

## April Luncheon

### Program Topic: Ask the Experts!

Join us on Wednesday, April 4, 2007, for our monthly meeting and luncheon at the Westside Center for a panel discussion featuring three subject matter experts from the training and development field!

Come hear Laura Roccaforte (Oriental Trading), Nina Swanson (PayPal) and Rich Torracco (UNL) dig into the key questions and challenges that emerged from our January meeting highlighting the emerging role of the trainer.



Curious about how best to measure the impact of training? Need tips about implementing blended learning? How do you sell the need for training to executives? Are you making the transition from being a trainer to an OD consultant and not sure what skill development you might need? Struggling to find time to keep your skills sharp? Then, this meeting is for you! If you have any questions you'd like to have posed to our panel, please send them to [amy.trenolone@achieveglobe.com](mailto:amy.trenolone@achieveglobe.com). We'll see you there!

**Date:** April 4, 2007

**Time:** 11:00AM-1:00PM

**Location:** Westside Community Center - 3534 S. 108th (108th & Grover)

**Luncheon cost:** Member \$15 / Non member \$20 (No shows will be billed.)

**Registration deadline:** March 30, 2007

Register online: [www.astdnebraska.org](http://www.astdnebraska.org) (Members please remember to log in before registering!)

Register by email: [contactus@astdnebraska.org](mailto:contactus@astdnebraska.org) or by phone: 850-6710

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mark.weiss@offutt.af.mil ..... Crew Training International

**NAC** ..... Lisa Hayes 544-9042  
LRHayes@up.com ..... Union Pacific Railroad

## Did You Know?

As a trainer, you have access to many valuable, training, leadership, management and e-learning resources.

The websites listed below are available to trainers and offer advice on training, leadership and more!

Custom Guide - Print on demand courseware and quick reference guides. [website](#)

Fast Company - Online version of magazine for new generation business leaders. [website](#)

## President's Perspective



**Financial Fitness** ~ All of you may have started the year with a goal to become fit. Now, I will not ask how your progress is coming along because then I would have to ask that same question of myself. ASTD Nebraska has also asked the same question when we transition new Board members. Again, we do not ask them to take a fitness test, but instead find out what we, as an organization, are currently doing that is working, what we could do better and what we could do without.

Out of that assessment, it was pretty clear that while ASTD Nebraska is financially stable, we were not financially fit. With the loss of our Treasurer position, it became a perfect time to look at the process of budgeting, paying the bills and planning for a future.

President-Elect, Wendy Schultz, took on the role of re-structuring our finances to make sure we not only "make ends meet," but also to ensure consistency of reporting where monies are gained and spent. This was not an easy task and I thank her for her endless time to find out to the penny where all of the money is.

I am happy to report that ASTD Nebraska is getting fitter financially every day. We have a working budget in an updated software system. New categories and reports have been created to give an accurate financial picture at any time. We have also saved 18 months of operating expenses in case any hardships might be placed on the organization in the future.

As you look at your organization, have you taken a look at your own financial fitness? Are your learning and development programs structured to have financial support over the next 18 months? Do you know what is the cost per person or department is to attend? Have you projected what costs you may incur due to new technology needs? You may not be the person in your organization to make these decisions, but your financial acumen will give you an edge in these discussions. If you are still searching for that new skill, I would encourage you to become financially fit. Who knows, maybe even your personal life may benefit too.

*Live as if you were to die tomorrow. Learn as if you were to live forever. - Gandhi*

### Angela L. Galloway

ASTD Nebraska 2007 President

*"Leading the way in workplace learning and performance"*

## Board Member Bio

Ever wondered what your ASTD Nebraska board members look like? Where they work? What are their chapter goals? How about something that would make you say "I did not know that about them."

Throughout 2007 ASTD Nebraska newsletter will introduce you to your board members. You'll be surprised what you learn about them!



Board member name: Michael Mitiier

Board position: Director of Community Partnership

Contact email address: [directorcommunitypartnership@astdnebraska.org](mailto:directorcommunitypartnership@astdnebraska.org)

Michael Mitiier has an educational background in Organizational Communication. He has been involved in training and development for over 20 years and has trained over 15,000 people in professional development and technical skills. Michael owns and operates MTS Training which opened in 1996.

## Project Management - Failure Hour

Unexpected problems hurt projects. Nobody likes to think about project failure. However, we need to consider both as we plan our projects. Another way to put it is to consider what might go wrong on the project. What might be some of the unexpected problems? How could the project fail? How can a project manager or team deal with this? Have a failure hour.

During the early planning portion of your project, take an hour of your time and brainstorm how the project could fail. Consider what the unexpected problems could be. Capture the various ideas on a flip chart or white board. Be careful to follow the usual brainstorming rules. Write everything down no matter how crazy. Then stop for a 10 to 15 minute break.

Come back from the break for the second hour when you will address possible solutions to the issues raised in hour one. Obviously there will be problems that can't be solved or easily dealt with. But address them all. This part could take more than an hour. Don't worry about taking extra time because it is worth it. Why do this?

The process of going through such an exercise does many things. But two significant positives are teambuilding and risk or contingency planning.

Teambuilding takes place because you brainstorm as a team and learn more about each other. You also learn how others think about the project. You communicate and discover some of the others strengths and weaknesses as well. Such brainstorming exercises can be very positive.

Planning for risk or contingencies is the biggest win with such exercises. It isn't just the answers you come up with that is of tremendous value, rather it is the process. Sure, the answers could save the project. But the process of exploring the issues and working on solutions can be extremely valuable for the team. You will discover the team problem solving process or concept as you bond as a team.

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## Sharing Our Business Lines - Marketing

Extra, Extra – read all about it! ASTD Nebraska's marketing team wants to grab your attention, give you information and get you involved.

The chapter offers several wonderful programs and it's our role to help you know all about them. This is going to be a wonderful year as we take on an additional function to create partnerships with various local organizations and corporations.

If you want to be a part of the excitement, there are directorship opportunities on our team. So, if you would like to assist with getting the word out or giving your creative flair a workout, contact Janet Skogerboe, Vice President of Marketing at: [vpmarketing@astdnebraska.org](mailto:vpmarketing@astdnebraska.org) or call 351-8341.



## The Benefits of the Mentoring Relationship

When you think about the benefits of mentoring, what comes to mind? For many people, the first thing that comes to mind is the benefits to the person being mentored - those benefits seem quite clear because it is typically the mentees development that is the focus of the relationship. Mentees gain knowledge and learn from the experience of a mentor who is more advanced in a profession, field of study, or company.

While the benefits of the mentoring relationship to the mentor may not be as obvious, anyone who has been a mentor or a teacher could probably recite them easily. While mentoring is often perceived as a one-sided relationship, it really isn't. Mentors can gain as much from the relationship as the mentees. Let's explore this idea a bit. What are the benefits of being a mentor?

- **Mentors have the opportunity to learn.** While the mentor is serving as a source of knowledge, the mentor can learn a great deal from the mentee as well. Let's face it: every relationship you've had in life has probably taught you something. Almost every other person in the world probably holds some knowledge, or has had some experience that can teach you something.
- **Mentors have the ability to increase their skills.** Being a mentor takes some skills. It's not enough to have knowledge and experience to pass along; you should also possess the skills for communicating, developing, and supporting your mentee. As we all know, these aren't necessarily skills that everyone just "has"—mentoring someone gives you a chance to enhanced these skills—prime skills for managing employees—that can transferred to and used in your career.
- **Mentors gain satisfaction from helping and increased self-confidence.** Let's face it—most of us feel very good when we give our time to help another person. By doing so, we grow as a person. Also, having another person listen to your ideas and advice provides a means to increase your self-confidence. It helps you trust your voice, and that can translate to countless benefits at work and in your life.

If this information about the benefits of the mentoring relationship has piqued your interest, then please consider helping with the ASTD Nebraska Mentoring Program.

We currently have a list of chapter members who are interested in being mentored. If you have 5 or more years of experience in the training and development field, and have the interest and time to be a mentor, please contact the Director of Mentoring, Angela Athy at 402.544.7086 or [asathy@up.com](mailto:asathy@up.com) for more information.

Those interested in being mentored should also contact Angela! We welcome your involvement in the program - either as mentor or mentee.

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## Certification Conversation - Is Learning & Performance a Profession?

I'd like to take a bit of your time to discuss Professional Development. After all, it is a major reason people join our chapter. In order to develop professionally, it helps to have a profession. While that may seem obvious, I would like you to consider what makes your work a profession instead of a job.

The five characteristics of a profession, according to the U.S. Department of Labor, are the following:

- National organization that speaks on its behalf
- Code of ethics
- Body of knowledge

*(See Conversation on page 6)*

## Conversation

(Continued from page 5)

- Research that develops the field
- Credentialing organization that sets standards for the profession.

How does learning and performance rate when considered for these characteristics? Keep reading and find out for yourself.

### National organization that speaks on its behalf

We're lucky to be part of such a dynamic professional organization. The ASTD National website, <http://www.astd.org> states that ASTD is the world's largest association dedicated to workplace learning and performance professionals. Furthermore, the organization declares itself to be "the voice of the profession". Visit [http://www.astd.org/astd/Public\\_Policy/policy\\_home.htm](http://www.astd.org/astd/Public_Policy/policy_home.htm) to learn more about ASTD's involvement in public policy.

### Code of ethics

Our professional code of ethics includes commitments to strive for the utmost in professionalism, integrity, and judgment. Visit [http://www.astd.org/ASTD/About\\_ASTD](http://www.astd.org/ASTD/About_ASTD) to learn more.

### Body of knowledge

The ASTD Competency Model for Learning and Performance is the foundation of ASTD's certification program. Visit [http://www.astd.org/astd/Research/competency\\_study](http://www.astd.org/astd/Research/competency_study) to learn more about the competency model. If you pursue certification, you will become very familiar with the competency model, as the exam tests your knowledge of the Areas of Expertise defined in that model, and the work product tests your ability to successfully execute your role in workplace learning and performance.

### Research that develops the field

ASTD provides "State of the Industry" reports and topical reports like "2006 Changing Worker Demographics" to serve the profession. The organization also provides awards for dissertations and published articles that advance research in our profession. Check out [http://www.astd.org/astd/research/about\\_research](http://www.astd.org/astd/research/about_research) to see some of the ways that ASTD's research is developing the field of workplace learning and performance.

### Credentialing organization that sets standards for the profession

Until 2006, workplace learning and performance lacked a comprehensive credential and our occupation could not formally be considered a profession for this reason. With the implementation of the Certified Professional in Learning and Performance™ (CPLP™) credential, ASTD now offers workplace learning and performance professionals an opportunity to enhance credibility and prove value in an increasingly competitive marketplace. In other words, when you earn your CPLP™, you create further credibility for yourself, and for our profession.

### Final Thoughts

With such a strong organization at our backs, we have support at a local and a national level that most people only dream of. Exciting research, nationwide agreement on our body of knowledge and competencies, and ethical principles are just a few ways that ASTD guides us as our young profession gains strength and acceptance. I encourage you to explore all the characteristics that make ASTD such a tremendous professional organization, and I challenge you to discover new ways to get the most out of your membership.

To learn more about the CPLP™, feel free to contact me by telephone or by email. Valerie Noll, CPLP, Director of Certification, ASTD Nebraska, 402-312-1118 or [directorclp@astdnebraska.org](mailto:directorclp@astdnebraska.org).

*Reference: Pat Galagan T+D May, 2004 "From zero to 60"*



## Upcoming Education Program Changes

How many of you have participated in the week-long Trainer's Institute or the six classes of the Certificate in Training program? Have you attended classes in the Advanced Trainer's Institute program? The education programs that ASTD Nebraska offers are phenomenal and have helped many new trainers begin their careers and have helped many established trainers update and refresh their skills.

During my tenure as director overseeing the education programs, I have enjoyed being involved in all of these programs. I have gained a lot of insight into how the education programs work, and I have witnessed many trainers experience the "ah-ha" moment and implement their newly acquired skills in their jobs.

In 2005, ASTD National began marketing a new certification, the Certified Professional in Learning and Performance (CPLP). This certification for trainers will identify that we have the knowledge and experience needed to succeed in the world of learning and performance.

Because of this certification and the interest of our members to obtain their certification, our education programs needed to be reviewed to make sure the information currently being offered aligns with the ASTD Competency model and if we are providing the topics/skills that our members really want and need in their jobs.

We decided to begin with our Certificate in Training program, six classes that are held twice a year. These classes include *Adult Learning Principles, Evaluation, Needs Assessment, Presentation Skills, Curriculum Design & Development, and Group Facilitation*.

Beginning in July 2007, these classes will not be held while we review the curriculum. We will be surveying current participants, instructors, and local organizations to make sure that we are offering the right topics for our members. Heather Davis, Valerie Noll, and I will be working on this huge project. It will be a long process, but also exciting and challenging, and we look forward to unveiling the new Certificate in Training program in January 2008.

If anyone has questions or concerns, please contact me at [Tamara.Dowling@nmhs.org](mailto:Tamara.Dowling@nmhs.org) or (402) 354-6708.

Tamara Dowling  
Director – Education  
ASTD Nebraska

## INTERNfest Event at INFOTEC 2007 Highlights Local Intern Opportunities

On April 16, INTERNfest will bring together representatives of the area's leading internship programs and some of the best and brightest college IT students. The event is part of INFOTEC 2007, which is sponsored by the Omaha chapter of the Association of Information Technology Professionals (AITP).

INTERNfest activities are set from 6 p.m. until 9 p.m. and will include:

- a welcome reception with free pizza and career opportunity discussions with local companies;
- a keynote panel discussing "How to launch a career in the IT field through internships;"
- a contest to determine the event's "Most Eligible Information Technology Intern;"
- an informal meet-and-greet session for prospective interns and representatives from leading intern programs; and,
- advisory sessions with human resource and school intern program representatives.

Members of the Omaha chapter of Human Resources Management Association will provide professional career guidance at the conference. Officials from the Applied Information Management Institute (AIM) will demonstrate AIM's Career Link services for internships.

Prospective interns are invited to attend. The event is free and advance registration is required at the INFOTEC Web site, [www.infotec.org](http://www.infotec.org). Sponsorship opportunities also are available.

### New/Renewing Members

ASTD Nebraska extends a warm welcome to new members and says thanks to those renewing their membership.

#### Renewing Members

Terry Ralph  
Kathleen Ocasio  
Angela Galloway  
Regina Dale  
Kimberly Gurzick  
Randy Derrig  
Dawn Inzauro  
Stephanie Wiese  
Tasha Barton

#### New Members

Todd Roberts  
Victoria Muzic  
Tori Fehringer  
Deby Green  
Angel Albertson  
Lee Anne Brownfield  
Micah Craven  
Cher Andesron  
Mark Hansen  
Jose Quirarte  
Carolyn Smith  
Traci Black  
Laura Dyer  
Corrie Liljedahl  
Amy Jorgensen  
Charles Grubb

### Advertise with ASTD Nebraska

Part of ASTD Nebraska's success comes from valuable support from organizations and individual members who volunteer their time and energy

With over 300 members, we can reach a variety of training decision-makers. The Nebraska Chapter offers many different cost-effective advertising options and package deals.

The following are a few options for advertising:

- Monthly eNewsletter
- ASTD Nebraska's website
- Sponsor a monthly chapter meeting
- Vendor tables at a meeting or workshop

For more information, please contact Marilyn Sims, Director of Sales at [marilyn@clarkconnectiongroup.com](mailto:marilyn@clarkconnectiongroup.com)

\*\*Payments are due in advance. ASTD Nebraska has the right to refuse any request based on the best interest of chapter members.

## Announcing ASTD Nebraska's Interview Team

You've trained on interview techniques...

You've provided guidance and advice to others...

But, would you be able to **WOW** a potential employer and land the job of your dreams?

ASTD Nebraska's Interview Team can help prepare you for your next interview...

Sit down with one of our team members in a comfortable and confidential setting and take the time to invest in your future with a mock interview. Learn what will make the most impact on potential employers and how to advance your career. The experience will not only help you perfect your technique, but it will also allow you to get valuable feedback and coaching on your performance.

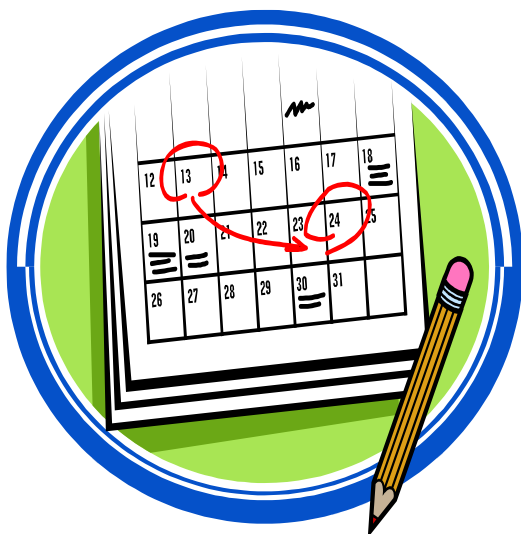
If you are interested in setting up a mock interview, receiving targeted and personalized feedback and learning more about what you can do to perfect your performance contact [aclary@integriguard.org](mailto:aclary@integriguard.org).



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## Upcoming Monthly Meetings - Save the Dates!



**May 2** - Janet Hill from Apple will be joining us to discuss the use of podcasts in training and development. Our members will be able to get the latest updates on this new technological advancement!

**June 6** - Sonia Keffer will be focusing on helping all of us improve our presentation skills - a critical skill for everyone - especially trainers! You will learn how your own preferences influence your training style.

**July 11** - Mari Peck will be joining us to present "Becoming the Training Organization Your Company Can't Live Without." Her mission is to help others understand how they can secure the future of their training department. The concept revolves around acting like a business owner. Key areas of discussion will include product definition, customer service, needs assessments, and measurement and marketing.

## Chapter Involvement Opportunities

### **Volunteer Position:** Interview Team Member

#### Description of Job & Responsibilities:

This opportunity is for a team launching this fall. We are seeking people with experience conducting interviews to help us get started.

- Conduct mock interviews and give feedback to help our members polish their interview skills
- Generate ideas for more Career Resources Products and Services
- Occasional special projects such as write a newsletter article or create an interview aid handout

Time commitment: 1-2 hours training  
Monthly time: 1-4 hours monthly  
Length of commitment: 1 year

Contact Alysia Clary at 498-2446; [aclary@integriguard.org](mailto:aclary@integriguard.org)

### **Volunteer Position:** Programming Committee Member

#### Description of Job & Responsibilities:

- Assist in choosing topics for monthly meetings
- Secure speakers/presenters for those meetings
- Assist in planning and executing meetings

Time commitment: 2 hours training  
Monthly time: Meets the 3rd Thursday of the month at 4pm  
Length of commitment 1 year

Contact Amy Trenolone, Dir. of Programming at [amy.trenolone@acheiveglobal.com](mailto:amy.trenolone@acheiveglobal.com)

### **Volunteer Position:** Director of Marketing

#### Description of Job & Responsibilities:

- Create/layout marketing pieces, as needed to be used in mailers or flyers/brochures
- Assist committee efforts in promoting ASTD NE in the area
- Must have strong communication skills, including writing and editing
- Ability to plan, make decisions and work with deadlines

Time commitment: 0 training  
Monthly time: 5-6 hours per month  
Length of commitment 2 years

Contact Janet Skogerboe, VP Marketing at [janet.skogerboe@mutualofomaha.com](mailto:janet.skogerboe@mutualofomaha.com)



## Chapter Volunteer Opportunities

### Volunteer Position: Director of SIGs

#### Description of Job & Responsibilities:

- Coordinate planning of quarterly SIG meetings
- Canvass membership to identify possible topics
- Create relationships with potential presenters
- Secure date, time and place for SIGs
- Market events to achieve optimum attendance
- Recruit and provide direction to SIG Committee members

Time commitment: 0 hours training  
Monthly time: 10 hours monthly  
Length of commitment 1 year

Contact Name: Aileen Sigler, VP of Programming at 351-6419 or [aileen.sigler@mutualofomaha.com](mailto:aileen.sigler@mutualofomaha.com)

### Volunteer Position: Resume Team Member

#### Description of Job & Responsibilities:

- Review member resumes and provide feedback to team leader who will then compile it
- Occasional special projects such as write a newsletter article or create an interview aid handout

Time commitment: 1-2 hours training  
Monthly time: 2-4 hours monthly  
Length of commitment: 1 year

Contact Valerie Reed, Director of Career Resources at 498-2443, 871-7889 or [DirectorCareerResources@astdnebraska.org](mailto:DirectorCareerResources@astdnebraska.org)

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## Job Postings/Career Resources Assistance

We post new positions on the website frequently. The following items are just a few of the latest opportunities!

To see all of the postings and to find out more about these positions, login to [www.astdnebraska.org](http://www.astdnebraska.org), go to the **Career Center**, and click **Job Postings** in the left navigation bar.

- Regional Training Manager, Bank of the West
- Learning & Performance Consultant, PayPal, Inc
- Learning & Performance Specialist, PayPal, Inc
- Training Specialist / E-learning Developer Information and Learning Management, CSG Systems, Inc.
- Talent Management Consultant, Omnium Worldwide, Inc.
- Learning Facilitator/Trainer, Omnium Worldwide, Inc.
- Training Specialist, Omaha Steaks

To find out more about our Job Posting service, please contact **Valerie Reed** at [DirectorCareerResources@astdnebraska.org](mailto:DirectorCareerResources@astdnebraska.org).

April 2007

Thank you to everyone who makes our Chapter Newsletter possible. Without you, this publication would not exist.

Your thoughts and opinions are very valuable in continuing to make it a huge success.

I welcome all members input and article submissions/suggestions.

Please feel free to contact me, Elizabeth Ambrose, at 402-952-6531 or via email at [eambrose@omnihotels.com](mailto:eambrose@omnihotels.com), with your contributions and suggestions for future newsletter editions.



## ASTD Lincoln ~ April Meeting

Join ASTD-Lincoln on April 19, 2007, for **Utilizing Structured Goal Setting to Enhance Training Outcomes**.

Want to maximize your organization's training outcomes? Do you have a sincere desire to prepare individuals for training success?

Goal setting can be a powerful tool from an organizational and individual perspective. The session discusses what we know about the role of goal setting as it relates to goal attainment, motivation and achievement.

Dr. Sean Payant, the Executive Director of the Schools of Banking, presents his research related to the application of structured goal setting in a practical training environment, and provides attendees with the basics for utilizing these concepts in their own organizations.

Complete program information can be found online at [www.astdlincoln.org](http://www.astdlincoln.org)

Cost: \$16.00 members / \$32 non-members  
Location: Holiday Inn, 141 N 9th Street, Lincoln NE  
Time: 11:30 AM to 1:00 PM

To register online, visit our website [www.astdlincoln.org](http://www.astdlincoln.org)  
or register by phone at 402-434-7557

Registration deadline is April 16, 2007

## CIT Schedule

### April 12-13, 2007

Advance Presentation Skills

Registration deadline: April 6, 2007

### June 14-15, 2007

Mastering the Role of Group Facilitator

Registration deadline: June 8, 2007

Session costs: \$275 members/\$300 non-members

### May 17-18, 2007

Evaluating Training Programs-the 4 Levels

Registration deadline: May 11, 2007

\*\*All classes are held 8:00am-5:00pm at the Bellevue University Lozier Building located at 117th & Blondo.