1984

UNOPA Notes, Volume 23, Issue 1, September-October 1984

Follow this and additional works at: http://digitalcommons.unl.edu/unopanews

Part of the Other Education Commons

http://digitalcommons.unl.edu/unopanews/181
Communicating Anger with an "I" Message

By Carl W. Nelson, Ph.D.
AMS Manager of Education

Clear and accurate communications are vital to the functioning of an organization. However, research shows that up to 70% of the information communicated is non-verbal. Effective non-verbal communication accounts for only about 30% of the information that is successfully transmitted from one person to another.

If the information we verbally transmit between each other is objective and factual, we must also be sure to communicate also the interpersonal and emotional aspects. Unfortunately, much of the information is conveyed by body language, facial expressions, and tone of voice.

One of the most difficult things to skillfully communicate in the workplace is anger. Certainly, it is easy to get another person's attention when we are angry. We can yell, slam shut our mouths, and stamp our feet, and yes! "You really made me mad!" It is easy to say it when you are mad. But it will not solve a problem or create mutual understanding because it puts the listener on the defensive. It makes him or her feel guilty, and it implies a judgement of blame.

We should communicate anger to resolve the problem and just to vent our feelings. We need to listen attentively, carefully, objectively, and sympathetically to each other in order to foster an effective communications relationship. As president, communicating with you the member, I will try to advise you of various activities during the summer months, a month before the annual meeting, a week before the luncheon meeting, and on October 1.

Please join me at the next luncheon meeting!

Mary Buell
Stay Alive

A man is old when he feels he has climbed his last hill, reached his last goal, dreamed his last dream, or conquered his last foe. When all of these are in the past, there is no more Old age has sealed itself into life.

You can maintain some ingredient of youth by keeping alive your hopes, and ideals. These are youthful ingredients that can throng in your heart.

It is the mental attitude of life that determines age... (Author Unknown)

New Members

A warm welcome to all new members of UNOPA! We hope to encourage your participation by our communication with you!

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>V. Billow</td>
<td>106 ACB</td>
<td>0918</td>
</tr>
<tr>
<td>Linda Dukker</td>
<td>104 CNT</td>
<td>0746</td>
</tr>
<tr>
<td>Eileen Myers</td>
<td>211 A</td>
<td>0703</td>
</tr>
<tr>
<td>Grace Sobekta</td>
<td>137 FY</td>
<td>0919</td>
</tr>
<tr>
<td>Donette Petersen</td>
<td>102 Fair</td>
<td>0620</td>
</tr>
<tr>
<td>Doris Taylor</td>
<td>100 Regt</td>
<td>0746</td>
</tr>
</tbody>
</table>

The same can be said of an Association. As long as we continue to bring in new members with new ideas, new dreams, and new goals, our Association will continue to grow and fulfill its purpose.

MEMBERSHIP IN UNOPA IS IMPORTANT TO YOU... be sure to keep your membership active and to encourage your colleagues to join you in keeping UNOPA healthy, vigorous, and growing.

Contact the Membership Chairperson, Dianne Kirkendall, 2-2821, for membership applications and brochures.

Career Planning

Booklets to help women plan careers and find a job recently have been developed by the Nebraska Commission on the Status of Women.

The 90-page "Directory of Employment and Related Sources in Nebraska" lists sources of help for women in career planning, child care, and money management.

The booklet is free, although donations are appreciated. For a copy, contact the women's commission, 363 Centennial Mall South, PO Box 49985, Lincoln, 68509.

Career Planning

Books to help women plan careers and find a job recently have been developed by the Nebraska Commission on the Status of Women.

The 90-page "Directory of Employment and Related Sources in Nebraska" lists sources of help for women in career planning, child care, and money management.

The booklet is free, although donations are appreciated. For a copy, contact the women's commission, 363 Centennial Mall South, PO Box 49985, Lincoln, 68509.

What's New?

Do you have a news item for UNOPA NOTES? Help all of us stay informed about our membership activities and accomplishments by submitting member news and other interesting articles for publication. Copy should be sent or phoned in by the end of the fifth week of each month to Kathy Martin, UNOPA NOTES editor, 209 NH 0524, 2-3415.

Contact Pat McCoy, 2-3487, with information about births, deaths, promotions, awards, etc.

Nine Days in Pennsylvania . . .

Brought to You in Six Paragraphs!

Pennsylvania in July! The trip was grand, the classes were informative, the meetings were long, and the friendships should last forever! If you attended the September luncheon meeting, you got to see my slide show portraying in full color the events of the 50th Annual Meeting and Institute of the National Association of Educational Office Personnel (NAEOP). Because the UNOPA president could not attend, I was asked to attend as the UNOPA delegate (each affiliate of the national organization sends one voting delegate to the annual meeting). Thank you for sending me!

In the following, I will try to convey to you why one attends a national meeting. Attending also were my roommates and co-workers Sue Gilliland and Shirley Howell, and Carma Lee McPherson. Here goes—nine days in six paragraphs.

On Saturday, we pulled into the drive of the Hershey Lodge and Convention Center to greet us by the beautiful lake with the many ducks, geese, and four beautiful white swans. On Sunday, we drove by bus to Philadelphia to see our country's heritage. We had planned to take the 10:30-4:30 tour on our own. This included the Liberty Bell Independence Hall, Carpenters' Hall (building in which the First Continental Congress met in 1776), and the Betsy Ross House.

Monday through Wednesday we attended classes, Extended Planning, The Professional Secretary, and Strategies for Membership Recruitment. There were many classes from a listing of 20.

During the evening hours (our free time) we took a bus to Hershey, PA, to see the "chocolate kiss" streetlights, to ride the Super Duper Looper (a giant roller coaster) at Hershey Park—an amusement park, to view animals at ZooAmerica, and to tour a simulated chocolate factory.

The annual meeting was held on Thursday and Friday, with over 800 attending this week of events, the meeting was quite lively—making decisions on the organization's rules and regulations.

The Friday night banquet was held in Founders Hall, a monument to Milton S. Hershey, who not only founded Hershey chocolate but also founded a home and school for orphaned children that is still serving today. After the installation of officers, a reception was held with a dance band, wine and cheese.

(continued on page 3)