

THE EMERALD COAST TRAINER



The Newsletter of the EMERALD COAST CHAPTER

July 2004

Diane Merkel
Editor

Web-Based Resources

At our February meeting, Dr. Janet Lenz of Florida State University distributed a list of "Selected Web-Based Resources," divided into several categories:

<p>Career Planning & Assessment Resources Florida Academic Counseling & Tracking for Students Florida State University Career Center Self-Directed Search</p>	<p>Occupational Information Occupational Information Network Resource Center Occupational Outlook Handbook, 2004-05 Edition Standard Occupational Classification (SOC) System</p>
<p>Job Hunting/Interviews/Resumes/Salaries CareerBuilder College Grad Job Hunter College Recruiter Employment Spot Hire Diversity: Resources for the Minority Yahoo! Hot Jobs JobHuntersBible JobWeb Monster Jobs Salary</p>	<p>Multiple Topics CareerOneStop Dept. of Labor Employment & Training Administration The Riley Guide</p> <p>Related Professional Associations National Career Development Association National Association of Colleges and Employers</p>

I recently asked our Board Members to share some of their favorite websites for professional use and/or for pleasure. Here are some of their responses:

Pam Thompson suggested a website for labor market information, www.labormarketinfo.com. It will link viewers to the Florida Research & Economic Database (FRED), Labor Market Information (LMI), Florida Census Data, and Occupational Employment Statistics.

Becky Spence said that she loves house plans, so www.houseplans.com is one of her favorites. She also uses www.okaloosaschools.com to keep up with news about local schools.

Leigh Grantham stated that one of CHELCO's strategic initiatives is a staffing focus, so she uses www.workforce.com for its informative and motivational articles regarding those with similar initiatives. It also has some interesting training and development articles. Leigh also enjoys www.consumerreports.org which requires a yearly membership but is easy to refer to when making a major purchase for your home or business. She also uses the Jobs section of www.usatoday.com because it hosts a variety of interesting stories, half of which are pitched to job seekers and the rest are about workplace news, etc. She says it sometimes gives an interesting slant to training and development news.

[Google](#) remains my most-used web resource. The toolbar makes researching topics and searching for images a breeze. A different type of web-based resource comes into my e-mailbox several times a day. I belong to the [training and development](#) and [online facilitation](#) groups hosted by Yahoo and find the discussions very informative. Check out the [Yahoo Groups Directory](#); there is something for virtually (no pun intended) every interest. Finally, I love the [DeFuniak Springs Garden Club](#) site, not only for its native plant information but also for its stress-reducing beauty. Now I just need to use Amie Devero's system and schedule some time in the garden! -- DM

How to Improve the Quality Of Your Training

When?

11:30 a.m. – 1 p.m.
Tuesday,
July 13, 2004

Where?

OWCC,
Niceville Campus
Building K, Gallery

Cost

\$10 for Chapter Members
\$15 for non-members
(includes lunch)

RSVP

No later than noon
July 9, 2004
To Pam Thompson
[pthompson@
jobsplus02.com](mailto:pthompson@jobsplus02.com)
or
(850) 833-7587 x252

Dr. Candice Clemenz

Associate Professor
University of West Florida



This presentation highlights six factors found to significantly influence trainees' perceptions of training quality as identified through a research study conducted by the speaker. Examples, activities, etc. will be used to illustrate the importance of each factor. Discussions will focus on ways to maximize the quality of instructor-led training programs.

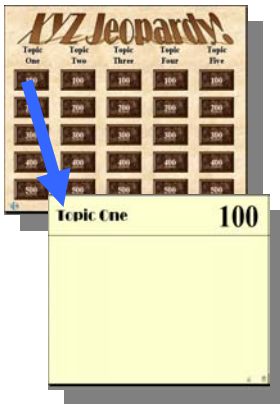
Dr. Candice Clemenz is Associate Professor and Program Coordinator of the Hospitality, Recreation and Resort Management program at the University of West Florida. She previously served as Vice President of Development at ClubCorp, Director of Marketing at Club Corporation of America, N.E., and Marketing Manager at Club Corporation of America, Central. Dr. Clemenz has taught at Virginia Tech, The University of North Texas, The University of Tennessee, and Florida State University. Her writings have been published in numerous journals, she has consulted with some of the most recognizable corporations, and she has won numerous awards for teaching, advising, and scholastic and performance achievement.

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Susan Van Buren PowerPoint Isn't Just for Lectures Anymore!

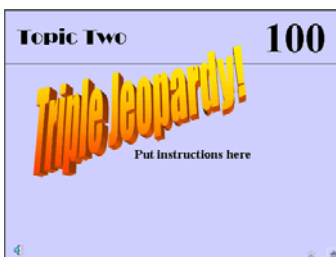
Microsoft PowerPoint has become an excellent tool for any number of the things we trainers do. We all know that we can do presentations where we have words and/or graphics fly on or off the screen when we need them to illustrate a point. It is also a great way to produce inexpensive e-learning programs, too. One of my favorite uses for PowerPoint is to introduce action learning opportunities into the classroom. Bob Pike and Sivasailiam "Thiagi" Thiagarajan, two of the most well known creative trainers, both use "games" as action learning tools designed to introduce and review material to better ensure that learning occurs. Two games that we have used for a while are now more sophisticated thanks to the features of MS PowerPoint.



I use a Jeopardy-style game partially as a review activity for our Newcomers' Orientation. Each screen has a senior leader's picture or company fact question on it that relates to an earlier discussion and to a handout that they have received. The class is divided into small groups or teams who then compete for points. I bought small noisemakers (child's bicycle horn, squeaky dog toy, etc.) at Wal-Mart for each team to use as a buzzer.

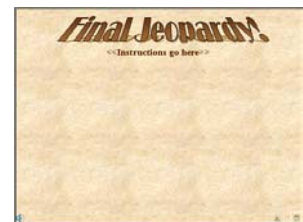
After clicking on the block they've chosen, I read them a hint about the pictures of the leadership team or read them the fact question directly off the screen. They must answer immediately once they have "buzzed" in. Just like with Jeopardy, if they don't get it, the others can "buzz" and try to answer.

To help me during the game, I include any hints and the answer in the notes section of PowerPoint. I create an answer sheet by going under File>Send to>Microsoft Word>Notes next to slide. This prints me out a page that has my slide and the answers that I included on the notes section.



On a few screens I have a triple or double jeopardy. If they hit that screen they can choose to accept the challenge of going back over every picture/fact question uncovered so far and, without any hints, answer them again. This serves as a review within a review. They must answer each within five seconds or forfeit the points.

At the end I also have a "Final Jeopardy" during which I select a few critical pictures to review (*i.e.*, CEO, COO, HR, etc.) that they must write the names and titles for on a prepared piece of paper. I only give them 90 seconds to complete the task. They get 100 points for each name and 100 points for each title that they complete correctly. With five topics, the game usually lasts about 30-35 minutes or so. After the game, the teams receive a small prize for the points they earned during the game.

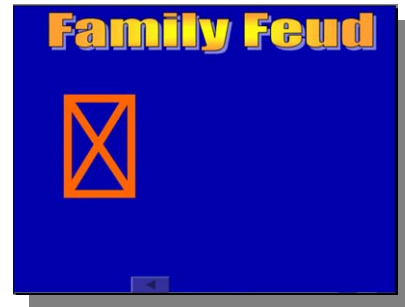
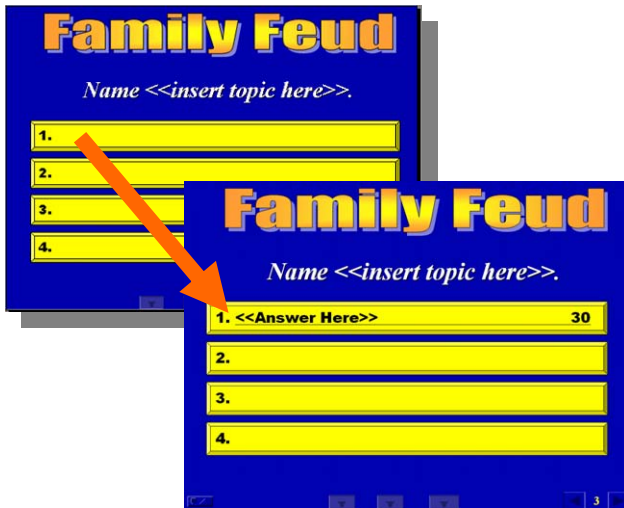


To reset the game "board," just close the document and reopen it again. Simply leaving presentation mode won't reset it.



I use a Family Feud-style game in Newcomers' Orientation as well. I use it as an introduction to safety, but it could be used as a review for anything. They are allowed to use their company safety booklet to find the answers to the "surveys."

If they get an answer that is one of "the survey" answers, I simply click on the block where the answer resides and it appears. If they don't get it correct, I have placed three buttons below that link to pages with the big red X that they get on Feud. If they fail to get three answers, the next team can try to steal the points if they provide a correct answer. They only get one try though. If they don't get a correct answer, the original team gets the points.



On the one we use in class, I have also introduced extra "challenges" where, if the team accepts the challenge (sight unseen), they must physically demonstrate their understanding of tasks like properly lifting a box or using a fire extinguisher, etc.

The length of this game really depends on the number of "surveys" used, but I usually make it through about 15 screens and challenges in 40-45 minutes. To have a script for this game, I print out my screens by selecting print "Handouts." If you keep the colors that I included in the template, I would suggest selecting "Pure Black and White" to save your color cartridge. In case you don't have a lot of experience with PowerPoint, you can also select the number of handouts per screen. Two per page makes it very easy to read while processing the game.

I would also suggest watching the TV version of the game again to remind you of the rules. Last time I had watched it Richard Dawson was still hosting, so I was pretty rusty on how exactly it was played. I used their method for giving out points. Just like with the Jeopardy game, I award the teams at the end of the day with prizes for their total points. To reset the game "board," just close the document and reopen again.

To obtain copies of these templates, go to the ECASTD website to download. The password to open and modify these templates is in the e-mail in which this e-letter was sent.



Emerald Coast Chapter 2004 Board Members

President • Juda McAdoo • 729-5366 • mcadoo@owcc.net
 Past President • Dr. Chris Pierce • 863-0732 • cpierce@uwf.edu
 President-Elect • Leigh Grantham • 859-2877 • lvgrantham@chelco.com
 Secretary • Margaret Chubb • 863-0736 • mchubb@uwf.edu
 V.P. of Membership • Dr. Becky Spence • 678-5009 • spencerf@gnt.net
 Vice President of Programs • Leigh Grantham • 859-2877 • lvgrantham@chelco.com
 V.P. of Hospitality • Pam Thompson • 833-7587 x252 • pthompson@jobsplus02.com
 Vice Pres. of Finance • Jo Jones • 729-6037 • jonesj@owcc.net
 V.P. of Communications • Diane Merkel • 897-4505 • DDMerkel@cox.net

Chapter Website: <http://www.astd-emeraldcoast.org>

National ASTD Website: <http://www.astd.org>

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Coming Events	Mark Your Calendars!	
July 13 11:30 – 1:00	ASTD Luncheon: "How to Improve the Quality of Your Training"	Dr. Candy Clemenz <i>University of West Florida</i>
August 10 11:30 – 1:00	ASTD Luncheon: "Improving the Strategic Relevance of the T & D Professional"	Chris McChesney * <i>FranklinCovey</i>
September 14 11:30 – 1:00	ASTD Luncheon: "Tools & Techniques for Engaging Distracted Learners"	Lenn Millbower * <i>Offbeat Training</i>
October 19 11:30 – 1:00	ASTD Luncheon: "The Creative Trainer"	Bob Lucas * <i>Creative Presentation Resources, Inc.</i>
October 19 2:00 – 5:00	SPECIAL: "The Creative Trainer" Workshop	Bob Lucas * <i>Creative Presentation Resources, Inc.</i>
November 9 11:30 – 1:00	ASTD Luncheon: "Developing an Internal Career Development Program"	Gayle Lantz <i>Work Matters</i>
December 14 11:30 – 1:00	ASTD Luncheon: Networking/"Tool Time" Gift Exchange	
Jan. 11, 2005 11:30 – 1:00	ASTD Luncheon: "Vocal Power: Is Your Voice Working For or Against You?"	Deborah Boswell <i>Professional Speech Services</i>

* = Presenter at the 2003 ASTD International Conference

Publicize your events by sending them to Diane Merkel at DDMerkel@cox.net.

Need an exciting, new opportunity? Check our Job Bank at www.astd-emeraldcoast.org.