

Office Workers Get "Uplift"

"The workshop was a tremendous success," said Marcia Soliz, a member of the planning committee for the Third Annual Boss-Office Worker training sessions.

"Every year the response has improved," she continued. "The girls seem to get a real uplift from it."

About sixty office workers gathered November 7-10 to discuss such matters as local personnel practices, dress code and adjusting to the open office environment of the new administrative building; telephone skills; and to learn about word processing and central filing.

A handful of supervisors attended the sessions on "dual office functioning" which offered tips to bosses and secretaries for working together smoothly in the office.

Trainer Jerri Anderson from the National Indian Training Center in Brigham City, Utah, commented that unlike many of her workshops this one was shaped by local input. This was largely due to the efforts of six tribal employees who planned the workshop with Warm Springs' particular needs in mind.

Anderson also noted that in Warm Springs more than anywhere else, training opportunities have the all-out support of management.

Several secretaries remarked after the session on the open office concept that they had never realized how lucky they were to have a new attractive building in which to work. Some who had been preoccupied with the problems of privacy, noise and traffic began to see some of the advantages of an open office, which can afford better communication, spaciousness and more efficiency.

"Many of the disadvantages you see can be turned into advantages if you just learn to accept change as a challenge and say 'Let's try,'" said Anderson.

Office workers were introduced to the idea of central filing or record-keeping, a system that has been endorsed by management. Jane Vogaland, Central Records Manager for the Port of Portland, offered advice on setting up and maintaining central files of all tribal documents, thus eliminating scattered and duplicated files in the many tribal departments.

In the combined supervisor and secretary sessions, Ms. Anderson described those qualities of both bosses and office workers that can serve to enhance each other's performance and create an efficient and pleasant operation. Working under stress was of particular concern and Anderson's advice revolved around recognizing the humanness of all in the office.

Technical sessions on letter and minute writing, word processing and telephone practices were interspersed with lively sessions on make-up, appropriate office attire, and speaking presence. Two office workers volunteered to make themselves up with Mary Kay products, a fashion show was presented by Roxanne's Clothing Store, and a video taping session captured each participant's speaking style, sometime painfully, sometimes humorously.

The two 2-day workshops were climaxed by a luncheon at Kah-Nee-Ta Thursday November 10, to which all supervisors and secretaries were invited. At that time surprise awards were made to outstanding secretaries, recommended by their superiors. Recipients of these awards were: Leota Scott (Extension),

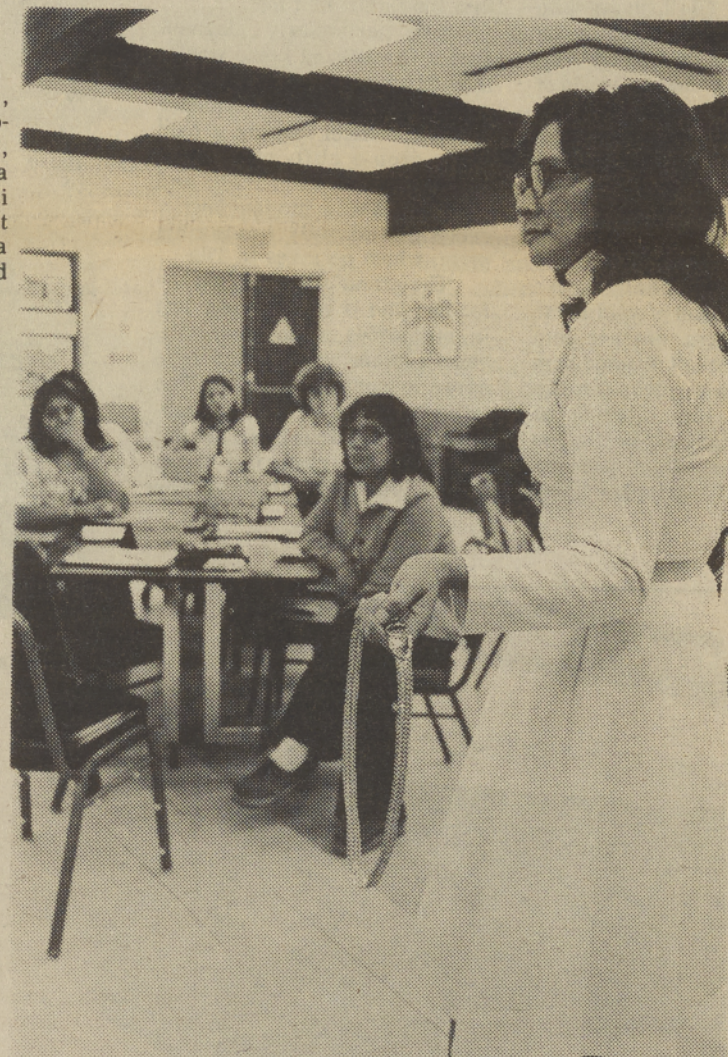


Cindy Brinks (Kah-Nee-Ta Reservations) and Joann Bryant (Credit) volunteered their faces for a make-up session during the Boss-Secretary Workshop last week. They used Mary Kay products very bravely until the lip color, when Joann put her brush down in protest. CDS Photo

Kate Jackson (Purchasing), Valerie Squiemphen (Data Processing), Lori Langley (Credit), Joyce Erb (Accounting), Brenda Bohay (Realty), Colleen Tufti (Alcohol), Joann Bryant (Credit), Theresa Katchia (CETA Prime Sponsors), and Evaline Patt (Accounting).

According to Marcia Soliz, many of the office workers left the workshop saying, "I didn't know I was so important."

Plans for next year's workshop may include a return to some basic training for the benefit of the many new office workers, said Soliz.



Arlene Boileau modeled a knit dress with accessories as part of a fashion show sponsored by Roxanne's Clothing Store during the Boss-Secretary Workshop. The session on dress code included sewing your own clothes, coordinating your wardrobe and wearing appropriate clothes to the office. CDS Photo



Office workers had a chance to record and observe their speaking manner with the use of videotape. Eugenia Tappo (BIA) watched an instant replay of her presentation on changes she planned to make when she returned to the office. CDS Photo.

Rodeo Club Meeting Set

The Madras High School Rodeo Club is holding an important meeting at the Madras Auction Yard, Tuesday, Nov. 22, at 7:00 p.m.

Included on the agenda is election of officers and the club also needs to be thinking about getting another advisor as Butch Hurtado, past advisor, has other

commitments he must tend to. Any new members, and all interested of any age are invited and encouraged to attend this meeting.

There is also a State meeting Nov. 19, at the John Tuck School in Redmond at 10:00 a.m. State officers will be elected and plans, dates, and rules for 1978 will be discussed.