in the United States.

WU Student Chapter ABWA

Students are back and working on the calendar for the year. They are not meeting on a regular basis during November / December due to the holidays, finals and schedules.



MEMBERSHIP CHAPTER DUES

Don't forgot to make your dues payments.

Make check payable to

“Career Chapter ABWA”

Annual Dues: \$223.00

1st Quarter Dues: \$100.75

Due Aug 2009

2nd Quarter Dues: \$ 40.75

Due November 2009

3rd Quarter Dues: \$40.75

Due February 2010

4th Quarter Dues:\$ 40.75

Due May 2010

Mail To:

Cheryl Creviston
ABWA Career Chapter
PO Box 2221
Topeka, Kansas 66601-2221

National ABWA will forward a statement directly to each member for payment.

National Dues \$75.00

Questions contact

Chapter Treasurer, Cheryl Creviston

at 232-9443 or

runcrev@cox.net

INSPIRATION

Article: Stop the Compliment Sandwich

by Mark Murphy, CEO of Leadership IQ



What is a Compliment Sandwich? Well, beyond being one of the worst management techniques ever invented, it's a way of trying to criticize somebody without making them feel bad. Basically, you give somebody a compliment, then you criticize them, then close with a compliment.

Here's how one training company describes the Compliment Sandwich process (this is so absurd it would be hysterical, if only it weren't offered seriously):

- Decide where your employee needs to improve his/her performance.
- Think of something they do very well related to the situation. For instance, if you think that they are always late, try how they get straight to work once they arrive, or how they volunteer to stay late).
- Choose another positive point to remark on. This should be very loosely related to the above point.
- Deliver the first compliment. "Hey, Jon. Already deep in your work? Wow, you just got here!"
- State where you would like to see improvement. "It is almost 9:50, though; you've been late a lot recently...maybe you need to find a way to miss that morning traffic."
- Finish with the last compliment. "Oh, by the way, your car looks fantastic!"

Now, many compliment sandwiches aren't quite this ridiculous (although many are). But even if they're delivered more effectively, they all fail to accomplish what they intended; which is to offer some constructive feedback in order to improve performance.

Don't make the common mistake of trying to squeeze a negative performance critique or correction between layers of positive reinforcement. Imagine you're Frank, and your boss has just called you in for a little feedback. "Frank, you're a world-class programmer, the absolute best. You're probably the smartest guy in the department. You've been pretty nasty during our weekly meetings, and it's causing some hurt feelings. But I'm saying all this because you're just so darn talented I want to see you really flourish."

What did you hear? If I'm Frank, I just heard:

"I'm great, I'm smart" *waa waa waa waa* "I'm great, I'm smart"

Bob heard some compliments, then Charlie Brown's teacher, then some more compliments. But he certainly didn't hear anything about his job being in jeopardy or even that his performance is anything other than great.

Not only is this message completely disingenuous, but no one remembers what happens in the middle. Imagine for a moment that you and two of your coworkers have each been given the opportunity to present a project before the board. Based upon the presentations, only one project will be chosen for funding. Are you going to want to speak first, second or third? Most people opt for the third or first slot, and do anything to avoid the dreaded middle position. Don't allow your message to become the ignored middle child. Get it out there in plain sight, because if your message isn't being heard, you aren't doing anything to resolve the problem.

If you're really afraid that blatant candor about somebody's performance will shut down the conversation, you can always use a Softening Statement: one that won't mask your message. Try saying something like, "Frank, I've got a tough message to deliver. There's no getting around it, but I want you to understand that I'm doing this out of a concern for your wellbeing; because if you don't fix this stuff, your career here is in jeopardy." This softens the blow while enforcing the message: you really need to listen to this constructive feedback.

www.abwa-career.org

AMERICAN BUSINESS
WOMEN'S ASSOCIATION
CAREER CHAPTER

Shawn Maisberger 215 SE 7th Street, Room 352
Topeka, Kansas 66603
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E-mail: maisberger@topeka.org

Our Mission

To bring together businesswomen of diverse occupations and to provide opportunities for them to help themselves and others to grow personally and professionally through leadership, education, networking support and national recognition.

Become a part of ABWA

A national network of women dedicated to helping each other reach new heights in their careers.

Contact **Terry Hobbs**, Membership Chair, for more information or regarding potential membership opportunities by phone at 271.9808 or at terry-hobbs@sbcglobal.net.

OFFICER & COMMITTEE CHAIRS CONTACT INFORMATION

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Washburn Student Chapter

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