



NEBRASKA CHAPTER

ASTD
WORKPLACE LEARNING & PERFORMANCE

Volume 28, Issue 2

February 1, 2007

February Luncheon

Program Topic: Improving Your Presentation Skills

Improve your Presentation Skills at ASTD Nebraska's February Meeting.

Our presenter, Sonia Keffer, has owned her own consulting practice for the past eight years. Sonia will be focusing on helping all of us to improve our presentation skills – a critical skill for everyone – particularly trainers!

During the presentation, you will learn how your own preferences influence your training style. Tips for communicating with your audience through ways other than your voice, learning some vocal warm up techniques and delving into the content side of preparing a presentation will also be covered.

Don't miss this opportunity to learn some new tools to help make your training presentations in 2007 top-notch! We look forward to seeing you there!

Date: February 7, 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: February 2, 2007

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

Register by email: contactus@astdnebraska.org or by phone: 850-6710



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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!

Business Balls [website](#)

Workforce Management [website](#)



President's Perspective



They say as we grow older we become wiser. While many of us would agree with this statement, I do think that is always true. Instead, we tend to not take in new information as we once did when we were younger or with such excitement when learning something for the first time.

Think back to the time when you were learning the sounds of letters. The letters then started to form words. You probably thought you were the coolest five-year old on the block if you could sound out CAT, BAT or SAT.

Now fast forward to the time when you first started to learn about the training profession. How figuring out different learning styles and adding activities to sessions helped your participants "get it." You may have left that session on a high that was unlike any other you have felt.

If you haven't had that feeling lately because your role in the training profession has changed, stop in during ASTD Nebraska's February program to take a new look at presentation skills. These are skills that all people in our profession need to own and continue to refine, but it is also skills that we need to be supply any of our organizations leadership. So bring a guest in your organization that may share for the first time the excitement of learning something new. Who knows...maybe you will too!

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: Amy Jorgensen

Board position: Director of New Members

Contact email address: directornewmembers@astdnebraska.org

Years with ASTD Nebraska: One year

2007 Goal for ASTD Nebraska: I would like to see ASTD increase in membership and retention of members. I am also passionate about making corporations more aware of what value ASTD can add to their business and employees.

Surprising tidbit: I am adopted and directly related to my adoption, I am legally white. I was given a new birth certificate when my adoption was finalized. On that certificate it lists my parent's race and they are both Caucasian. I am actually Caucasian, African American and American Indian.

ASTD Tech SIG

ASTD Tech SIG

Date: Tuesday, February 20, 2007

Time: 3:30 p.m. to 5:00 p.m.

Location: OPPD, 444 S. 16th Street

Parking: Garage parking available. Entrance is on Howard Street. Parking tickets validated. Enter the building through the 16th or 17th Street doors and let Security know you are attending an ASTD meeting.

Call Sue Wymore (636-3842) if you need more information.

Subject: Daylight Savings Time change

Facilitator: Bob Lobsiger (MUD) and Kevin Fumagalli (OPPD)

Description: In August 2005, the Energy Policy Act was passed. This act changes the start and end dates of Daylight Savings Time. It will now start the second Sunday in March (2:00 a.m. on March 11) and will end the first Sunday in November (2:00 a.m. on November 4). Just some of the computer related impacts are calendar and scheduling applications, date and time calculations (current and historical), transaction logging, and tariff billing applications.



Upcoming Monthly Meetings—Save the Dates!



March 7 – Our speaker will be Thomas Westbrook from Drake University. He has created some innovative e-learning solutions. He is also planning an afternoon session to allow people to experience the content in greater depth.

April 4 - 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.

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!

CIT Schedule

February 15-16, 2007

Needs Assessment—Foundation for Successful Training

Register through Bellevue University
Registration deadline: February 9, 2007

Members Cost—\$275 / Non Members Cost = \$300

All classes are held 8:00 a.m.—5:00 p.m. at the Bellevue University Lozier Building located at 117th & Blondo

New/Renewing Members

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

Renewing Members

Gretchen Finke Patras
Norma Holtmeyer
Susan Spomer
Marilyn Czerwinski
Chris Pellman
Bev Richards
Heather Davis
Dawn Ann Boll
Penny Gildea
Jackie Drown

New Members

Regina Holmstrom
Mark Weiss
Kristin Buscher
Judy Hayes
Jon Holloway
John Hine
Eduardo Millan
Christine Mixan
Chris Szmurlo
Brent Rardon
April Jackson
Aileen Warren

Advertise with ASTD Nebraska

ASTD Nebraska is a nonprofit organization of training professionals that has been in the Omaha community for 50 years. Part of the reason we are successful is 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 or VP of Marketing, Judith Brodnicki at judith.brodnicki@offutt.af.mil

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



Involvement Opportunities

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:

- Training Time: 0 hours
- Monthly Time: 10 hours
- Length of Commitment: 1 year

Benefits of Involvement:

- Enhanced leadership, project management, delegation and communication skills
- Aligning work efforts with organizational goals, mission and vision
- Ensuring collaborative and individual team efforts accomplished in a timely manner with the highest quality
- Develop a strong and varied personal network of community contacts and training professionals
- Specific knowledge learned and skills increased by participating in SIGs

Board Member Contact Information

- Contact Name: Aileen Sigler, 2007 VP of Programming
- Contact Phone Number and E-mail: 402.351.6419; aileen.sigler@mutualofomaha.com
- Committee Name: SIG Committee



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Career Resource Assistant

Description of Job & Responsibilities

- Format submitted job postings and maintain records for the job posting service.
- Monitor the job posting service to ensure postings are added and removed in a timely manner.
- Generate ideas for additional Career Resources Products and Services
- Optional, occasional article writing and other special projects
- Other tasks as appropriate
- This is a flexible position with lots of support that works closely with the Director of Career Resources.

Time Commitment:

- Training Time: 2 -3 hours
- Monthly Time: 1-5 hours
- Length of Commitment: 1 year

Benefits of Involvement:

- Sharpen your formatting skills. Learn formatting techniques for job postings. If you have not been involved in this area, it is a great opportunity to get started and gain basic experience. If you are a detail-oriented individual, this is for you. We will train you – you don't need to be an expert to join!
- Help others succeed. As you gain skill, you will have an opportunity to help others in your field by listing opportunities for employment on the ASTD Nebraska web site.
- Learn about the Wiki. This position will provide you with an opportunity to learn about and provide updates for the MemberStation Wiki, currently utilized by our chapter.
- Learn more about Excel. Currently, job postings are tracked utilizing Microsoft Excel. If you have basic Excel knowledge or would like to learn more about utilizing Excel, this is your chance. Gain specific training on some of the wonderful features of the Microsoft Excel program, including graphing.
- Great Networking Opportunity. Benefit from a tremendous network of individuals, ranging from employers that post positions to numerous ASTD members.

Board Member Contact Information

- Contact Name: Valerie Reed
- Contact Phone Number and E-mail: (W) 402-498-2443; (C) 402-871-7889 DirectorCareerResources@astdnebraska.org
- Committee Name: Career Resources

Membership Connection & Retention

Description of Job & Responsibilities

We are looking for members who are willing to share their insight and experience to create a strategic membership connection

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and retention strategy. Multiple short and long-term volunteer opportunities exist under this task force.

- Develop strategies and processes to facilitate ASTD Nebraska's connection with new and tenured members
- Identify techniques to assist ASTD Nebraska in creating robust and supportive relationships with chapter members
- Review and analyze survey information regarding membership outreach initiatives
- Lead and/or participate in membership outreach initiatives

Time Commitment:

- Training Time: 0
- Monthly Time: 2-4 hours
- Length of Commitment: open

Benefits of Involvement:

- Lead and participate in the development of initiatives that will positively impact your own membership experience
- Directly contribute to ASTD Nebraska's ability to sustain and increase membership value
- Develop leadership, project management, delegation and communication skills
- An open-minded outlet for your personal and professional creativity

Board Member Contact Information

- Contact Name: Patricia Harrold
- Contact Phone Number and E-mail: 402-232-8265 pastpresident@astdnebraska.org

Programming Committee Member

Description of Job & Responsibilities

- Assist in choosing Topics for Monthly Meetings
- Assist in planning and executing Meetings
- Secure speakers/presenters for monthly meetings

Time Commitment:

- Training Time: 2 hours
- Monthly Time: Meets the 3rd Thursday of the month at 4pm
- Length of Commitment: 1 year

Board Member Contact Information

- Contact Name: Amy Trenolone, Director of Programming
- Contact Phone Number and E-mail: amy.trenolone@achievegloabl.com
- Committee Name: Programming

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Interview Team Member

Description of Job & Responsibilities

This opportunity is for a team launching in 2007. We are seeking people with experience conducting interviews to help get us started.

- Conduct mock interviews and give feedback to help our members polish their interview skills
- Generate ideas for more Career Resources Products and Services

Occasionally, it would be great if the member would do a special project, such as write an article for the newsletter or create an Interview Handout aid. This is optional, though.

Time Commitment:

- Training Time: 1 – 2 hours
- Monthly Time: 1 – 4 hours
- Length of Commitment: 1 year, optional

Benefits of Involvement:

- Sharpen your own interview skills! There is room on this team for both the experienced interviewer and the inexperienced interviewee. We will train you – you don't need to be an expert to join!
- Help other benefit from your interview experience. As you gain skill, you won't just share that skill through the mock interview process. You will train new members of the team, and we expect you will help friends and coworkers too!
- Meet more members! Conducting mock interviews and mentoring our member job seekers is a terrific way to get to know one another.
- Benefit from a great team of Career Resources people who mentor one another!

Board Member Contact Information

- Contact Name: Alysia Clary
- Contact Phone Number and E-mail: (W) 402-498-2446; aclary@integriguard.org
- Committee Name: Career Resources

Just a reminder ~ ASTD and the Omaha Public Library have partnered up to increase the number of adult education books and other related topics to add to their supply. Visit the library website and go to the library to check out your books today!

www.omahapubliclibrary.org



February 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, with your contributions and suggestions for future newsletter editions.



ASTD Lincoln ~ February Meeting

Join ASTD-Lincoln on February 15, 2007, for **Follow the Leader—The Executive Perspective on Workplace Learning and Performance Needs**. Do not miss the opportunity for the best "insider information" you can get from an executive! A panel of Workplace Learning and Performance executives will give us their views on how we, as professionals, can meet performance expectations.

The panel will provide insight on the following questions:

- How do you communicate your vision, intent, and expectations to meet the challenges to WLP professionals?
- How do you measure the effectiveness of the WLP professional in meeting expectations?

Cost: \$16.00 members / \$32 non-members

Location: Villager Courtyard & Gardens Hotel, 5200 O Street, Conference Center A

Time: 11:30 AM to 1:00 PM

For more information and to register online, visit our website www.astdlincoln.org or register by phone at 402-434-7557

Registration deadline is February 9, 2007

Job Postings/Career 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, go to the **Career Center**, and click **Job Postings** in the left navigation bar.

- Training Specialist, Omaha Steaks
- Manager, Organizational Effectiveness, food and beverage industry
- Clinical Development Coordinator, UNMC Physicians
- Client Management Trainer, Lincoln Financial Group

To find out more about our Job Posting service, please contact Valerie Reed at DirectorCareerResources@astdnebraska.org