

THE ART OF MENTORING

By Nancy Schnoebelen Imbs

As a seasoned executive assistant or administrative assistant, you know what it takes to be successful. You've worked hard climbing that proverbial career ladder, learning the dos and don'ts in the workplace. As a result, your business acumen is top notch. Your communication skills are excellent. You manage deadlines with aplomb. You take initiative – and your boss couldn't survive without you. In short, you're indispensable!

As a role model, it's time to mentor, pay it forward and share your skills and talents with junior administrative assistants. If you were fortunate enough to have a mentor in your early career, you know all too well how this support served as a springboard to your success. Mentorship is a critical component of professional growth.

As a mentor, you can play a role in helping a fellow administrative assistant advance in their career. You'll do this by providing advice, professional development and building important networks. By guiding them and sharing your experiences and wisdom, you can facilitate action that has a positive impact on another's career and life. What an amazing accomplishment to add to your success!

"We make a living by what we get. We make a life by what we give."

~ Winston Churchill

Taking on the role of mentor requires a commitment from you. Like your other responsibilities, it involves giving it your all, because your mentee is counting on you to deliver the same high-quality results you accomplish in your daily job. Time, planning and a good dose of self-awareness are essentials to a successful mentorship. There is no strict formula for determining the length of mentoring. On average, it should last about a year with formal monthly meetings.

Follow these mentoring tips for your roadmap to success:

Listen More, Talk Less Get to know your mentee and his/her career aspirations. Listen with an open mind and suspend judgments. Provide insight into your work and career. Let your mentee know you are 100 percent committed to helping them succeed.

Set Goals As a mentor, you can help your mentee establish goals and stay on track. For example, encourage the mentee to create an action plan with "SMART" goals: specific, measurable, achievable and realistic in their current position with clear timeframes. Schedule a mutually agreed upon time/day to work toward those goals. Your role is to help him/her get where they want to go. If things appear challenging, have a coaching conversation with them to identify barriers and problem solve, so your mentee can keep moving forward. By setting goals, you can also learn more about what they want to do and help them see opportunities for getting there.

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A Word from our President

IT'S FALL! You can't tell by the temperatures, but it's here.

Plans for the Annual Meeting are in full swing. The Annual Meeting will be held October 12-13, 2018 in Murfreesboro at the Courtyard Marriott at 1306 Gresham Park Drive. Our speaker will be Dr. William Carmichael. He will be speaking on Employees and Ethics and Using the Basics of Public Speaking.

You should have received registration information a few weeks ago. If you haven't gotten the information, please let one of the board members know.

I know Judy Carmichael and her crew have planned an exciting weekend for us! If you would like to help Judy, please contact her at judyjbc58@gmail.com.



It is also time to renew your membership. You should have received this information from Margaret Frazier. Dues are still a low \$25, and if you would like, you can make a donation to the organization—it would be greatly appreciated.

Another exciting development is the addition of PayPal to pay for your registration for Annual Meeting, as well as, to pay for your membership!

Please continue to visit our website www.optoftennessee.org as we try to provide updates there on a continual basis.

Please feel free to reach out to any of the board members for anything you need. We are always willing to help in any way.

I look forward to seeing everyone at the Annual Meeting!

Theresa

Theresa Gervin, President



CONGRATULATIONS!!!

Congratulations to Ruth Ann Kersey for suggesting the winning name for our newsletter. Our Apologies for taking so long to make the announcement and change.



Congratulations to Jane Bratton of the Delta Chapter for recruiting three new members and winning our membership drive.

AND NOW YOU KNOW

1. If you replace "W" with "T" in "What, Where and When", you get the answer to each of them.
2. If you rip a hole in a net, there are actually fewer holes in it than there were before.
3. Every time you clean something, you just make something else dirty.
4. Do twins ever realize that one of them is unplanned?
5. Intentionally losing a game of rock, paper, scissors is just as hard as trying to win.
6. The word "swims" upside-down is still "swims".
7. If 2/2/22 falls on a Tuesday, we'll just call it "2's Day". (Save this until 2022 – because it does fall on a Tuesday!!)



OCTOBER 12-13, 2018

OPT Annual Meeting & Education Seminars

Our Third OPT Annual Meeting and Education Seminar is just around the corner. Join us at the Courtyard in Murfreesboro, TN for a great weekend.

optofennessee.org

OPT AMES

**Friday Business
Session**

**Friday Night Fun!
Games, Food,
Fellowship**

**Saturday Seminars
Employees & Ethics
&
Using The Basics of
Public Speaking**



M E M B E R C O R N E R



Are you chartering a new chapter? What's going on in your chapter? Are you hosting any educational/charitable events? Holding a membership drive?

We want news—the good, the bad, and even the ugly! Have a prayer request to share? Have you found a great article that you would like to share? Anything you want to brag/gripe about? (Please, no political issues. We get enough of that on the news!) Have you taken a great vacation you would like to share? You can even send me your favorite recipe!

This is your page! Please let me know what's going on so we can share it with everyone. Otherwise, you'll just have to keep reading about my news. I have three wonderful grandsons that I love to brag about.



Susan Roberts will be having knee replacement surgery sometime in October, so please keep her in your thoughts and prayers.



I have great news (at least I think so). One of my grandsons, James L. Jacobs, III (aka Trey) has been drafted to play pro-baseball for the Colorado Rockies! He is currently on their farm team, the Boise Hawks, but we expect him to move up in no time. In case you can't tell, I am a very proud grandma!

The Art of Mentoring Cont'd:

Build Trust Trust is built over time and is extremely important in mentoring. Keep conversations and other communications with your mentee confidential, honor your scheduled meetings and calls, consistently show interest and support and be honest.

Be a Conduit Find ways to introduce your mentee to other people in the organization. Not only will the mentee get that exposure they might not otherwise receive, you'll get the opportunity to share that you're mentoring the individual. When appropriate, arrange for your mentee to sit in on meetings that would offer learning opportunities or be of interest to them.

Provide Constructive Feedback Identifying areas of improvement is key to successful mentorship. Be sure to communicate in a diplomatic manner so as not to offend or lower self-esteem. Helping mentees recognize their own strengths and challenges in a constructive way is what mentoring is all about.

Keep an Open Mind Sometimes things don't always go as planned. Understanding the issue from a different perspective, that of the mentee, for example helps deliver better outcomes – plus, it's a way for you to enhance your communication skills!

It's All about the Mentee Mentoring is a decision you've made to give back. You're not doing it to be a hero or to win extra points with your boss. You've committed to helping someone succeed, because you see their potential for success. Your goal is to meet - and exceed - his/her expectations.

Support and Encourage Praising your mentee in front of others, sending a complimentary email, personally telling him/her that you're impressed with her growth not only works wonders for confidence, it also inspires the mentee to work harder to win your support and encouragement again.

Set an End Date As the saying goes, "All good things must come to an end." When planning your mentoring sessions with your mentee, be sure to include the end date. Upon the conclusion of your mentoring, it's a good practice for you and your mentee to revisit the original goals and objectives and compare them with the outcomes. This allows you both to review the progress made and acknowledge any gaps and areas to improve. You should also take time to evaluate the mentor/mentee relationship and lessons learned. Ask your mentee for feedback on the mentoring experience and what you can do better to help future mentees. This is also a good time to explore your mentee's interest in one day mentoring someone.

Celebrate! Congratulate your mentee for making an investment in himself/herself. Schedule a coffee or lunch to celebrate his/her professional development and success. Pat yourself on the back for another job well done and encourage them to pay forward their success by mentoring.

Did You Know In Greek mythology, "Mentor" was the trusted advisor to Odysseus. Our use of the term mentor dates to 1699 when French author François Fénelon wrote *Les Aventures de Telemaque*, and the main character in the story is Mentor. This book gave us the modern use of the term mentor: counselor, teacher or trusted friend; one with wisdom and experience to share.

About the Author: Nancy Schnoebelen Imbs is an empowering professional development consultant, dynamic motivational speaker and author. Highly dedicated and results oriented, she has the skill and passion for helping individuals become more confident and successful in business and beyond. She and her company, Polished, help clients focus on key adjustments that result in meaningful impact and effectiveness.





Diana Hagee's

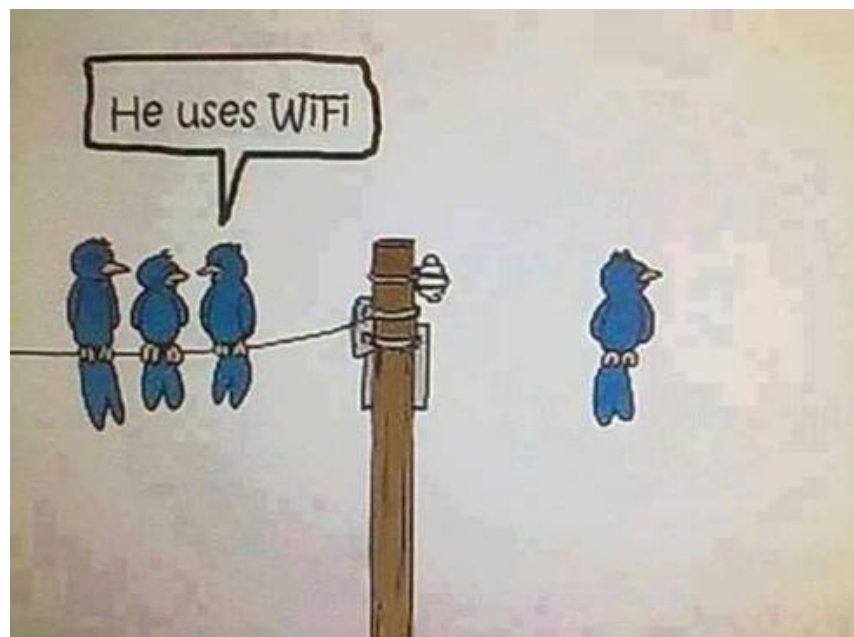
Mexican Wedding Cookies:

1 cup of butter
½ cup white sugar (can substitute w
confectioner's sugar)
2 teaspoons vanilla extract
2 teaspoons water

2 cups flour (can sift for a lighter tasting
cookie)
1 cupped chopped pecans
½ cup confectioner's sugar

In a medium bowl, cream the butter and sugar. Stir in vanilla and water. Add the flour and nuts, mixing until blended. Can cover and chill to make cookies later, or bake right away. Preheat the oven to 325 degrees. Bake for 15-20 minutes. When cookies come out of the oven, give them time to cool and then dust with confectioner's sugar.

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MEMBERSHIP APPLICATION/RENEWAL FORM

Last Name _____ First Name _____ M.I. _____

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Preferred Mailing Address _____

City _____ State _____ Zip Code _____

Phone No. _____ (W) _____ (H) _____ (C)

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Recruited By _____ Date _____

Membership Fee: \$25.00

Donation: \$ _____

Method of Payment:

To pay with PayPal go to:

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WORD 2016 KEYBOARD SHORTCUTS

All Microsoft Office apps have unique keyboard shortcuts so you don't have to waste time moving your mouse around or drilling down through menus. Learn the ones you use most and your tasks will be easier to complete. Some you may find useful:

Ctrl+O: Open a Document
Ctrl+N: Create new
Ctrl+S: Save a Document
Ctrl+P: Print a Document
Ctrl+W: Close a Document

When editing:

Ctrl+X: Cut
Ctrl+V: Paste
Ctrl+Z: Undo
Ctrl+Y: Redo or Repeat



"A POSITIVE ATTITUDE CAUSES A CHAIN REACTION OF POSITIVE THOUGHTS, EVENTS, AND OUTCOMES. IT IS A CATALYST, AND IT SPARKS EXTRAORDINARY RESULTS."

Wade Boggs

*This is your newsletter. Please feel free to send me anything you would like to see included in the newsletter.
Send it to Doris.goode@navy.mil.*

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