



MESSAGE FROM THE NEW CHAIRMAN



Hello and welcome to the Summer edition of Branching Out.

As your new branch Chairman, I am looking forward to the challenge the coming year will bring and although I have been acting in the role over the last four months, I am now proud to wear the Chairman's chain of office. Ann Barnes and I have been multi tasking with the Membership Secretary's responsibilities during the handover and I am very grateful to her for taking the responsibility on at an earlier stage. I am sure as office professionals we can all relate to multi tasking as a fundamental part of our profession.

However a branch can only function successful with the help of other members of the committee and I am delighted that Liz Kirkwood, Sharon Severn and Karen Souster have agreed to remain on the committee and that Ann Barnes and Derek Dhammaloka have joined us. In addition, Gill Glover has been recently elected as a co-opted member. Jane Lefevre stepped down at the AGM to concentrate further with her IQPS Council duties.

During my year in office, I would like you to join me by taking 'time out' to reconsider the qualities of the office professional and as part of the branch programme 2004/05, two of the events planned will do just that. In November, we will be holding an event to give an opportunity for both members and guests to hear about the background activities of the UK's leading Association for Office Professionals. In addition, an event scheduled for next April, will be to look at Qualifications and what employers expect these days. I am sure we will all benefit from being updated on both subjects.

I do hope to meet you at an event in the coming months.

Have a lovely Summer.

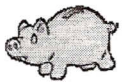
June Page MIQPS
East Midlands Branch Chairman

GENTLE REMINDER THAT BRANCH SUBSCRIPTIONS ARE NOW OVERDUE

Just a message to those of you who have yet to renew your branch subscriptions for 2004/05. Please submit your membership form and subscription for £7.00 to Ann Barnes as soon as possible. (Contact details in this Newsletter)

Thank you.

SAVE UP WITH IQPS



As National Events and Branch visits to Health Clubs can be expensive to pay in one go, the branch would like to give you the opportunity to save every month and build up the cost of paying for this gradually. All you need do is send a cheque for as little as £5 per month, made payable to IQPS East Midlands Branch and inform Karen Souster on what you are saving for and she will record the details. Should you be interested, please contact Karen Souster, Branch Treasurer, who will record and monitor payments made. (Contact details in this Newsletter)

SITUATIONS VACANT

The East Midlands Branch urgently need two more volunteers to join the Branch Committee. Remember CPD points are on offer to those who join. For an informal chat, please contact June Page (contact details in this Newsletter).

CONTINUED PROFESSIONAL DEVELOPMENT (CPD)

Now up and running from 1 April – 31 March and it is not too late to join in. New guidelines and cards available from the National Office, (contact details in this newsletter). This is open to all national members and branch subscribers. For those who reach 30 points and above – national members receive a certificate and branch subscribers a letter. IQPS Training Library now available on the web site to add to your CPD points.

WANTED – BRANCH EVENT REPORT WRITERS

Branch event report writers wanted. Volunteers needed and 5 CPD points per report are available for this. If you are interested, contact June, (details in this Newsletter).

MEMBERSHIP CRITERIA - WHAT'S THE DIFFERENCE?

NATIONAL MEMBER, category awarded, (have paid national membership fee only)

NATIONAL MEMBER AND BRANCH MEMBER, category awarded (have paid national membership fee and branch membership fee)

BRANCH SUBSCRIBER, no category awarded (have paid branch membership fee only)

PRIZE DRAW WINNER

Gill Glover won the bottle of champagne from the OfficeTeam event on 18 May 2004. Well done Gill.

BRANCH REPORTS

Professional Secretaries Day©

Wednesday 21 April 2004

British Geological Survey, Keyworth, Nottingham

IQPS ECO-WARRIORS

To celebrate Professional Secretaries' Day©, The Branch was invited to BGS, the World's first national geological survey. BGS is a 25-acre site and is currently carrying out over 200 projects. It is Britain's premier geoscience organisation; a public sector research establishment, part of the Natural Environment Research Council and linked to Government through the Office of Science and Technology. The Survey leads the way in the latest information systems and carries out such activities as geological mapping of the UK. Through on-going surveying, data collection and applied research, the survey provides essential information to explore, exploit and protect our environment.

June Page MIQPS, gave a very warm welcome to attending members and their guests. June is a much-valued, long-standing member of staff at BGS, and she delivered an introduction to the work carried out at the site. We then met Mr David Bailey, Public Relations Officer, who began the first stage of our guided tour.

In the BGS library, Mr Bailey explained the roots of the organisation and the tireless work carried out by very dedicated people in the 1800s, many of whom worked without food and clothing and gave up everything they owned to be able to carry on with their work. The library has over 4 miles of shelving which houses many thousands of books, periodicals, maps and photographs. We learned of the current electronic archiving work that is being carried out in the volunteer programme. Everyone found this extremely interesting and enjoyed looking at the books and discussing their findings.

Mr Mike Howe, the Chief Curator of the fossil museum, guided us around this important collection, many of the fossils being specimen types; over 200 years worth of specimens. Mary Mulligan MIQPS said that she found it fascinating to see so much fossil history found in this country. We read about Mary Anning; a famous lady fossil collector from Lyme Regis who from 1820 – 1840 discovered many of the finest fossils ever recovered from that area. She is noted to have been a hard-headed businesswoman, obviously a pioneering lady, an historic "Ambassador of Excellence". We also visited the database room and saw how samples and photographs are catalogued here; another huge undertaking expected to take in the region of 200 years of man-hours to complete. It is anticipated that eventually, it will accommodate over 3 million entries and will be 'live' on the Internet.

At the National Geosciences Data Centre we met Mr Rod Bowie, Records Officer, who gave us an insight into the importance of borehole data, gathered from such bodies as the Coal Board, building sites, water drillers etc and used in conjunction with geological maps. Many of the documents here are originals and again a scanning programme is in progress to electronically archive this material. We observed the team of contractors who were scanning and cataloguing documents. This unit handles over 50,000 pieces of new information each year and we saw examples of field maps and marine data. Mr Bowie demonstrated the intranet site of items already catalogued, currently about 9 million, and showed us how to search for borehole details in a certain area explaining how to interpret depth of borehole and mineral content.

After moving to the core storage depot, we met June Wright who is in charge of this area. We saw core samples and the core cutting and rock slicing room.

June demonstrated operation of the hi-racker used to retrieve samples from the racking up to 10 metres high much to onlookers delight.

The final stop on our tour was The Geology Shop where we all thoroughly enjoyed looking at the beautiful jewellery and other items. Many of us felt spoilt for choice here, but did manage to indulge ourselves after much thought. What better way to treat ourselves than with a special memento to mark our visit and "Professional Secretaries' Day©"? After our retail therapy, we partook of much welcomed refreshments and relaxed with informal chat.

The last event of the day was a talk on "Greening The Office" given by Adrian Cooke who is the BGS Environment Officer, the presentation being designed to get us to think of, and implement, energy saving practices in the work environment. Examples were given on achieving this, such as, starting a company car sharing scheme, having separate office waste bins, (one for general waste and another for just paper), turning lights off in empty offices and avoiding using a screen saver on a PC. Karen Souster MIQPS presented Adrian with a token of appreciation on behalf of all those in attendance.

Before our visit to BGS came to its end, June Page presented the 2004 Branch Award to Gill Glover for the enthusiastic contribution she had given the committee. June then closed the meeting by thanking everyone for their support at this event.

Each attendee received a gift bag and everyone agreed that this certainly was a most interesting and fascinating meeting.

Marina Hulland MIQPS



Karen Souster MIQPS with Adrian Cooke

East Midlands Branch AGM and Office Team
Tuesday 18 May 2004,
Thistle Hotel, Nottingham East Midlands Airport



www.officeteamuk.com
Nottingham office: Tel: 0115 9508811

HOW TO HIRE EFFECTIVELY

The East Midlands Branch was delighted when the Nottingham branch of OfficeTeam, offered to support the AGM held at the Thistle Hotel at Nottingham East Midlands Airport and follow this with a presentation on hiring staff.

In today's rapidly changing labour market, selecting the right candidate for any job requires due care and attention and OfficeTeam presented IQPS members with relevant tips to achieve these objectives. Therefore should you be asked to recruit and be part of a selection panel, you will find that following OfficeTeam's guidance will help you to find the employee you are looking for.

Advertisement - Before advertising, do your homework through company research and discussion with other work colleagues and associates, perhaps advertising and recruiting internally will solve your company's requirement. Other ways can be rehiring former employees and also following up personal recommendations given by satisfied clients. If these avenues are not possible and you are then considering to advertise externally, consider using the professional services of a recruitment agency to select and find the type of applicants you want to interview, as this can save money, time and effort. Should you decide to go it alone, it is important to select the right publications when placing an advertisement, otherwise it could be a costly exercise and a strain on company resources.

The CV - Although the CV remains a useful means of narrowing down a large field of candidates, have an open mind when it comes to CV layout and detail. The most professional laid out CV may not always give you the best candidate.

The Interview - An excellent interviewee is not necessarily an excellent employee. To get the most out of the interview, settle the interviewee by giving an introduction to the company, the job description and an agenda of the interview, this will help everyone involved. Also ask a colleague to make notes at the interview as an effective reference check. Avoid confrontational questions and be aware of employment laws beforehand, especially those relating to discrimination and disability.

Candidates – Avoid the first interview trap. Should you have to interview several candidates for one position, never dismiss the first candidate in the knowledge that you have several more to interview. The first candidate could turn out to be the best. Consider the answers to questions given by each individual, everyone has their own style when delivering an answer and nerves can play a part in this.

Don't delay the offer. – If a candidate is right for the job, do not hesitate to make contact with them confirming the job is theirs and also to set an early start date.

References – Ignore written references handed directly to you by the candidate, there may be other reasons for this and consider following up references by telephone, you are in a better position to judge a referee's sincerity and enthusiasm.

Finally, remember that the candidate who makes the best impression in a job interview is not necessarily the best person for the job, and some people who ultimately turn out to be ideal employees simply do not interview well.

June Page MIQPS



Alli Pike MIQPS thanking Sarah Couzens and Beth Turner from OfficeTeam

PA PROFILE

Gill Glover

East Midlands Branch Award Winner 2004

I have been working in administration for 30 years (more than I care to remember!!) the last 10 being with local government, working with the Assistant Director for Social Services. My career has been interesting and varied and includes 8 years working with the Nottinghamshire County Cricket Club at Trent Bridge, where I met a number of famous people, including John Major and Mick Jagger, to name but a few. I have also worked in two advertising agencies and, prior to moving into the public sector, as an office services co-ordinator for a computer company where I managed offices in Nottingham and Birmingham. My personal life took over in 1990 when my son was born and my career took a step back for a while, however since he has become more independent I have taken further qualifications and hope to continue doing so.

I was surprised and delighted to receive the East Midlands Branch Award for 2004. I find the IQPS an excellent source for keeping up to date with secretarial feedback across the different sectors of employment and always feel that I come away from the meetings with a little more knowledge gained than I originally went with!!!

I work for Nottinghamshire County Council Social Services, obviously a very large employer, for which I have worked in a number of roles for the last 11 years. The reaction to my award from work colleagues was very surprising and rewarding and an article was written in our monthly newsletter which prompted many 'pit stops' in the corridors of County Hall and a number of past colleagues to contact me and offer their congratulations.



June Page MIQPS presenting the Branch Award to Gill Glover

IQPS EMB ACTIVE NEWS

June Page MIQPS, Radio Saga, Nottingham. Sunday 18 April. Interview on PSW©.

Anne Booth, Radio Sheffield. Friday 21 May. Interviewed together with members of Yorkshire Ridings Branch on PSW©.

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www.thebreastcancersite.com

DATES FOR YOUR DIARY



Thursday 9 September 2004 – Dignity at Work – (2 CPD points)
– Start 6.45. Regus UK, Castle Donington. This event is aimed to raise awareness and to practise skills.

Tuesday 28 September 2004 – Branch Committee Meeting, De Vere Belton Woods Hotel, Grantham. 6.00. If you would like to join the committee, you are welcome to come to this meeting.

Friday-Sunday, 1-3 October 2004 - National Conference and AGM – (CPD points tba) - Copthorne Hotel, Merry Hill, Dudley hosted by West Midlands Branch. Further details from the IQPS National Office.

Tuesday 12 October 2004 – (2 CPD points), Start 6.45. Boots, Beeston, Nottingham. Internets, intranets and extranets - how office professionals can make best use of the web.

Tuesday 30 November 2004

IQPS Uncovered - (1 CPD point), Start 6.45. Thistle Hotel, Nottingham East Midlands Airport, Derbyshire. FREE EVENT

An opportunity to bring along a colleague and hear about the operations of IQPS. Also we want to hear from our members. Open discussion and fun evening planned.

Thursday 13 January 2005

Health Spa Visit – Eden Hall, Newark, Nottinghamshire.

Start off your New Year Resolutions and beat those winter blues with a health spa visit.

February 2005

Future Planning Meeting – (1 CPD point)

(tba) – FREE EVENT

March 2005

tba

Wednesday 27 April 2005

Professional Secretaries Day©

Qualifications Update - (2 CPD points) (venue tba)

OFFICE TEAM event

Saturday 7 May 2005

East Midlands Branch AGM – (2 CPD points) - De Vere Belton Woods Hotel, Grantham

AGM and Healthy Living.

After the AGM and lunch, relax and hear a presentation on Stress Management Therapy before spending the afternoon in the Spa. For further details, visit the web site at www.devereonline.co.uk

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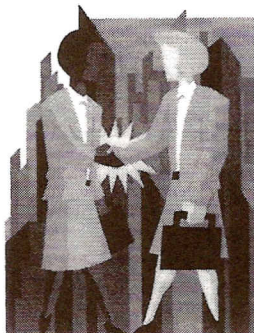
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