



South Central Wisconsin Chapter

To provide learning and networking opportunities
for professionals dedicated to improving individual
and organizational performance.

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October 2005

I.N.S.P.I.R.E.:
Improve
performance,
Network,
Share,
Professionals,
Instruct,
Reach,
Educate

2005 Training and Development Summit

Thursday, November 3, 2005,
UW-Stout Memorial Student Center

University of Wisconsin-Stout, College of Technology, Engineering and Management, NW-ASTD and Stout Solutions present the 2005 Training and Development Summit. This year's focus is: **Business Acumen: Critical Know-How for Workplace Performance and Learning.** Without strong business acumen, work place learning professionals are service providers who can be easily replaced. Attend this TD Summit to expand your business acumen and enhance your ability to be a business enabler.

The schedule includes two powerful keynote speakers and a choice of 5 dynamic morning breakout sessions, with each repeated in the afternoon. Registration, including sessions, lunch and conference materials, is only \$129.00 through October 18, \$159.00 after October 18, and \$79.00 for full time university students. One college credit is available at the conference. For more information, a printable registration form, or online registration, go to www.uwstout.edu/solutions/ces/conferences.php, e-mail conference-solutions@uwstout.edu or contact Stout Solutions at (715) 232-2793.

It's the 10th Anniversary of the Training and Human Resource Development Master's Degree Program! Mark your calendar for the evening of November 2nd and join in celebrating the evening before the Summit. Alumni, students, faculty, and guests are invited to attend and expand your network with colleagues and faculty while enjoying smooth jazz, hors d'oeuvres, and drinks. Please phone (715) 232-2793 or Email conference-solutions@uwstout.edu for additional details and to register.

TD Training and
Development
summit

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PRESIDENTS MESSAGE



Thank goodness for the values of courage and caring that have emerged in response to the Katrina disaster.

We have watched in wonder and appreciation as those skilled in social work, disaster recovery, search and rescue, engineering, fire fighting, and medical professionals, teachers, preachers, bus drivers, levee builders, fundraisers, and all others who pitched in around the country and around the world have applied their learning and abilities to provide solace and safety to those in need.

Thank goodness that someone was able to teach them their skills and build their expertise. And thank goodness for the values that motivated them to learn and now apply those skills.

It is times like these that shine a clear light on values. Who taught that six-year-old boy to be responsible for the other tots he kept under his charge? Who taught those who immediately dropped what they were doing to go directly into danger to do what they could to help?

Those values were taught from an early age and then reinforced over time through life experiences. We often forget the richness of values and experience that adults bring into any classroom, whether that classroom has walls or toxic water filled with debris.

Today, many of us are considering how we might provide the greatest benefit to those in need. We may feel that we have little to offer. Although we may not physically go to the hurricane sites, it is important for us to realize that the work we are doing here will still help.

You have probably seen the bumper sticker: "If you can read this, thank a teacher." If you can build confidence and capability in the lives of those that you touch, please know that you are making a difference.

A BOSS FREE ZONE – Career Growth Made Easy By Sally Anders

There has been a lot of talk recently in the learning field about getting a place at the table, becoming leaders within our organizations and growing beyond being just trainers. Do you remember when you were a teenager looking for your first job and everywhere you went they asked, "Ya' got any experience?" And, with great frustration, you said, "How can I get experience if no one will hire me??"

Moving beyond just training can feel the same way. But unlike when you were a teenager, there is a real answer to how to grow your career and get leadership experience outside of your job.

The challenges in leading ASTD-SCWC parallel those in the business world. As a board or active committee member of ASTD-SCWC you can learn how to:

- Develop resources, people, and your own people skills
- Manage people to improve their performance
- Build trust in a team or organization
- Manage projects
- Understand and manage budgets and financials
- Set priorities
- Manage your time more effectively

You can also learn:

- The importance of clarity of vision and mission, and how to convey them to those who can help to

make both yourself and your organization more successful

- The value of a great leader in developing the potential of both the individual and the organization

But most important, you can learn your personal strengths – what you do right and where you have great instincts and natural leadership abilities.

You can also learn where you need to grow. Areas where maybe you thought you were strong, but you are not. (Since you're surrounded by folks who specialize in developing people, you have a ready and willing source for transforming your weaknesses into great strengths!)

Few leaders are born – most grow in to it. Growing your professional career and leadership skills in the service of ASTD-SCWC is virtually risk-free. The ASTD-SCWC Board and committees are a nationally certified BOSS FREE ZONE where it is safe to learn from your mistakes!

Call our Chapter President, Deb Laurel at 255-2010 to find out how you can start growing. We have volunteer opportunities that range from one hour to ten hours a month. Some don't even involve going to any meetings!

Board of Directors Nominations

This is your golden opportunity to become a mover and a shaker in the chapter!

We are seeking to fill the vacant positions of:

- President-Elect
- INSPIRE Newsletter Editor

We would also like to find folks who have an interest in co-chairing in the areas of:

- Co-VP of Finance
 - Co-VP of Administration
 - Co-VP of Technology
 - Co-VP of Professional Development
- Our current incumbents are happy to continue in their positions, but could definitely benefit from strong co-chairs for their committees.

We are also looking for recruits for the committees of:

- Membership
 - Marketing
- Now that our Board members have two-year terms, our VP of Membership and Marketing need energetic recruits for their committees.

What does this mean to you?

If you have previous experience on the ASTD-SCWC Board, you are eligible to serve as the President-Elect for 2006. A key focus for this position will be to act as a Volunteer Coordinator, so you will have an opportunity to interact with many members and impact all of our committees! This will place you in an enviable position when you become President for 2007-2008!

You do not need previous Board experience to serve in any of the other positions or committees.

As the INSPIRE Newsletter Editor, you can keep our newsletter fresh, interesting and read-worthy!

As the Co-VP of Professional Development, you can plan the 2007 roster of programs and events that will knock the socks off of our members and attract

participants in record numbers!

The VP of Administration needs someone who enjoys creating systems and policies to support the chapter and who can't wait to tweak our constitution!

The VP of Technology is implementing exciting upgrades to our website, working directly with national ASTD. There is also a need for technologically-savvy folks who can oversee our free jobs postings, maintain our program listings, and help to get our members-only site off the ground!

The VP of Finance is looking for folks who know how to build budgets, but you don't have to know how to balance a checkbook!

The VP of Membership needs friendly folks to plan wonderful membership orientations and networking programs and have personal contacts with new and potential members.

The VP of Marketing needs individuals with public relations and marketing expertise who can make contacts and presentations to put our chapter on the map! Someone with graphic design talent would also be perfect to create our marketing brochures and literature.

Our Tools n' Techniques Program Coordinator needs program participants and certificate holders to help plan our next series - and possibly an advanced series!

We haven't forgotten about our Leadership Initiative, for which we are seeking a coordinator interested in providing programs for training managers and directors.

For more information about these positions, please see our website at [www.astdscwc.org/contacts/contacts.htm!](http://www.astdscwc.org/contacts/contacts.htm)

My Guilty Secret

By Deb Laurel

I have purely selfish reasons for volunteering with ASTD-SCWC.

When I first began my business, giving a monthly program for ASTD-SCWC introduced me to a wide range of potential client organizations. Now I provide train-the-trainer programs for ASTD-SCWC and even facilitate the three-day Training Certificate Program for National ASTD.

I learned about Appreciative Inquiry during our strategic planning process and then presented a workshop about our Chapter experience at the National ASTD Leadership Conference. I now have contacts all over the country who can provide information that helps me in my work. It's also nice to be able to put others in touch with people who have the answers they need.

I always know about pending professional opportunities and local workplace learning and performance events. If I ever thought about giving up my business, I'd immediately know who was hiring in the area!

I get to belong to a warm, supportive, and stimulating professional community. I have direct input into the programs and services of the Chapter. As a result, each time I meet with a committee, talk to a member, or attend a program, I learn something new!

I also feel wanted. I'm never lonely. Not a day goes by that I don't have something to do or someone to contact on behalf of the Chapter- locally, regionally, or nationally.

I know that my expertise is valued and recognized. I believe that I make a difference. All of these things make me feel good. They also provide a solid ROI.

Yes, I am busy. Yes, it requires good time management. Yes, I'm still learning how to juggle and keep all of the balls in the air.

And I get so much in return. The more I put into the Chapter, the more I receive both personally and professionally. It's a win-win situation.

I hate having to confess my guilty secret. But the principle of abundance ensures that there are plenty of volunteering opportunities - and I am perfectly willing to share.

ASTD-SCWC Volunteer Opportunities

Title: Administration Committee member
Description: Identify necessary changes to Chapter Constitution and recommend revisions to VP - Administration
Time required: 1-2 hours monthly through May 2006
Type/Area: Administration
Requesting Board Member: VP-Administration, Lori Becker, lbecker@madison.com

Title: Annual Featured Program Project Leader
Description: Lead planning and coordination of annual featured program for Spring 2006 on April

5, 2006

Time required: Variable hours through April 2006.
Type/Area: Professional Development & Marketing
Requesting Board Member: VP-Professional
Development, Suma Elwell,
sumamenon@hotmail.com

Title : Communication Specialist

Description: Edit and create email/newsletter
promotion materials for Professional Development
programs & Featured events.

Time required: Approx. 1 hour every month
Type/Area: Professional Development
Requesting Board Member: VP-Professional
Development, Suma Elwell,
sumamenon@hotmail.com

Title: Employee Learning Week Task Force

Description: Members needed to lead and assist in
planning for the Chapter's promotion and
celebration of Employee Learning Week, December
5-9, 2005.

Time required: Variable hours September through
December
Type/Area: Marketing & Membership
Requesting Board Member: President, Deb Laurel,
dlaurel@laurelandassociates.com

Title: Graphics Designer

Description: Perform design work for Chapter
marketing materials in cooperation with the
Marketing, Professional Development and
Membership committees.

Time required: Estimated 6 hours per month,
depending on activity
Type/Area: Marketing, Programming & Membership
Requesting Board Member: VP-Marketing, Terry
Becker, terry.becker@cunamutual.com

Title: Greeter

Description: Greet participants at Professional

Development Programs and introduce them to other participants. Initiate networking between participants.

Time required: 20 minutes per month

Type/Area: Professional Development

Requesting Board Member: VP-Professional Development, Suma Elwell,
sumamenon@hotmail.com

Title: Leadership Initiative Coordinator

Description: Plan and schedule programs that meet the needs of training managers and leaders, arrange venues, publish a calendar.

Time required: 5-6 hours per month

Type/Area: Professional Development

Requesting Board Member: President, Deb Laurel,
dlaurel@laurelandassociates.com

Title: Marketing Outreach- Other Organizations

Description: Contact other organizations to promote ASTD-SCWC programs and services.

Time required: Variable hours

Type/Area: Marketing

Requesting Board Member: VP-Marketing, Terry Becker, terry.becker@cunamutual.com

Title: Marketing Outreach - Vendors

Description: Contact and line up vendors for the April 2006 Kirkpatrick special annual program.

Time required: Variable hours

Type/Area: Marketing

Requesting Board Member: VP-Marketing, Terry Becker, terry.becker@cunamutual.com

Title: Membership Directory Project Leader

Description: Lead overhaul and creation of a new and enhanced electronic membership directory in conjunction with the ASTD-SCWC membership database.

Time required: Approximately 5 hours per month through 2005

Type/Area: Membership & Marketing
Requesting Board Member: VP-Membership,
Tamara Abraham, tamara.abraham@teldta.com

Title: Membership Representative
Description: Greet members and potential members at monthly programs and provide membership information as needed.

Time required: 30-45 minutes per program

Type/Area: Membership

Requesting Board Member: VP of Membership,
Tamara Abraham, tamara.abraham@teldta.com

Title: Newsletter Editor

Description: Identify newsletter article needs, coordinate writing and receipt of articles, lay out articles in template, and write Editor's column

Time required: 6-8 hours per month

Type/Area: Marketing

Requesting Board Member: VP-Marketing, Terry
Becker, terry.becker@cunamutual.com

Title: New Member Orientation Coordinator

Description: Make arrangements for the new member orientations by coordinating the location, invitations, agenda and snacks for the event. (at least 2 events per year)

Time required: 4-5 hours per event

Type/Area: Membership

Requesting Board Member: VP of Membership,
Tamara Abraham, tamara.abraham@teldta.com

Title: New Member Liaison

Description: Contact new members via phone or e-mail to welcome them to our chapter and find out how our association can meet their needs.

Time required: 1 hour per month

Type/Area: Membership

Requesting Board Member: VP of Membership,
Tamara Abraham, tamara.abraham@teldta.com

Title: Potential Member Liaison

Description: Contact potential members via phone or e-mail to introduce them to our chapter and find out how our association can fit their needs.

Time required: 1 hour per month

Type/Area: Membership

Requesting Board Member: VP of Membership

Tamara Abraham, tamara.abraham@teldta.com

Title: Professional Development Committee member

Description: Plan ASTD-SCWC monthly programs for the next calendar year. Shape the future of ASTD- SCWC programming. Build a network of learning professionals. Have lots of fun!

Time required: 2-4 hours per month

Type/Area: Professional Development

Requesting Board Member: VP-Professional Development, Suma Elwell,

sumamenon@hotmail.com

Title: Professional Development Program Registrar

Description: Perform registration duties at monthly professional development programs. Includes setting up on-site, welcoming members, collecting payments and follow up reports to Chapter Administrator.

Time required: Approximately 2-5 hours per month

Type/Area: Professional Development & Membership

Requesting Board Member: VP-Professional Development, Suma Elwell,

sumamenon@hotmail.com

Title: Registration Representative

Description: Print name labels for the event.

Assist a Board member at the registration table for Professional Development programs and Featured events.

Time required: 45 minutes every month

Type/Area: Professional Development

Requesting Board Member: VP-Professional Development, Suma Elwell,

sumamenon@hotmail.com

Title: Special Events Coordinator

Description: Spearhead special event planning committees. Coordinate with marketing committee to promote the event. Coordinate with Chapter Administrator for organize venue, menu and other logistics for the program Coordinate with the speaker on handouts, A/V and other requirements for the program. Chair the special events program committee. Report to VP of Professional Development on the program planning details.

Time required: 6-7 hours per month

Type/Area: Professional Development

Requesting Board Member: VP-Professional Development, Suma Elwell,

sumamenon@hotmail.com

Title: Sponsorship Coordinator

Description: Contact potential sponsors for monthly programs and special annual program

Time required: 5 hours per month

Type/Area: Finance

Requesting Board Member: VP-Finance, Sally Anders, sally@realsolutions4u.com

Title: TnT Evaluation Tabulator

Description: Tabulate the evaluation sheets after each of the TnT sessions (7 remaining. Complete a Word document template and e-mail to TnT Program Manager by the following Thursday after the TnT session.

Time required: 45 Minutes to tabulate and e-mail after each session

Type/Area: TnT Committee

Requesting Board Member: TnT Program Manager, Amy Diedrich, amy.diedrich@cunamutual.com

Title: TnT Location Coordinator

Description: Volunteer to arrange east side locations for holding the TnT sessions (5 locations

left to arrange). Set up the TnT calendar identifying program dates and locations.

Time required: 2 Hours

Type/Area: TnT Committee

Requesting Board Member: TnT Program Manager, Amy Diedrich, amy.diedrich@cunamutual.com

Title: TnT Registration Table Volunteer

Description: Volunteer to help with one of the remaining 7 TnT sessions. TnT sessions are always the 2nd Thursday of each month (September – May; skipping December). Arrive to the TnT session at 5 PM and help register attendees till 5:30 PM. (up to 7 volunteers)

Time required: 30 Minutes

Type/Area: TnT Committee

Requesting Board Member: TnT Program Manager, Amy Diedrich, amy.diedrich@cunamutual.com

Title: TnT Speaker Committee

Description: 3 Volunteers to brainstorm on future TnT session topics for the 2006 – 2007 program year. Write an article for the ASTD newsletter asking for members to volunteer to facilitate the topics determined for the new program year.

Time required: 3 Hours

Type/Area: TnT Committee

Requesting Board Member: TnT Program Manager, Amy Diedrich, amy.diedrich@cunamutual.com

Title: Web Site Content Manager

Description: Monitor astdscwc.org for current, accurate data and communicate updates and changes to VP-Technology and Chapter Administrator on a monthly basis.

Time required: Approximately 5 hours per month

Type/Area: Technology, Marketing, Membership & Professional Development

Requesting Board Member: VP-Technology, Emily Shimpach, eshimpach@starkhomes.com

Title: Web Site Coordinator: Events
Description: Proof event information and event links (i.e. testing PayPal links) periodically on www.astdscwc.org for accuracy. E-mail any issues to VP-Technology.
Time required: 1-2 hours monthly (ongoing)
Type/Area: Technology
Requesting Board Member: VP-Technology, Emily Shimpach, eshimpach@starkhomes.com

Title: Web Site Coordinator: Jobs/Internships
Description: Search local and national web sites for current training-related job and internship opportunities and e-mail to VP Technology for posting on Cahpter web site. E-mail current links of career resources on the web, along with resource descriptions, to the VP - Technology for posting on www.astdscwc.org. Time required: 2+ hours per month (ongoing)
Type/Area: Technology
Requesting Board Member: VP-Technology, Emily Shimpach, eshimpach@starkhomes.com

ASTD SCWC 2005-2006 Event Calendar

[10/20/05](#) - Inter-Wisconsin ASTD Meeting, Tony Bingham & Donna Steffey, 9:30am - 3:30pm

[11/15/05](#) - Performance Improvement & Change Management, TBA, 8:00am - 12:00pm

12/14/05 - Appreciative Inquiry & Holiday Party, Mary Hoddy, 4:00pm - 8:00pm

01/18/05 - Basics of Distance Learning, TBA, 8:00am - 11:30am

02/15/06 - Meet the Masters: Transforming Subject

Matter Experts into Excellent Trainers in less than 3 hours, Kathy Talaat, Sarah Schenkat & Mary Hoddy, 4 pm - 8 pm

[Click here](#) to read a review of the Sharon Bowman event, "Preventing Death by Lecture", written by Sally Anders.

TnT 2005-2006 Program Calendar

Sessions are held the second Thursday of each month.

[10/13/05](#) - Inspired Learning Model, Deb Waterstone

[11/10/05](#) - Presentation Skills, Jocelyn Corville

01/12/06 - Basic Technology for New Trainers, Sherry Storms

02/09/06 - Ice Breakers/Team Activities, Sarah Smith

03/09/06 - Needs Assessment, Jack Wieber

04/13/06 - Program Design, Deb Laurel

05/11/06 - Evaluation, Terry Becker

Tools n' Techniques (TnT) Certificate Program

Join us for the TnT program and learn how you can earn a Basic Training Certificate from ASTD-SCWC! By attending at least six of the eight TnT programs in the coming year, you will not only learn how to design and present a great learning session, from assessment to evaluation but also have a certificate to prove your competency to anyone who asks! For more details, go to:

www.astdscwc.org/resources/TnT.pdf

Recent Constitutional Changes Accepted

By Lori Becker, VP-Administration

I recently asked you to vote on two proposed constitutional changes and once you were done hitting the submit button, the responses were counted and both of them were accepted.

Just to recap the two changes that will now be effective and just in time for the board of directors' election.

First, all board of director positions, with the exception of the Past President and President-Elect, will be elected in overlapping terms of two years and shall hold office for a specified term or until a successor is able to take office. The VPs of Professional Development, Membership and Marketing would serve the same two-year term as the President. The VPs of Administration, Finance, and Technology would serve at the same time in terms that overlap those of the other VPs. [Click here](#) to view a diagram of how the terms will run.

The second change is that all elected Board members will now be voting members. The elected Board members are the President, President-Elect, Past President (who formerly didn't have voting rights), VPs of Administration, Finance, Professional Development, Membership, Marketing and Technology.

Thank you to the 49 members that participated.

The ASTD-SCWC event cancellation policy is posted [here](#).

For questions about the ASTD-SCWC website contact our [webmaster](#).