

# THE EMERALD COAST TRAINER



## The Newsletter of the EMERALD COAST CHAPTER

May 2004

Juda B. McAdoo  
President

### Linking People, Learning & Performance

**ASTD Online** – If you have not accessed our chapter website at [www.astd-emeraldcoast.org](http://www.astd-emeraldcoast.org) or the national ASTD website at [www.astd.org](http://www.astd.org), I urge you to do so! You will find information on both sites relevant to *chapter membership, training resources and events, and career opportunities*. Available on the national website, “structured to reflect the diversity within the workplace learning and performance field,” are articles from the *T+D* magazine, human resource white papers, periodicals, and other industry reports. For example, in the February 2004 issue of *T+D* magazine, you will find a new monthly column called “Digital Beat” by Darin E. Hartley. Digital Beat will cover technology trends, news, and tips. According to Hartley, “each column will have a Ten Tips Checklist you can use as a practical take-away.”

**ASTD Membership News** – I am pleased to report that membership in our local chapter has grown to *over 60* local training and development professionals. Several businesses and organizations have joined as Corporate Members in our chapter. In addition, National ASTD reports more than 70,000 members with more than 15,000 members working in multinational corporations, small and medium sized businesses, government agencies, colleges and universities. For information on chapter and national memberships, contact Dr. Rebecca Spence, Vice-President of Membership at [rspence@uwf.edu](mailto:rspence@uwf.edu).

**REMEMBER TO BRING YOUR CALENDAR, YOUR TO-DO LIST(S), AND AN EMPTY STENO PAD** to the May 11<sup>th</sup> ASTD chapter meeting and **GET READY TO ACCELERATE YOUR PRODUCTIVITY, GET RID OF YOUR TO-DO LIST, AND GREATLY REDUCE YOUR STRESS LEVEL.** I think you will agree that “**Producing Results in a Too-Much-To-Do World**,” our training topic, is certainly timely! Amie Devero, a partner in Framework Consulting, is part of a worldwide team of six experts who have developed a new approach to managing our time and productivity. **If you have not already made reservations to attend this important training session, you can.** RSVP to Pam Thompson at (850) 833-7587 ext. 252 or email Pam at [pthompson@jobsplus02.com](mailto:pthompson@jobsplus02.com). Guests are always welcome at our general meetings.

[Juda B. McAdoo](#)  
President

# Producing Results In a Too-Much-To-Do World

## Amie Devero



### When?

11:30 a.m. – 1:00 p.m.  
Tuesday,  
May 11, 2004

### Where?

OWCC  
Niceville Campus  
Building K, Gallery

### Cost

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

### RSVP

No later than noon  
May 7, 2004  
To Pam Thompson  
[pthompson@  
jobsplus02.com](mailto:pthompson@jobsplus02.com)  
or  
(850) 833-7587 x252

Are you overwhelmed, feeling that there are so many things on your to-do list that you cannot get them all done? Do you worry that things are slipping through the cracks? What about your employees? They probably have a similar experience. How can you deal with the emergencies, interruptions, projects, and ordinary day-to-day activities most effectively?

*Get ready to accelerate your productivity, get rid of your to-do list, and greatly reduce your stress level!*

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Amie Devero has more than fifteen years experience in helping organizations and people produce extraordinary results. Over the years, she has spoken to hundreds of audiences and provided training to more than 10,000 adults. She is a partner in Framework Consulting, a management-consulting firm that bridges strategy and people, working with organizations to produce breakthroughs in their results. She lives in Tampa, Florida, where she hosts a show on WEDU television.

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**The May meeting is sponsored by the Emerald Coast Chapter of ASTD, and our speaker's accommodations are made possible by the generosity of our friends at**



Please visit them at <http://www.ResortQuest.com>.

Clip art is wonderful but, sooner or later, you are going to have to draw something in "real time." It is not uncommon to hear even the most positive "can-do" trainers cry, "But, I can't draw." The fact is, at this moment you have all the basic skills you need to draw cartoons. Here is a test: Can you write your name in cursive? If you answered "yes," then you can draw. That is because writing in cursive is nothing more than drawing. You may think of those little marks you are making as "letters" or "words," but they are really drawings. The mistake most trainers make is that they try to draw too much and they leave out the humor.

Here are five tips for you artistically-challenged folk who find that from time-to-time you need to illustrate your point in real-time:

1. Exaggerate - When you draw cartoon characters, exaggerate the hair, nose, eyes, or mouth. If you are purposely outrageous, it will not look like you are trying too hard to draw "photographically accurate" characters. If you do not know how to draw bodies, just make the heads large and the bodies tiny. Caricature artists do this all the time. And if you do not draw well, DRAW BIG. That way, you do not have to draw as much to fill up the page.
2. Simplify - You can eliminate the nose on most characters. Do not try to draw perfect, oval-shaped eyes with eyelashes and tear ducts. When you draw eyes, just draw two dots. If you do not think simplified drawings can be effective, just check out the latest Dilbert cartoon in your local newspaper.
3. Anthropomorphize (Say what?) - This just means giving human characteristics to non-human things. All you have to do is sketch an object (*e.g.*, computer screen, pencil, telephone, etc.) and then add a face to it. You see this all the time on TV ads. The products have faces and sometimes arms and legs. This works great when your product wants to tell us something about itself. Example: "Hi. I'm the model 456 Super-Widget. I'm made of titanium and I have a 53% longer life than stainless steel widgets."
4. Make It Move - Adding little curved "motion lines" and drawing your subject off the ground can make it look like it is moving. This is a nice effect to use when you want to show excitement, speed, or eagerness.
5. Use Repetition - If you draw something once it may not look too interesting but, if you draw it many times, you can make your audience look twice. For example: A chicken sitting atop an egg may be a way to illustrate a productive worker, but a chicken sitting atop a huge pile of eggs would make the point a lot better and with a lot more humor. A cartoon character being handed an email is not particularly funny, but a cartoon character being inundated by hundreds of emails might be.

When you are drawing in "real time," the objective is to keep it simple and to add humor. If you do those two things, you will be artistically-challenged no more.

*Mike Artell is an award-winning author, illustrator, television cartoonist, and conference speaker.  
For more information about Mike, visit [www.mikeartell.com](http://www.mikeartell.com).*

Florida TechNet's [Presenter's Resource Room](#) was developed to assist adult education professionals, but it is a valuable resource for any trainer in any field as a one-stop information and resource center for the novice and the pro. The site covers everything from knowing your audience to PowerPoint tips to your professional appearance, and it has web links and printable checklists every step of the way. You will want to bookmark this ★★★★★ website.



## Emerald Coast Chapter 2004 Board Members

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

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

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### Coming Events

### Mark Your Calendars!

May 7 8:30 – 12:30	UWF-FWB Seminar: "Beliefs, Values & Expectations" - \$40 Fee	Contact the Whitman Center at 474-2367
May 11 11:30 – 1:00	ASTD Luncheon: "Producing Results in a Too-Much-To-Do World"	Amie Devero <i>Framework Consulting</i>
June 2 8:30 – 12:30	UWF-FWB Seminar: "Enhancing Your Professional Image" - \$40 Fee	Contact the Whitman Center at 474-2367
June 8 11:30 – 1:00	ASTD Luncheon: "Basic Cartooning for the Artistically Challenged Trainer"	Mike Artell * Author, Illustrator & TV Cartoonist
July 13 11:30 – 1:00	ASTD Luncheon: "Improving the Strategic Relevance of the T & D Professional"	Chris McChesney * <i>FranklinCovey</i>
August 10 11:30 – 1:00	ASTD Luncheon: "Dimensions of Training Quality"	Dr. Candy Clemenz <i>University of West Florida</i>

\* = Presenter at the 2003 ASTD International Conference

Publicize your events by sending them to Diane Merkel at [DDMerkel@cox.net](mailto:DDMerkel@cox.net).

Need an exciting, new opportunity? Check our Job Bank at [www.astd-emeraldcoast.org](http://www.astd-emeraldcoast.org).