



2008 Board Of Directors

Rick Moffett

President

<mailto:rickmoffett@bellsouth.net>

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President - Elect

<mailto:TCannon@BMI.com>

Melissa Holley

VP Administration

<mailto:mdholley@gmail.com>

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Co – VP Programs

cecelia.worcester@strayer.edu

Kiffin McCoy

Co – VP Programs

<mailto:kmccoy@storeopeningsolutions.com>

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Co – VP Membership

JWilson@insightpartnersinc.com

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tbarlar@thda.org

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caitlins@goodwillmidten.org

A Note From The President



How Can You Prepare for the Future?

Recent news (gas prices above \$4, mortgage crisis, recession, unemployment) made me think about how one might prepare for an unsure future. I am not a financial planning guru so the economic issues are beyond my skills set. However, it did make me think about how one can prepare professionally for the future. Serendipity struck when I read an article in the June issue of *HR Magazine*, published by the Society for Human Resource Management. In the quarterly article, *Career Development for HR Professionals*, I came across some ideas that just may be of help.

The article cited some ideas presented by Jeanne Palmer & Martha Finney¹ that struck me as relevant to workplace learning and performance professionals. I'd like to share three things they suggest to prepare ourselves for the future; and how ASTD might be of help in that preparation.

- 1. Stay curious – be a life-long learner and embrace new opportunities.** Our chapter meetings provide presentations on a variety of critical topics such as effective self-promotion, organizational development, and cutting-edge online technology. On June 19 we will hear about how to become a strategic business partner via internal consulting skills. So, be sure to attend as many meetings as possible.
- 2. Give yourself the chance to try new things.** Have you ever attended an ASTD national conference? The most recent ASTD International Conference & Exposition (ICE) was held on June 1-4, 2008 in San Diego, California. Some chapter members will soon be sharing their experience from the convention. The next ICE will be in Washington, DC, on May 31-June 3, 2009.
- 3. Seize opportunities to meet new people – especially people outside of your company.** Network, network, network. Being exposed to different people, their ideas, and their life experience is a great way to grow and be better prepared for the future. At the beginning of each meeting we have an opportunity for networking. Don't just rush to your seat; take some time and meet at least one new person. To provide further opportunities to meet new people we will have some meetings later this summer that are totally devoted to networking.

So, how can you prepare for the future? Take advantage of what ASTD has to offer to enhance your personal and professional growth. I hope to see you June 19th!

Rick Moffett

¹ Palmer, J., & Finnely, M. L. (2004). *The Human resource professional's career guide: Building a position of strength*. John Wiley & Sons, Inc.

² For more ideas about preparing for the future see ASTD's June issue of *T+D* magazine. The article by Marshall A. Brown, *Take charge of your career: 10 Ways to survive in today's world by finding satisfaction – on your own terms* has some great information.

JUNE MEETING: Thursday, June 19, 4-6 pm

Want to be a Strategic Business Partner? Become an Internal Consultant!

Does your CEO view you as a skilled trainer rather than a strategic business partner? Do you want to be better able to link your workplace learning and performance initiatives to organizational results? Do you want to be an "impact player" in your organization?

If you answered yes to any of these questions, Dr. Deb Tobey wants to talk to you about becoming an internal consultant.

After this interactive session you will be able to:

- Identify characteristics of an effective internal consultant.
- Describe the internal consultant's "credibility dilemma."
- Evaluate your consultant skills and "fit" for the consulting role.
- Assess your organization's readiness to utilize a consultant
- Begin an action plan to increase individual consultant skills.

About the Presenter:

Dr. Deborah Tobey has been in the Human Resource Development (HRD) field for more than 20 years as an external and internal consultant. She is Vice President of Organization Development at Comdata Corporation, and is owner of Deb Tobey, LLC. Deb's clients include Saturn Corporation, General Mills, O'Charley's Corporation, the State of Tennessee Departments of Personnel and Transportation, Whirlpool Corporation, Deutsche Bank, and BMI.

Dr. Tobey has a doctorate in Human Resource Development from Vanderbilt University. In 2007 she returned to Vanderbilt University to serve again as adjunct professor in the department of Leadership, Policy, and Organizations. Dr. Tobey is also author of Data Collection for Needs Assessment (2007) and Needs Assessment Basics (2005). She is co-author of Facilitation Skills Training (2007) and Facilitation Basics (2004), both published by the American Society for Training and Development (ASTD) Press.

Meeting Location:

Comdata, Inc.
5301 Maryland Farms Way
Brentwood, Tennessee

JUNE MEETING: Thursday, June 19, 4-6 pm

Andrew Duthie
Co - VP Marketing and
Communications
andrew@duthielearning.com

Carolyn Rowe
Co - VP Community
Relations
mailto:carolyn_rowe@aigag.com

Mike Weaver
Co - VP Community
Relations

<mailto:Mike.weaver@healthways.com>

Sally Johnson
VP of Finance
<mailto:Johnson.7448@comcast.net>

Lee Ann Smith
Past President
<mailto:Lee.Ann.Smith@state.tn.us>

OUR JUNE MEETING SPONSOR IS...

COACH ACADEMY



T e x a s

Coach Academy Texas is using its Nashville class as the basis for finalizing its program accreditation submission to the International Coaches Federation. This requires at least 12 students in the class. Because of this initiative, they are offering a very deeply discounted price for the 2008 Nashville program that starts on July 24th—a **ONE TIME ONLY tuition of just \$4,000 FOR THE WHOLE PROGRAM** (of course, no other discounts apply except for people taking only the NLP class). Compare this to the full price of \$8,295. To offer this price, the program must have at least 12 students...anything less will result in the cancellation of the Nashville class.

In addition to this special program pricing, **Coach Academy Texas is dedicating one scholarship to an ASTD member** that reduces the tuition by \$1500—to just \$2500. If you are interested in applying for the scholarship, fax your contact information along with 2 paragraphs about why you want to be a coach and are deserving of this great opportunity. Fax the page to: 615-373-2383 no later than June 23. To learn more about the program, you can go to <http://www.coachacademytexas.com/> or call 615-371-1924 or 972-733-9663.

Here is an unheard of opportunity. Get the word out. Time is running out! Let's fill this class!!

Submit Articles & Ideas To Your Newsletter

The Middle Tennessee Chapter of ASTD continually strives to bring you the most useful, timely content.

This newsletter belongs to you. We need your contributions!

Please submit articles, ideas, and suggestions to the newsletter editor, Angela Ellis by the ***second Monday of each month.***

Her email address:

angela.ellis@cat.com



“What is education? Properly speaking, there is no such thing as education. Education is simply the soul of a society as it passes from one generation to another. Whatever the soul is like, it will have to be passed on somehow, consciously or unconsciously, and that transition may be called education. ... What we need is to have a culture before we hand it down. In other words, it is a truth, however sad and strange, that we cannot give what we have not got, and cannot teach to other people what we do not know ourselves. ”

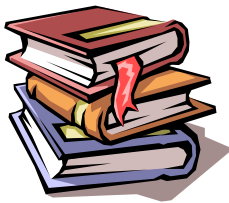
- Gilbert Chesterton, British novelist

Development steps for the new developer

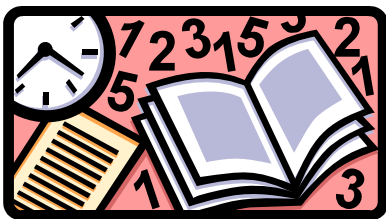
By Angela Ellis

As trainers, we know that delivery is more than just memorizing words and saying them to your audience. The same is true with development. It is a detailed and involved process. Here are some things that are important for a new developer to do.

- **Determine the objectives** - Have a clear understanding of what the client needs. Conduct a needs analysis with the client. Once you know what the learners need to know, you will be able to develop your course objectives.
- **Research the content** – determine what to include, what to leave out, how to explain it, how to reinforce it with exercises, questions to ask, etc.



- **Develop the Content** - When developing those exercises, consider games, discussion groups, questionnaires and other activities. Remember to include elements for the visual, auditory, and kinesthetic learner.
 - Also, utilize case studies or existing exercises that fit your purpose. You may not have to reinvent the wheel. The Internet is a good place to start your research.
 - Begin putting all the content into a clear, easy-to-understand, easy-to-follow format and sequence. You will need to give some thought to how much time each module will take. You may need to add or delete content to match the time you have available to deliver the program.
- **Complete the Course Materials** -- Create a professional slide show presentation or other visual aids. Use Internet and other resources for guidance on font type, size, color, use of graphics, and verbiage.
 - Create handouts, and/or a participant workbook to accompany the program. Giving the participants copies of your PowerPoint slides is not always the best way to reinforce learning.
 - Create a facilitator guide for the instructor. Be sure to include an agenda and instructions on when to use any media included in the program.



Resources for Trainers

Training Treasurers Magazine - Training Treasures magazine is a beautifully designed publication that presents ideas in visually interesting ways. Each issue is a collectible reference piece for those who want to build attention-grabbing facilitation skills!

Training Games, Inc. www.Training-games.com - single and multi-player electronic games to test and enhance the skills and knowledge of your students. Some games provide reports so that you can follow results.

Training ABC - www.trainingabc.com - This site contains videos, books, activities, and assessments on topics ranging from telephone etiquette, to diversity, to customer service. There are also media available featuring well-known business influencers such as Stephen Covey, Lou Holtz, and Ken Blanchard.

Langevin Learning Services - this organization offers about 25 different workshops and certification programs specifically for trainers. This is a resource for your personal development!

SIS, www.seminarinformation.com – Find out about popular seminars, training sessions, and workshops being conducted throughout the country, or find a vendor to bring a training class right to your site. You can search offerings from vendors including Learning Tree, National Seminars, and Thompson-Padgett. You can also search by topic, city, state or date.

HumaNext - <http://www.newtrainingideas.com/cd-training.html>. This website has products and services including video and CD libraries, lunch and learn programs, customized training, and train-the-trainer certifications. They even offer an e-newsletter, titled *Thank God It's Monday*.

MORE OPPORTUNITIES FOR ASTD MEMBERS!!

DEVELOPMENT OPPORTUNITY

Introduction to Facilitating Groups

Leadership Strategies, Inc. invites us to join them in their 90-minute webinar, "Introduction to Facilitating Groups", and learn practical techniques for successfully guiding groups to effective results that they create, understand and accept. Discover how to gain interest and support from the start of a meeting; keep the group focused; address dysfunctional behavior; moderate disagreements; and build consensus around decisions.

- ASTD Members Only "Introduction to Facilitating Groups":
Wednesday, July 16, 2008, 12:00PM to 1:30PM PACIFIC TIME
TO REGISTER: <https://www1.gotomeeting.com/register/730696181>

- ASTD Members Only "Introduction to Facilitating Groups":
Thursday, July 24, 2008, 12:00PM to 1:30PM EASTERN TIME
TO REGISTER: <https://www1.gotomeeting.com/register/918696819>

JOB OPPORTUNITY

The State Department of General Services is seeking training professionals to provide training in the following areas. If you are interested in providing service in any of these areas, contact Jacqueline Wicks in the GS Human Resource Office.

- Keyboarding / Typing Skills
- General warehouse safety and proper lifting techniques
- Team Building

To apply or for more information, please contact: Jacqueline Wicks, Training Officer,
Human Resource Divisions/DGS, State of Tennessee
Office: 615-253-2398, Fax: 615-741-5605, email: Jacqueline.Wicks@state.tn.us