

July Luncheon

Quarterly Theme: Talent Managements
 Program Topic: Free Training Resources
 Presenter: Panel Discussion

Did you know that in the past year, the Nebraska Worker Training program awarded \$1,476,420 in grants benefiting over 1,000 businesses and over 16,000 employees? Are you looking for training resources that will not break your budget? When you only have a few people to train, where can you send them? Join us at the July program, where you will hear from a panel of experts from government agencies that can help you find the answers to these questions and more.

Panel members include, Steve Porr with Nebraska Workforce Development, Rivkah Sass with the Omaha Public Library and Pat Crisler with Metro Community College.

11:00 - 11:30 AM - Registration/Networking
 11:30 - 12:00 PM - Buffet Lunch
 12:00 - 1:00 PM - Program

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

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

Registration deadline: July 7, 2006

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!

- Gallup Management Journal [website](#)
- Chief Learning Officer Magazine [website](#)
- e-how, a Guide to Doing Just About Everything? [website](#)



President's Perspective



Hello fellow members! We recently completed our second retreat of the year where we focused on the progress of our strategic plan and future objectives.

Our first goal, "Maximize membership growth, retention and involvement" has recently resulted in the following:

- Initiation of a Member Connection and Retention Task Force. The focus of this task force will be to:
 - Establish personalized member outreach services
 - Customize member benefits
 - Enhance member affiliation
 - Generate timely opportunities for member feedback
- Establishment of a National ASTD Membership Task Force to promote membership with National ASTD by articulating the value and benefits
 - Your input is welcomed! If you'd like to participate in either task force, please contact us!

Our second goal focuses on our Chapter's Value Proposition. Chapter communications and public relations efforts have resulted in increased community awareness and member capitalization of our Chapter's services.

Highlights include:

- Press Release orchestrated through ASTD National regarding the creation of our Advanced Trainers Institute; promoted at the International Conference and Exposition
- Increased participation in our Chapter's Programming and Professional Development offerings
- Collaboration with the Non-profit Association of the Midlands to provide members opportunities to facilitate training programs and serve the Omaha Metro Area community
- Partnership with the Human Resource Association of the Midlands
 - Member pricing for HRAM events available to ASTD Nebraska Members
 - Future participation in an Omaha Metro Area initiative to mentor K-12 students online
- Initiation of a joint venture with Metro Community College to create and staff the Omaha Metro Area's first ever "Small Business Institute"
 - Will provide opportunities for our members (internal and independent professionals) to facilitate small business training programs
- Development of a mutually beneficial relationship with the Omaha Home for Boys to host our Advanced Trainers Institute program
- Creation of a Task Force to promote ASTD National's Employee Learning Week 2006, Dec 4-8

(See Perspective on page 5)

ASTD Nebraska Member Testimonial

Board secretary Sarah Julius, an ASTD Nebraska member since March 2005, offers her personal view on the benefits of being member.

When I joined ASTD Nebraska in March of 2005 as a full-time student at UNO, I couldn't imagine what one year's membership in this organization would mean to me. I am majoring in Speech Communication with a focus on Training and Instructional Development and wanted to learn more about the career field and the current trends in the training world so I would be knowledgeable when I entered the workforce. Immediately, I began meeting professionals both on the board and general membership who willingly shared their expertise, advice and encouragement. I repeatedly heard that members get the most out of their membership by being involved. I began attending monthly programs, Special Interest Group (SIG) meetings and even joined the board.

As a result of my high-level involvement, I have learned more in the past year than I ever imagined possible. I've developed new skills and refined others. I have a network of mentors willing to dedicate their time to my development. I've benefited from the career resource resume critique and my new network as my refined resume facilitated my acceptance into one of the most competitive internships in training and development. During my internship, I was able to build my resume with tangible experience in the application of adult learning theory, instructional design and presentation skills that I'd acquired in college.

I've also learned how valuable ASTD Nebraska's professional development offerings are to those who are new to the career field. Combining my education with targeted skill development available through the Certificate in Training program, I feel much more prepared to become a trainer. Additionally, I know that my development will continue through new monthly programs, Special Interest Group meetings and eventually Advanced Trainers Institute. As I embark on my career I am also looking forward to the support this chapter will offer those interested in pursuing the Certified Professional in Learning and Performance designation. Through my job search, I've already noticed that companies are interested in hiring trainers with that type of certification.

In closing, I would like to thank each and every one of you on the board and general membership who reached out to a new member and welcomed her into the training community.

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 2006 ASTD Nebraska newsletter will introduce you to your board members. You'll be surprised what you learn about them!



Board member name: Wendy Schultz

Board position: VP of Programming

Contact email address: vpprogramming@astdnebraska.org

Years with ASTD Nebraska: 1 1/2 years with local chapter; 5 years with national chapter

Employer: Con Agra

2006 Goal for ASTD Nebraska: I'd like to make the monthly meetings more engaging and see increased member involvement at them. I'd also like to get our name out in the community more where people know who ASTD is when you talk about it

Surprising tidbit: I grew up in the country and was a tomboy riding motorcycles with my brothers until I was out of high school. While I don't ride a motorcycle any more (except to teach my daughter when she thought she wanted to learn how to ride), I love to bike ride. I try to get in at least 20 miles every weekend..

Perspective

(Continued from page 3)

- Will support members' efforts to promote training and development within their organizations

Your input is welcomed! If you'd like to participate in this task force, please contact us!

Our third goal centers on Business Process Improvement to ensure sustained growth, innovation, synchronicity and service.

Highlights include:

- Implementation of a knowledge management system to capture best practices, processes and procedures and historical details
- Board coordination and communication via ASTD Board WIKI site
- Creation of a new board position, WIKI Editor Director – please contact us if you are interested

Calendar at a Glance to facilitate member planning for ASTD events and programs

As always, your feedback is encouraged. Be an active member!

Yours in learning,
Patricia Harrold, CPLP
2006 President
402-294-3635

president@astdnebraska.org

ASTD Nebraska

JULY BOOK SIG—Enlightened Leadership

Come join us to review the book **Enlightened Leadership – Getting to the Heart of Change**

- ⇒ Understanding Ourselves and Others
- ⇒ Forward Focus Model
- ⇒ Framework for Leadership—five questions to use for improving

Receive a copy of the book!

July Book SIG

Date: Tuesday, July 25th

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

**Place: The Bookworm
Countryside Village
87th & Pacific**

Price: No Charge

*** Angela Galloway, President-Elect, presenting**

Are You Certifiable?

The Certified Professional in Learning and Performance (CPLP) credential offers you an opportunity to enhance and prove your value in an increasingly competitive marketplace. In order to receive the CPLP credential, you must successfully pass a knowledge exam and a work product review. Professionals in the learning and performance field with a minimum of 3 years related work experience may apply; although 5 or more years of related experience is recommended.

| 2006 CPLP™ Introductory Fees | | |
|------------------------------|---------------------------|---|
| | <i>CPLP™ Testing Fees</i> | <i>ASTD Learning System</i> |
| ASTD National Member | \$750 | \$449 |
| Nonmember* | \$950 | \$595 |

**National membership costs \$180, resulting in \$20 savings plus all of the benefits of membership!*

Are you feeling unprepared? ASTD provides a learning system, which consists of nine volumes to assist you in your exam preparation. Chapter member discounts are available!!! If interested in purchasing the Learning System at a discounted price, please contact DirectorCareerResources@astdnebraska.org

Are you feeling broke? Don't wait another day – talk to your employer today about adding the CPLP fees to next year's budget.

Are you ready now? If you register before July 14th, you will take the knowledge exam between October 16th and 31st, and your work product will be due January 16th, 2007.

Are you already certified? Remember all the questions you had? As a current CPLP, you can help other members prepare to take the certification.

Please contact us:

- If you are interested in learning more
- If you are already registered to take the exam
- If you need suggestions for explaining the expense to your employer
- If you've earned your CPLP
- If you would like to volunteer with the ASTD Nebraska Certification Committee
- If you have any questions at all about the CPLP

We really want to hear from you. Call or email Valerie Noll, the Director of Career Resources (DirectorCareerResources@astdnebraska.org), 402-312-1118, or Heather Davis, the VP of Professional Development (heather_davis@csgsystems.com).



Writing a Resume Cover Letter

Written by Sue Iiams, ASTD Nebraska Career Resources Resume Review Team Leader

The cover letter is an opportunity to make a professional first impression. With a little time and forethought, your letter can distinguish you from other candidates and increase your chances of getting an interview. Below are some guidelines to writing an effective resume cover letter.

Approach it as an Executive Briefing

The recipient may be going through an overwhelming number of letters in the hiring process. Keep your information pertinent, focused and concise. Two or three paragraphs are sufficient. Write paragraphs that are short and to the point.

Your cover letter should highlight your background, accomplishments and qualifications that are specifically targeted in your resume. Use the letter to direct the reader to key items in the resume or significant topics to discuss in an interview situation. Associate your specialties and experiences directly with the needs of the company. This allows a potential interviewer to visualize how you would fit in as a good employee. Support this information in the resume and you can almost direct your own interview.

Write in Your Own Words – Cautiously!

Your cover letter should sound like you wrote it, not like you copied it from a book; however, be sure to check spelling and use proper grammar. Use references such as a dictionary or thesaurus and, when possible, enlist another person to proofread. Use appropriate, natural business language and remember not to be too wordy. Also avoid writing any words or jargon that you would not normally use when speaking in a professional situation or that the recipient would not know.

Customize Your Letter

Adapt your letter and your resume to the position and company for which you are applying. Submitting a letter relevant to the company shows not only your interest in the company, but also that you are motivated and willing to research the company. You can make an impact on a hiring manager or potential interviewer by tailoring your letter to the company's values, goals, and culture. As a last note, remember to **always** address your letter to an individual or department. Try to avoid generic statements such as "To Whom it May Concern" and "Dear Sir/Madam."

Stand out from the Crowd

It is easy to put off the cover letter until the last minute. Instead, approach your cover letter as you do your resume. Keep the reader in mind as you write, and make it concise. Focus the letter by highlighting the most important points of your resume. Associate your abilities and experience with the needs of the company. Use professional language, but let it flow naturally, and get help proofreading. Revise the letter to the specific position and company each time you submit your resume. Your cover letter is an opportunity to differentiate yourself from the other applicants, and it serves as a tool to help you get an interview. The time you take to secure the details will be well worth it in the end.

July 2006 SIG Meetings

Technology SIG

Date: July 18, 2006
Time: 3:30-5pm
Place: CSG Systems Inc - 2533 N 117 Ave (North Park office complex)

Topic: Macromedia Breeze
Facilitators: Chris Kort and Mike McCarron, CSG

Breeze is a rich web communication system that provides high-impact online meetings, training and presentations that everyone can access instantly, through any web browser. Breeze empowers non-technical subject matter experts to easily create effective, engaging communications that include voice, video, and animations, using nothing more complicated than Microsoft PowerPoint

We will focus on the component Breeze Presenter. This enables PowerPoint authoring of narrated, self-paced e-learning courses and on-demand presentations, and provides unique support for high-impact content through adaptive streaming of audio and video. The Breeze Presenter drag-and-drop audio editor and wizard-based quiz and survey creation enable subject matter experts to easily deliver professional-quality e-learning courses. Breeze courses can also be delivered and tracked by SCORM 1.2, SCORM 2004 and AICC-compatible LMS systems.

No reservation needed!

Contact Sue Wymore at 402.636.3842 or swymore@oppd.com with any questions.

Save the date! August's Tech SIG will be August 15th from 3:30-5!

Books, Toys and Games SIG

Date: July 25, 2006
Time: 3:30-5pm
Place: The Bookworm, Countryside Village

Topic: *Enlightened Leadership – Getting to the Heart of change*, by Ed Oakley and Doug Krug
Facilitator: Angela Galloway, OPPD – our ASTD Omaha President-Elect

BONUS - receive the book when you attend!

No reservation needed!

Contact Jamie Kelly at 402.926.7155 or jamie.kelly@hdrinc.com with any questions.

Save the date! August's Books, Toys & Games SIG will be August 22nd from 3:30-5!



Chapter Volunteer Opportunities

Volunteer Position: Interview Team Member

Description of Job & Responsibilities:

This opportunity is for a team launching in 2006. 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 time/Monthly time: 1-2 hours training/1-4 hours monthly

Length of commitment 1 year

Contact Valerie Noll, Director of Career Resources at 232-8205, 312-1118 or DirectorCareerResources@astdnebraska.org

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 time/Monthly time: 1-2 hours training/2-4 hours monthly

Length of commitment 1 year

Contact Valerie Noll, Director of Career Resources at 232-8205, 312-1118 or DirectorCareerResources@astdnebraska.org

Volunteer Position: Awards Committee Member

Description of Job & Responsibilities:

- Review awards nominations, participate in selection of recipients and plan annual awards celebration
- Market awards opportunities

Time commitment: 2-4 hours per month

Length of commitment: 10 months

Contact Aileen Sigler, Director of Awards at 351-6419 or Aileen.Sigler@MutualofOmaha.com

Volunteer Position: Director of Public Relations

Description of Job & Responsibilities:

- Assist in promoting ASTD Nebraska's events, programs, monthly luncheons, services, etc.
- Network and maintain connections with other local organizations and neighboring chapters
- Write newsletter articles, website announcements and press releases

Time commitment: 2-3 hours per month

Length of commitment: at least 1 year

Contact Janet Skogerboe, VP Marketing at Janet.Skogerboe@MutualofOmaha.com

Job Postings/Career Resources Assistance

West Corporation

Corporate Management Trainer

Omnium Worldwide

Learning Facilitator/Trainer

Distribution Mgmt Systems

Training Specialist/Developer

Contact **Valerie Noll**, Dir. of Career Resources, about the job opportunities listed above. She can be reached via email at DirectorCareerResources@astdnebraska.org. Or log onto ASTDNebraska.org (Remember to login for access to the job listings page).

New/Renewing Members

ASTD Nebraska extends a warm welcome its newest members and says thanks to those who have renewed their membership. We're glad to have you!

Renewing Members ~

Quinn Abraham
Jeanine Aspen
Kelly Brown
Tamara Dowling
Leslie Goins
Laurie Hoffman
Linda McManigal
Julie Menghini
Miriam Pearson
Valerie Reed
Kevin Richardson
Peggy Tarrell

New Members ~

Judith Brodnicki
Lynette Campbell
Charles Housman
Cameron Lind
Timothy Munderloh
Brent Proulx
Marianne Rosenbaum
April Schaeffer
Kimberly Somer
Kory Troutman
Lydia White
Jennifer Wilbeck

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



CIT Schedule

July 12-14, 2006

Mastering the role of Group Facilitator

Registration deadline: July 10, 2006

Members Cost for this session is \$425.00

Non Members Cost for this session is \$450.00

August 29-30, 2006

Adult Learning Principles

Registration deadline: August 25, 2006

Members Cost for this session is \$275.00

Non Members Cost for this session is \$300.00

**All classes are held 8:00am-4:00pm at the Bellevue University Lozier Building located at 117th & Blondo.

ATI Schedule

July 12-13, 2006

Accelerated Learning

Registration deadline: July 7, 2006

Members Cost for this session is \$300.00

Non Members Cost for this session is \$325.00

August 17-18, 2006

Action Learning

Registration deadline: August 11, 2006

Members Cost for this session is \$350.00

Non Members Cost for this session is \$375.00

**ATI classes are held at the Omaha Home for Boys' Wurdeman Learning Center, located at 4343 N. 52nd St.

July 2006

ASTD Lincoln ~ July Meeting

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.

Please feel free to contact me, Elizabeth Ambrose via [email](#) or telephone, 402-952-6531, with your contributions and suggestions for future newsletter editions.



Do you have concerns about your health and fitness? Are there other people in your life, such as employee(s), husband, wife, mother, father, child, friend, etc. that you have health and fitness related concerns?

Here is an opportunity to learn about a program that is designed to encourage people to be proactive in dealing with their health and fitness issues. Madonna ProActive Health & Fitness program encourages individuals to become responsible for the health related choices they are making.

Join us on Thursday **July 20, 2006** and learn more about Madonna ProActive with our guided tour presented by **Michelle Orth**.

Members Cost: \$16
Non Members Cost: \$32

Location: Madonna PoActive Health & Fitness
7111 Stephanie Lane (55th & Pine Lake Rd)
Lincoln, NE

Time: 11:30am-1:00pm

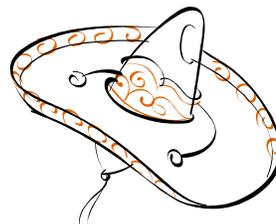
For more information and to register online, visit our website www.astdlincoln.org or register by phone at 402-434-7557

Registration deadline is July 14, 2006.

ASTD Reminders

Save the Date!

November 9 is the date for ASTD Nebraska's 2006 Awards Banquet. It promises to be "Nacho Typical" celebration



Mark Your Calendar

ASTD - Twin Cities Chapter's 1st Annual Regional Conference and Expo!

The conference will be held November 15 & 16, 2006 at the RiverCenter in St. Paul, Minnesota.

For more information:

<http://www.astd-tcc.org/displaycommon.cfm?an=1&subarticlenbr=46>

