

April 2006						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
March 26	27	28	29	30	31	April 1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	May 1	2	3	4	5	6

Monday, April 17 – April 19

ASTD Trainer's Certificate Program

This is the trainer's training program. The ASTD Training Certificate focuses on what happens before, during, and after you deliver training, and what to do if training is not the right solution. Through ASTD's hallmark Competency Study, we gathered input from more than 3600 learning and development professionals to identify the competencies required by the successful practitioners of tomorrow.

For complete details, visit http://www.astd.org/astd/Education/training_cert_home.htm

Hilton Irvine/Orange County Airport
18800 MacArthur Blvd, Irvine

Monday, April 17 - April 19

ASTD Designing Learning Certificate Program

Developed for participants new to instructional design, this is the complete workshop for designing outcome-based training, giving participants a competitive advantage when creating programs.

For complete details, visit <http://www.astd.org/astd/Education/Designing+Learning.htm>

Hilton Irvine/Orange County Airport
18800 MacArthur Blvd, Irvine

Tuesday, April 25

ASTD-OC Board Meeting — E-mail Rich Wong at President@astdoc.org to attend.

Wednesday, April 26

Monthly Learning Event – Successful Habits of Visionary Leaders

Turnip Rose, Orange. 11:00 am to 1:00 pm

May 2006						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
April 30	May 1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	June 1	2	3

Thursday, May 4 – 6

ASTD 2006 International Conference and Exposition Certificate Programs

ASTD is offering twelve Certificate Programs that will provide practical content presented by expert practitioners and time for skill-building with your peers. Enhance your competitive advantage and advance your professional development.

- NEW! Facilitating Organizational Change Certificate Program
- NEW! Managing the Learning Function Certificate Program
- NEW! Test Design and Delivery Certificate Program

Dallas Convention Center, Dallas, TX

Saturday, May 6

ASTD 2006 International Conference and Exposition Pre-Conference Workshops

One-day workshops are offered on Saturday prior to the start of the conference. These interactive programs are typically more hands-on than the concurrent education sessions and are an ideal way to develop new skills or gain new perspectives, while focusing on a topic in-depth.

Dallas Convention Center, Dallas, TX

Sunday, May 7 – 10

ASTD 2006 International Conference and Exposition (ICE)

Think BIGGER! (See the back page for conference details.)

Dallas Convention Center, Dallas, TX

Tuesday, May 23

ASTD-OC Board Meeting

E-mail Rich Wong at President@astdoc.org to attend.

Wednesday, May 24

Monthly Learning Event – To Do, or Not To Do: How Successful Leaders Make Better Decisions

Discover how successful leaders make better decisions, and add powerful tools to your coaching / consulting repertoire.

2006 LEADERSHIP INDEX

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**Volunteer to Help
Build a Strong Chapter**

Orange County Chapter

9852 W. Katella Avenue, #187
Anaheim, CA 92804



Phone: 714.527.4785
Fax: 714.527.4210
mail: office@astdoc.org
Website: www.astdoc.org

Learning Events held monthly. Information is available in the Orangespiel and at www.astdoc.org. ASTD-OC presents topics pertinent to maximizing human potential. Guests welcome!

Change of Address: If you have a new address, please send your changes to the ASTD-OC office.
All changes must be received in writing.

Membership Information

New Member: \$120 (\$100 dues + \$20 one-time processing fee)
Renewal: \$100 annually
Student: \$65 annually (Must prove current full time status. Exempt from processing fee.)
Company: \$350 (+ \$20 one-time processing fee)

Checks, money order, Visa, MasterCard and American Express are accepted as payment.

ASTD is committed to maximizing human potential. In the spirit of diversity and in accordance with state and federal guidelines, the Society supports the principles of equal opportunity.

Use the Orange County Chapter Code - CH8091

Don't forget your CHIP! Support ASTD-OC!

Every time you register for an ASTD conference or workshop, renew your ASTD International membership, or make a purchase on the ASTD International website, be sure to look for a field called "Chapter Code" or "Source Code," and enter CH8091.

Our chapter will receive a portion of your expense to help with our operating costs, keeping membership fees low!

President's Message



Whether you're an internal or external trainer, a key to your success is an effective system to keep in touch with important people who can impact your career or business. This networking system should involve three facets: 1) Quality 2) Recognition 3) Focus.

To explain quality, consider the story of Paul Revere. Most people know about the American Revolutionary hero who warned: "The British are coming!" You may have had to recite a poem about

him in school. Now, how many of you have heard of William Dawes? Not so many? He was Paul Revere's compatriot who rode south with the same warning, while Revere rode north.

Why do we know more about Paul Revere than his partner? Did Paul warn more people? Did he ride faster? Not necessarily. Historians tell us that he knew the right people. And those people knew people. And those people... you get the idea. The tale of Paul Revere holds a critical networking lesson – keep in touch with important people who can help your cause.

If you are a part of my network you have met one of three criteria: (1) you've done something for me in the past; (2) you may do something in the future; or (3) you like S.C. football.

I looked up "network" in the dictionary. All the definitions (there were four) describe some sort of link between many things. The problem is, they don't talk about the relationships. You need to maintain a relationship with each person in your network, or that person won't count. Remem-

ber Paul Revere? How many people do you think he would have gotten out of bed at 3 am if they were just a name in his Rolodex?

If you are part of my network, you know that I take special care to recognize every one of you. People within my network are contacted a minimum of once a quarter. These contacts can be anyone of the following: a telephone call; lunch, breakfast, an invitation to a Chinese New Year banquet; joining me at a S.C. athletic event; coming over to the house for a Super Bowl game, or a Christmas tree trimming and posole party; a drink after work; or an article I thought you'd be interested in. There are many ways to recognize those within your network – the key is to make it something that emphasizes the relationship between the two of you.

What I learned long ago was that there was only so many people that I could maintain a close relationship with. My solution was to first determine what the maximum number was. I choose 100.

If you're like me, you meet literally hundreds of new people during the year who potentially should be on your list. This is where focus comes in. At the end of the year as I'm addressing my Holiday cards, I go through my Golden 100 list to see who should be on it. Those who I recognize will have the greatest impact within my network will be on my mailing list.

Don't get me wrong. Those who aren't within that network of 100 are still dear to me. After all, there are hundreds of thousands of kindred USC alumni. I'm just not financially able to recognize every one of them. I make sure to stay within my means, and make the recognition I am able to make count for something.

Look for a card from me at the end of the year.

Richard G. Wong

Scholarship Opportunity

As a volunteer organization, ASTD-OC acknowledges that our members are the people who make our community great. As our Leadership Team actively recruits for member involvement within the organization, and our Community Services SIGs promotes community involvement outside the organization, our Past President, Geri Girardin, would like to remind us that you don't have to contribute time or labor to make a difference in our community. Sometimes all it takes is money.

ASTD-OC is proud to offer a scholarship opportunity for new and developing training professionals within our membership. We award up to \$500 to worthy applicants in good standing at ASTD-OC. This money can be used to subsidize all or part of the tuition cost of a professional development course such as Total Trainer or Human Performance Improvement, to name two. Your donation can be the ultimate "pay it forward" gift, as applicants are then asked to "give back" to the ASTD-OC community.

Please take a moment to talk to Geri Girardin, Past President ASTD-OC, to find out how you can help develop our ASTD-OC community. Support the scholarship fund today.

Leader's Voice

Membership

As VP of Membership, I'm privileged to work with a dynamic team that supports our chapter's growth by delivering quality service to current and potential members. My chosen role as VP of Membership is to be a mentor, advisor, "brainstormer", and "cheerleader" to this team of 5 managers. I'm happy to say that this philosophy is shared by this hard-working group of managers which ensures a well-served membership.



My personal goal is to lead a motivated and focused team that embraces its mission of increasing membership by 10% over 2005 levels which equates to over 500 members at the end of 2006. Our vision is to develop a reputation within our professional community as a team that is approachable, communicative, and shows a high regard for the needs of the members.

The following is what you can do to assist our team in ensuring quality service and increased membership:

- 1) **Ideas** need to be shared. Your input is invaluable for it gives us a fresh perspective and helps us in knowing the needs of the membership. A content member stays a member!
- 2) **Attend** ASTD-OC events. The more you partake in chapter activities the more knowledgeable you will be to educate others on chapter benefits.
- 3) **Invite** your colleagues to our learning events, Sigs, and all other special activities. Sharing events with your boss, co-workers, and business associates develops commonality and demonstrates your dedication to the training profession.

Next you will read about the membership managers' perspective on their roles and visions. I thank you for your contribution to this growing organization!

John Koze
VP of Membership

Sean Jackson and Lysa Stewart Membership Involvement

2006 will prove to be an exciting and active year for Membership Involvement. We are a fresh and motivated management team eager to enhance the volunteer experience with broader communication of openings. We connect enthusiastic members who want to give back to their community through volunteer opportunities within ASTD-OC.



We will make the access to volunteer opportunities easier by directly linking you with the team that matches your interests. We want volunteers to know they are valued, and that ASTD couldn't be the great organization it is without your help. Please do not hesitate to contact Lysa or Sean to find out what you can accomplish with the right team at ASTD-OC.



Marisa Baldoz • New Member Manager

As the New Member manager, I am welcoming all new 2006 members to the OC chapter with a welcome phone call. This initial conversation will leave a lasting mark on the life of their membership. All ASTD-OC members will feel like their voices and requests are unique to our team's ideals. I want to leave a permanent impact on all new members and I can achieve this by encouraging event attendance and motivating them to stay active in ASTD-OC.



Patrick McClure, Hospitality Manager

My role on the Membership Team is the most enjoyable of all. I get to personally greet all first-time attendees and guests prior to our Monthly Learning Events and officially welcome them. My attention will be focused on providing a warm hospitable greeting to all the first-timers prior to the meeting and then introducing them to other members within our organization. During the luncheon, I'll be asking each of our first timers to introduce themselves and to tell us how they found out about ASTD-OC. Since I love meeting new people and introducing them to our group, the role of Hospitality Director is ideal for me!



HARASSMENT PREVENTION TRAINING IN CALIFORNIA: AN UPDATE ON AB 1825

By: Claudia M. Viera, Esq.

Are you an employer with only 40 employees in California, but another 100 nationally, which you believed exempted your organization from sexual harassment training requirements? Was your budget too tight in 2005 to have all your supervisors trained on sexual harassment prevention so you put it off until 2006? Did you conduct training in 2004 and fail to train new supervisors hired in 2005 on harassment prevention?

If any of the scenarios above is true, your organization may now be in violation of California law.

As most employers know, harassment training of supervisors is mandatory in California. All employers with 50 or more employees should have trained all their supervisors by December 31, 2005. For those still not in compliance, new proposed regulations mandate that you train immediately.

Current State of California Law

California Government Code 12950.1 codified AB 1825 and requires employers with 50 or more employees, contractors or temporary workers to train all supervisors every two years. California's Fair Employment and Housing Commission recently released proposed regulations which clarify some of the requirements of AB 1825. The regulations are likely to change a bit prior to being finalized; however,

they give employers a sense of how this law should be interpreted and what is required in their trainings. The proposed regulations may be found at: <http://www.fehc.ca.gov/pub/reg.asp>. The law and the proposed regulations are summarized below.

Legal Requirements

- 2 hours of sexual harassment prevention training for all supervisors
- Training must occur at least once every two years
- Training may be longer, but not shorter, than 2 hours

Which Employers Must Comply

- Employers with more than 50 employees, independent contractors or temporary employees
- Regulations propose that all employees/contractors be counted, not just those in California. Thus, an employer with 40 employees in California and 100 nationally must train its supervisors.

Who Must Be Trained

- All current California supervisors
- All new California supervisors within 6 months of hire from July 1, 2005, onwards
- Regulations propose that all supervisors who may be located outside of California but who supervise California employees should also be trained
- Proposed definition of Supervisor: An individual who has the authority "to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, or to adjust their grievances, or effectively to recommend that action . . . if the exercise of that authority is not of a merely routine or clerical nature, but requires the use of inde-

pendent judgment." (CA Government Code § 12926(r))

- Regulations state that training someone in a supervisor's program does not automatically make him/her a supervisor for legal purposes (this encourages employers to train any high-level employee on supervisory responsibilities without fear of altering the employee's legal status)

Timing Requirements

- All employers should have trained their supervisors prior to December 31, 2005.
- As of Jan. 1, 2006, all employers must provide harassment prevention training at least once every two years
- In addition, all new supervisors must be trained within 6 months of hire/promotion
- Regulations propose that employers track training in terms of the individual manager or in terms of the training year (the easiest method is likely the training year method as it allows employers to schedule training in 2007, 2009, 2011, etc., however, additional training must take place for newly hired or promoted supervisors)

Type of Training Required

- At least two hours of classroom training; regulations allow e-learning or web-based training. Training must include:
 - practical guidance regarding the federal and state statutory provisions
 - discussion of how to correct sexual harassment and remedies available to victims
 - practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation
- Regulations propose that training encompass at least 10 topics including

defining sexual harassment, the complaint process, retaliation, how to conduct investigations, how to respond to personal accusations of harassment and strategies for prevention

- Training should also include: discussion of all protected categories including race, age, national origin, disability, and other protected categories to help protect your organization from other forms of liability (see Equal Employment Opportunity Commission Guidance, 1999).

Trainers Must Be

- Trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation
- Regulations allow trainers to be licensed California attorneys, HR professionals and others with legal knowledge or experience

Enforcement and Violations

- The Department of Fair Employment and Housing (DFEH) which investigates claims of harassment and discrimination will now ask about training compliance as part of their harassment investigations, according to an interview with Suzanne Ambrose, Director of the DFEH
- Regulations propose that employers found out of compliance be issued an order to comply with training obligations within 60 days
- The regulations are not retroactive; thus, the DFEH will not require employers to re-train supervisors if the employer had made a "substantial, good faith effort to comply with AB 1825" prior to the regulations being finalized

Why You Should Train

Training supervisors (and all employees) clearly helps reduce the

number of internal harassment complaints and ultimately the number of lawsuits filed against an employer. Although California employers will not be able to avoid liability completely by training, they will likely avoid crippling punitive damages if they are able to meet the standards of California's equivalent of the affirmative defense — the "avoidable consequences" doctrine. Consistent, effective training is one component of this doctrine. In addition, training will buttress employer defenses to claims of failure to "take all reasonable steps necessary to prevent discrimination and harassment from occurring," which is a separate claim under California and federal law. Cal. Govt. Code § 12940 (k); *State Dept. of Health Services v. Superior Court*, 31 Cal. 4th 1026, 1040 (2003); *Galdamez v. Potter*, 415 F.3d 1015 (9th Cir. 2005).

Because the training law is so new, there is not yet California case law on how mandated training reduces liability for harassment. However, at the federal level, many cases show that training on harassment prevention is a critical component to avoiding liability under the federal affirmative defense. For example, where an employer had an established anti-harassment policy, had trained both managers and employees on that policy and conducted an investigation when the plaintiff complained, the employer was able to assert the affirmative defense and have the plaintiff's complaint dismissed. *Fisher v. Electronic Data Sys.*, 278 F. Supp. 2d 980 (S.D. Iowa 2003); see also, *Walton v. Johnson & Johnson Servs.*, 203 F. Supp. 2d 1312, 1324-25 (M.D. Fla. 2002) (training plus prompt remedial actions were sufficient to establish an affirmative defense).

Tips For Employers

At the very least, your organization should take the following steps:

- Train your supervisors immediately, if your organization has not done training in the last 3 years (January 2003 – December 2005)
- Train new supervisors within 6 months of promotion or hire; include out-of-state supervisors who manage employees in California
- Plan for and schedule your biennial sexual harassment prevention training (before the end of 2007)
- Ensure your choice of training provider meets the requirements set forth under the law and the proposed regulations (see <http://www.fehc.ca.gov/pub/reg.asp> for further details)
- Re-issue your anti-harassment policy, perhaps as part of your harassment prevention training
- Ensure your supervisors sign an acknowledgement form after attending training/receiving your organization's harassment policy and complaint procedures
- Determine whether to train your entire workforce on harassment prevention to further prevent litigation

About the Author

Claudia Viera, Esq. is an employment attorney and mediator who specializes in training on employment law and related topics. In addition to being one of the California Community College's Workplace Learning Resource Center trainers, she is a former Littler Mendelson attorney and has developed and presented trainings to thousands of supervisors and employees nationwide. Her areas of specialty include harassment and discrimination prevention, lawful investigations and mediation/alternative dispute resolution. For any questions concerning this article, you may contact Ms. Viera at claudiaviera@earthlink.net.

Total Trainer

By Steve Bruno

Each year, Orange County facilitators band together to share their knowledge with those in the field who wish to sharpen their training skills. ASTD-OC's Total Trainer provides an opportunity unlike any other – the opportunity to learn, to practice, and to evaluate training skills necessary to excel in this career.

"I loved the variety of classes, and the uniqueness that each facilitator brought to the class," says Kelli Burns, a Training Specialist at Canfield and Associates, of the Total Trainer program she attended last fall. "I'll be able to use so many of these tools in my day-to-day work." As a Subject Matter Expert – turned Trainer, Kelli was one of many who was able to apply the skills she learned almost immediately.

ASTD-OC's Total Trainer program is a series of eight workshops designed to help training professionals develop, facilitate and implement training programs. Students learned how to include structural design in their training material, how to analyze training needs, and, perhaps most important, determine if the

client's request is even a training issue. Taught by some of the highest caliber training professionals from the ASTD-OC chapter, the program takes participants from the initial needs analysis to developing training materials, presenting training and conducting the final evaluations.

Perfect for Training Specialists, Instructional Designers and Training Managers not well versed in the ADDIE model of instructional design, the program is also excellent for Trainers who want to make a broad contribution to their department. "The program lived up to its name and made me a 'Total Trainer'," said one past participant.

"In addition to learning from the program material, participants develop access to a wonderful network of others in their profession," says Anthony Harmetz, the manager of the fall program. "Participants consistently tell me that developing contacts outside of their own organization is a fantastic fringe benefit they weren't expecting."

The Spring 2006 Total Trainer program will be held in Brea on eight consecutive Wednesday nights beginning April 19th. Please visit the ASTD website or contact Steve Bruno at stevenbruno@cox.net or (714) 612-3525 for more information.



Total Trainer Class Schedule

Come to one, or come to all!

April 19 - Performance Consulting

April 26 - Needs Assessment

May 3 - Training Program Design

May 10* – Document Design

May 17* – Facilitation

May 24* – Distance learning

May 31 - Training Evaluation

June 7 - Class Presentations

Register on-line using the www.astdoc.org Event Calendar.

*Dates subject to change.

Is It Live, Or Is It...?

Utilizing Video To Enhance Training Programs

By Bill Ennis

Developing a useful training program requires expertise and time for testing and integration into the corporate infrastructure. But launching that program is only the beginning. For training to be truly successful, a methodology must be in place to ensure consistency and accuracy over time. This holds especially true in industries that are subject to high employee-turnover ratios, or that are required to provide continuous training due to federal, state or industry-specific compliance requirements.

Often, the primary deterrent against developing high-level training procedures is the prohibitive personnel-hour costs to sustain that training. Larger companies simply "bite the bullet" and hire personnel to do nothing but maintain a training program for employees. However, having dedicated training personnel on hand does not automatically eliminate the need to pull personnel from their usual and customary duties to participate in ongoing employee training. For companies with high turnover ratios, or an aggressive expansion mode, this can become highly disruptive and unproductive.

Little Company of Mary Health Services, a member of the Providence Health System with more than 25 sites serving the Greater South Bay and Harbor areas, had a standardized training program in place for its continuous flow of new employees. After several hospitals were added to the system, senior management decided to restructure many of the processes in place at the time. One big concern was the apparent necessity to pull staff members, including managerial staff, off the floor and into the hospital's ongoing multi-day training seminars. Hospital administrators chose to schedule training sessions only a few times a year to minimize this disruption. This meant that employees hired in between training

sessions were being put on the floor, sometimes for several weeks, while waiting to go through the next scheduled training program.

Their solution? Complementing their "live" training with video-based training. By converting many of the learning modules into video presentations, the hospital no longer had need for employees to regularly abandon their "real jobs" to provide support for training personnel. This also provided a partial solution for employees hired between training sessions. These employees were now able to watch the video-based presentations immediately after their hire. This, in turn, allowed training personnel to restructure the regular training sessions, substantially reducing the time required to complete training. What was once a multi-day session was reduced to less than a day. This video-based training provided even more benefits. By developing these individual training modules with the help of hospital staff and administration, the presentations were fine-tuned for accuracy and relevancy, and now provided 100% consistency, whether employees were trained in January or December. This fine-tuning, along with video's built-in "review" capabilities (also known as "rewind"), allowed presentations that required 30-minutes to an hour in a live setting to be condensed to 10-15 minute video presentations.

Video-based training can work effectively in organizations of any size, whether the topic is generic safety or proprietary, company-specific procedures. Any time ongoing, redundant training is taking place that pulls personnel off the job, a quick time/cost analysis can determine if using video makes sense.

One caveat: if you think video has a place in your training program, be sure to find a video provider who understands training, and bring them in early in the

process. Anyone can turn on a camera and record an event. Just as in live training, a video-based training presentation must not only present information, but must engage the viewer and provide measurable results. For example, if video presentations are to be effective, they should be tailored to the demographics of the intended audience. Executives learning about the company's profit-sharing program need to be addressed far differently than assembly line workers needing to know about equipment safety. "Talking heads" may be fine for certain training situations, but more often, visual demonstrations and role-playing offer far better results. And, just as in live training, following up with testing, as well as employee feedback, allows you to measure the success of your program.

If used correctly, video can provide tremendous benefits to any training program. By using today's technologies, many companies are beginning to see the advantages in time- and cost-savings by developing video-based training. Although the traditional video format is still quite useful, many organizations are turning to DVD technology with its ability to offer interactive, menu-based modular training. This is useful not only for first-time trainees, but is also ideal for providing easy access to specific material for review.

In addition, video-in-computer- and web-based training is becoming more prevalent, as broadband access and intranet capabilities expand. The technology of video itself has dramatically changed in the last few years, with technology costs dramatically dropping, providing significant savings to end users.

Bill Ennis has been producing video presentations for the business community since 1982. His company, Media Magic (www.MediaMagic.TV), is based in Rancho Santa Margarita. Bill is a member of the Orange County Chapter of ASTD.

SIG Events

AUTHORS & WRITERS

Topic: Writing for Publication

Meeting Dates: Tuesday, April 18 and Tuesday, May 2

Time: 7:00 pm

NEW Location: Town & Country Manor

555 E. Memory Lane, Santa Ana, California

Contact: Teresa Shuff-Trujillo • (714) 525-0882

Tashuff@aol.com

COACHING

Topic: To be determined – check our web page for updates!

Meeting Date: Tuesday, April 11, and Tuesday, May 16

Time: 12:30 to 1:30 p.m.

Location: Chapman University Satellite Campus, 7545

Irvine Center Dr, Suite 150 Irvine, CA 92618

Contact: Moty Koppes • (714) 390-9752

motykoppes@coachmoty.com

COMMUNITY SERVICE & STUDENT OPPORTUNITIES

Future Meeting Topics: • Matching practitioners and students to non-profit projects. • Women's Day of Self Esteem • Career Development Day for AmeriCorps and VISTA

Meetings: 1 time per quarter

Contact: Hilary Bendon • hbendon@cox.net

CONSULTANTS

Topic: To be determined – check our web page for updates!

Meeting Date: Wednesday, April

Time: 3:00 to 5:00 PM

Location: Webster University

Dupont & Michelson, Ste. 160, Irvine

Contact: Hank Goldman • (714) 349-2940 •

hgoldman@goldman-nelson.com

ORGANIZATION DEVELOPMENT

Topic: To be determined – check our web page for updates!

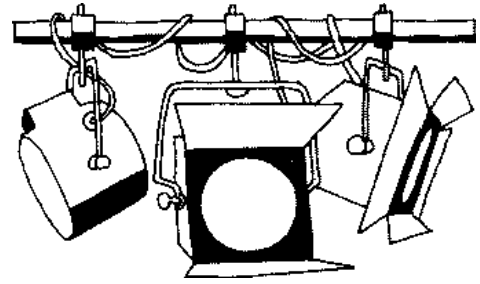
Meeting Date: Tuesday, May 2 • **Time:** 11:30 AM – 1:00 PM

Location: Chapman University Satellite Campus, 7545 Irvine Center Dr, Suite 150 Irvine, CA 92618

Contact: Cheri Sherman • (714) 264-0770 •

csherman@oddw.com

Liz Barbour • (714) 840-9382 • ebarbour@earthlink.net



Spotlight on SIGS Technology and Training

Training is often accused of being a drain on company resources. Top executives are always looking for ways to make training cost effective. However, employees want training that is creative and interactive, a combination difficult to create in rudimentary Computer Based Training courses. If you are looking for ways to combat this seeming Gordian knot, spend some time with the Training and Technology Special Interest Group!

The Training & Technology SIG seeks to expand the knowledge of its members regarding the use of technology with learning solutions. Be you a Mac or a PC user, neophyte or e-learning maven, our members enjoy an environment where they can learn and share information that can

Meeting Schedule

- May 10
- July 12
- September 13
- November 8

keep them on the top of their technological game.

Last year the Training & Technology SIG focused on “Back to the Basics” of instructional design theory. We examined how to transition from a face-to-face environment to blended or online training. The emphasis was on the ADDIE (Analysis, Design, Development, Implementation and Evaluation) model of instructional design. We enjoyed many excellent speakers, engaged in lively discussions, made great contacts, and made new friends. Those who attended the series discovered that e-learning does not

need to be too complicated or expensive. They realized that planning, essential to developing a successful program, is also instrumental in establishing and maintaining budget controls.

In 2006 we plan to explore different aspects of technology as it applies to the training field. Our January II meeting featured Judith Norton presenting "What Research Tells Us about Learner Retention and Usability," in which we learned and discussed design elements to consider when designing e-learning. We learned about fourteen websites where we could get free information on e-learning design best practices. Our March meeting focused on 3-D in Education and Training, demonstrating interactive assembly for marketing applications, and an immersive display for visualizations, among other great training techniques.

This year we are planning to expose our attendees to as many different technologies as they apply to learning. We're planning to facilitate SIG meetings about 3D simulations, Flash for non-programmers, rapid development in e-learning, using video games for interpersonal skills, mobile learning, and SCORM standards and what it means to you. Many of our meetings involve roundtable discussions; we plan to have at least one roundtable session completely devoted to technology as it applies to learning. We still welcome your feedback on choosing the topics you want to attend.

Our regular meeting location is at UCI's Environmental Health and Safety building every other month on Wednesday from 4:30 to 6:00. Networking is from 4:00 to 4:30 p.m. We will be holding some meetings this year at different locations and times. Contact Karen Wales at kwales@knowledge-flash.com to add your email address to the SIG mailing list to be sure you have the latest meeting information.

Meeting attendance ranged between ten and twenty colleagues throughout the year. We'd like to increase attendance in 2006. We look forward to seeing new faces this year as well as welcoming back the familiar faces. Please join us!

*Vern Vihlene, David Ward, Karen Wales
Co-Chairs Training & Technology SIG*

TRAINING & TECHNOLOGY

Topic: TLearn the advantages of using 3-D in your training, and experience for yourself the impact 3-D simulations can have!

Meeting Date: Wednesday, May 10.

Time: 4:30 PM – 6:00 PM

Location: UCI Environmental Health & Safety BLD.
4600 Bison Ave. Irvine, CA 92697-2725

Contact:

Karen Wales • (949) 770-2383 • kwales@knowledge-flash.com

Vern Vihlene • (949) 582-0937 • vern@vihlene.com

David Ward • (949) 551-2062 • david.ward@aacn.org

CAREER MANAGEMENT

The Career Management SIG is on hiatus until a new SIG Leader volunteers their valuable time and expertise. How about you?

Purpose: to provide professional career coaching for those who want to remain current in managing their careers, or who are in the midst of a career transition.

Contact: There is a Leadership Opportunity for this vital group! E-mail SIGS@astdoc.org to volunteer today!

ASTD International Conference & Expo

General Session Speakers

Monday, May 8: Jack Welch

Former President and CEO of General Electric

Tuesday, May 9: Steven Levitt & Stephen Dubner

Authors of *Freakonomics*

Wednesday, May 10:

Brigadier General Clara Adams-Ender (Retired)

Featured Speakers

Sunday Roosevelt Thomas, Steven M. R. Covey

Monday Mette Norgaard, Don Kirkpatrick, Ken Blanchard, Michael Allen

Tuesday Mette Norgaard, Ken Blanchard, Bob Pike, Michael Allen

Wednesday Don Kirkpatrick, Dana Gaines Robinson, Bob Pike

Legends Series

As a special feature in Dallas, we have invited three pioneers and prophets of the field of workplace learning and performance to make presentations.

Conferences-Within-a-Conference

- Financial Services
- Measurement, Evaluation, and ROI
- Research-to-Practice
- Public Policy
- Public Sector

Innogizers

These innovative sessions are designed to energize you at the end of a long conference day. Just when you thought you couldn't absorb one more fact, sit through one more session, or learn anything new—Innogizers will revitalize your ability to engage and learn.

ASTD Competency Model

This session will assist you in understanding and applying the ASTD Competency Model to your organization and your own professional development.

Professional Certification Sessions

- ASTD Certification Institute CPLP Certification - Nuts and Bolts
- ASTD Certification Institute CLP - Q&A sessions
- CPT Certification

International Forums

The International Forums are a special series within the Forums at Four showcasing workplace learning initiatives and case studies from around the world. This year we will host four international forums: Asia-Pacific (including Australia/New Zealand), Euro (Eastern and Western Europe), and Ibero (S. America/Portugal/Spain).

For complete details, visit <http://astd2006.astd.org/>

May 8-10, 2006 • Dallas Convention Center, Dallas TX

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