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2009

2009 UNOPA Welcomers

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Be a **UNOPA Welcomer!!!**

UNOPA ***Welcomers!!!*** help strengthen our organization by greeting New Members and drawing them into the life of UNOPA.

To help welcome New Members this month, please choose a New Member from the forms being distributed and do the following:

1. Make this New Member your charge.
2. Watch for your New Member at the meeting next week (hover around the name tag table if necessary) and greet them. Introduce yourself (your name and position on the board) and invite them to join you for lunch. If they have a buddy with them, include the buddy.
3. Acquaint yourself ahead of time with the New Member's membership form so that you can chat with them about their job. Think of 3 things you can talk about relevant to their job. (e.g., someone you know who works there, a job you had that was similar or just ask questions about the work)
4. Gently inquire about their out of work life. Some people are shy about talking about themselves. Others will bowl you over with information.
5. In the week after the meeting, call, visit, or email your New Member to say how much you enjoyed meeting her. Ask if they have any questions about the university or UNOPA. Make sure they have your name and phone number.
6. Call or email your New Member to remind her of UNOPA opportunities if it seems that she might be interested. Offer to attend with her if that is possible.
7. Let your New Member know that you would love to have them on your committee, but don't pressure them. It may be too soon.
8. Look for your New Member at the next meeting and say "Hi". Welcome them to your table and include them in your group of friends.
9. Be available as a resource to your New Member. Be sensitive. It is hard to judge how much attention they want or need, just give it your best try.

UNOPA *Welcomer!!!* BASICS

1) Be alert to Visitors, New Members and Members who have come to meetings alone.

- Greet them.
- Introduce yourself.
- Introduce them to other UNOPA members.
- Find out where they work, show an interest in their job and life.
- Make sure they have someone to sit with at the luncheon. If your table is full (with other Visitors and New Members, of course!), find someone else for this person to sit with.

2) Host tables.

- Split up so tables are covered.
- Team up with one other board member or experienced UNOPA member to host a table.
- Lead the table in introductions, including home department and years at the university.
- Energize the conversation by asking people questions: Did you take a vacation this summer? Has it been busy in your office?

Conversation is like tennis: you have to hit the ball back or there is no game!

3) Lead a get to know you exercise at your table.

It can be as simple as going around the table and letting each person answer a question. Try something really professional like, "what is the most interesting new project you have worked on this year" or something sillier like "what is the funniest request you have ever received in your professional career".

4) Make a note of Visitors, New members and Members who attended alone at your table.

- Consider contacting them in some way before the next meeting:
- Call, email, or write a note.
- Invite to the next meeting.
- Call to talk about UNOPA Career Development programs
- Stop by to visit them.
- Call someone you know who is in that persons building and ask them to check on the person.
- Take a break with the person, ask them out to lunch.

5) Look for the people you have welcomed in the past at the next meeting and ask them how their month has been. Include them in your table and conversations, invite them to your next committee meeting.

UNOPA *Welcomers!!!* – we're the network!