
Message from the President

Take it to the Next Level!

Greetings,

It's 2012 and we are already making great strides to start the year off strong. Your board met January 21 for the annual planning session. We worked on chapter goals for the year, determined a budget, scheduled events, succession planned, and assessed risk management. Check the website www.astdmemphis.org in the next few weeks for posted information in the member section.



We also determined our new theme for the year – **Take it to the Next Level!** What does take it to the next level mean for you? Does it mean building your brand, building your team, increasing your knowledge, increasing your network, improving your performance, etc? Well, ASTD Memphis wants to help you get to the next level. Check our website www.astdmemphis.org for upcoming events and professional development opportunities.

Please help us serve you better by checking the website www.astdmemphis.org to make sure your profile and contact information is up to date. We won't spam you and we will only call if it is important! If it has been a long time since you have logged in and you don't remember your password, click the Forgot Password link on the home page and we will send it to you.

Remember, we exist as a professional association to serve our members, our communities, and our profession in workplace learning and performance. Regardless of your role in this profession, this chapter seeks to provide you with the skills, knowledge and resources you need to deliver value in your organization.

Let's Take It to the Next Level!

Debra M Bennett
Chapter President
ASTD Memphis

Upcoming Events

February 14th – Personal Branding

Date: Tuesday, February 14, 2012

Presenter: Bill Burtch,
Harmony Coaching & Consulting

Location: Holiday Inn – University of Memphis
3700 Central Avenue, Memphis, TN 38111

Time: 11:30 a.m. - 1:30 p.m.



Self employed? Competing for a promotion? Changing jobs?

Join us as Bill Burtch shares some tips and tricks of **Personal Branding**. These techniques are sure to help you better market yourself and your skills to you client, employer, or prospective employer. In this day and age, it is more important than ever to be able to articulate the value you offer to a prospective client.

February 18th – University of Memphis Tiger Basketball and ASTD-Memphis Networking Event

Date: Saturday, February 18, 2012

Location: FedEx Forum
191 Beale Street, Memphis, TN 38103

Time: 11:00 a.m.

Cost: \$12 members & \$15 non-members



Go Tigers and go ASTD-Memphis! Join fellow sports enthusiasts and University of Memphis Tiger supporters as the Tigers take on UTEP at the FedEx Forum on Saturday, February 18, at 12:00 noon. Networking and a talk on how to develop a cohesive team spirit by former Tiger player Will Coleman will precede the game at 11:00 a.m. We have 30 tickets reserved, so get your reservation in early! Reservations will close when the 30 tickets have been sold.

On game day, we will meet near the Will Call ticket window at 11:00 to distribute the tickets and then proceed to the concourse level (site TBD) to hear Will Coleman before we join the rest of the U of M fans. If you have any questions, contact Steven Aronson at 302-8494.



Welcome New and Renewal Members

On behalf of the Chapter, we want to express our thanks to the people who either joined or renewed their membership during January 2012.

RENEWAL

Darrell Uselton
Corporate Training Manager
Barnhart Crane

Justin Keeton
Development Specialist
Methodist LeBonheur Healthcare

Terry Mercer
Director, Learning Organization
First Data

NEW

Allyson Robertson
Leadership Development Specialist
Youth Villages

Angela Houston
Training Coordinator
Service Master Clean

Beth Markley
Senior Program Coordinator
Nursing Institute

Debra Anderson

Diane Wright

James Stone
Education Services Facilitator
Fleet and Family Support Center

Melissa Song
District Operations Trainer
Walgreens

Monica Smith
Full-time Student

Thank you
for being an
ASTD member!

Meet one of our Active Members

Tiereny Tunstall

Tiereny is the Human Resources Administrator for Brother Industries, (U.S.A.), Inc. Some of her responsibilities on a daily basis are: Employee Relations & Communications, Workers' Compensation and Safety for approximately 250 employees. This makes a busy and interesting day always!



Tiereny also has developed and facilitated Respect Initiative seminars for the Line Coordinators and Line Assistants as well as facilitated KYT (Hazard Prediction) training to all of the production employees at Brother Industries, (U.S.A.), Inc.

Although currently in Human Resources her area of expertise goes beyond this field. She has worked in Patient Financial Services in the medical arena for over ten years and collections for about the same. She was also a Customer Service Supervisor for five years with a well known local medical billing company.

Currently she serves on the board of the ASTD Memphis chapter as VP of Membership and is an active member of SHRM-Memphis. She has been a member of ASTD since 2007 and SHRM since 2006. Outside of work she volunteers for the Memphis chapter of the Make-A-Wish Foundation.

A graduate of the Webster University, Tiereny has a Master's degree in Human Resource Management and a Bachelor's degree in Business Administration.

Born in Millington, TN on the Navel base she grew up in the windy city of Chicago, Illinois, which she still loves!

Tiereny is married and loves to spend time with her family and friends. She has a total of seven children and each one is a blessing to her.

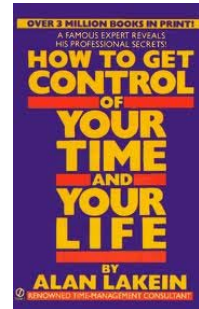
Good Readings for Learning Professionals!

*How to Get Control of Your Time and Your Life
by Alan Lakein*

Book Review by Sheila Bentley

Many of us have set New Year's resolutions and goals, and while some of us are making progress, some of us are already abandoning the new behavior and are on the road to non-achievement. Since training and development initiatives are often a part of performance improvement goals, some tips on setting goals and achieving them might be timely to renew our motivation.

A classic time management book is *How to Get Control of Your Time and Your Life* by Alan Lakein. Although it was first published in 1973, the strategies are still relevant and effective.



Lakein first lays the groundwork for the importance of time management by pointing out that your time is your life. How you use your time will impact the overall quality and outcome of your life. So making decisions about how you use your time is extremely important. He points out that how we make decisions may fall into one of the following six categories:

- Habit (Good or bad, it's what we've always done)
- Demands of others (We let others decide how we use our time)
- Escapism (We spend our time doing one thing to avoid doing something else)
- Spur of the moment (We make a hasty, not necessarily well-thought-out decision)
- Default (We wait so late to make a decision that we no longer have all of the choices)
- Conscious Choice (This is the best way to decide how to use your time)

Laken recommends that you make new goals each year at the same time, and your birthday is a good time to do this, but so is the beginning of the year. He recommends that you establish lifetime goals, but also realize your lifetime goals change over time because your priorities change. He also suggests assigning a "birth date" to your goal--when will you achieve that goal, when will that goal be born?

Good Readings for Learning Professionals!

Set goals--lifetime goals, some long-term goals, and some short-term goals.

Prioritize the goals.

Starting with your top goals, list what you will need to do in order to accomplish those goals (a list for each goal).

Get your calendar out and schedule when you are going to do these steps.

As you go through your day, ask yourself, "What Is the best use of my time right now?" If what you are doing right now is not the best use of your time, stop doing it, do something else, or do something else along with it (read a book while your are waiting in a line).

Make molehills out of mountains. A mountain can be moved if we take it shovelful at a time. Take big goals and break them into smaller goals. Then work on achieving the smaller, more readily achievable goals. Eventually, all of those small accomplishments will add up to the larger accomplishment.

While there have been many time management books written, this one is a classic and deserves to be reread at different times in your life. As your goals change, you want to make sure you have a plan in place for achieving those goals so that you are the one in control of how your life turns out.

If you would like to share with our ASTD Chapter members a good book summary and/or an article, please send us an email to newsletter@astdmemphis.org. Your knowledge and expertise are greatly appreciated.

Quote for the Month

Think Big!

Act Big!

Be Big!

Norman Vincent Peale

You Should Have Been There! – January’s Luncheon Summary

“Let’s Learn . . . Best Practices, Ice Breakers & Energizers!”

Review written by Chuck Jones

So Dickmar asked me to write this review. Hold on, let me get my pen. Wait, where did I put it? Oh, here it is. Crud! It’s out of ink. I know I have another one around here somewhere. No, not in that pocket. Maybe it’s in my knapsack. Does anyone out there have a pen I can borrow? No? Okay, I’ll just use my laptop. I told my wife I should have gotten an i-Pad, but no, she said I would lose it.

Before you begin reading this article, please look around the room where you are. Perhaps you are in an office or maybe your favorite local wi-fi hangout – anywhere but at home by yourself. Now, assuming that is not the case, please take a moment to approach a total stranger, someone whom you have never met, and ask if the two of you can talk few minutes to discover three things that you both have in common. Go ahead. I’ll wait here.

Did you find some things in common with that person? Good. Now, find another total stranger, introduce yourself, approach him and say, “Just entertain me for five minutes. I’m not going to talk.” Again, I’ll wait. No, really, go ahead.

The January meeting featured a number of speakers, each of whom spoke for no more than five minutes each. Each speaker presented an innovative, fun, and effective way to gain the attention of the audience as they prepared to start the session. Debra Bennett and some of her colleagues began with a brief and convincing improvisation of how a presentation can start poorly. Their “script” was similar to the first paragraph of this article and reflected a presentation team that is not prepared. Debra shared what she recently learned about this training method, known as Improv training. The success of improv training comes from the fact that it is realistic and the possibility that it actually could happen. And for the first minute or two, I was convinced as I found myself wondering, “Did I waste my time coming here today?” I was relieved when I discovered it was just a show.

The next speaker, Nhung Hurst, shared with the group the 25 oddest interview questions of 2011. She pointed to question two, “Just entertain me for five minutes. I’m not going to talk,” and solicited responses from three participants – who were each awarded with a lovely gift for sharing their thoughts about how they would respond.



You Should Have Been There! – January’s Luncheon Summary

Sheila Bentley then led an icebreaker in which participants had to partner with someone they did not know – and take a few moments to find three things they both share in common (similar to the second paragraph above). After we conducted this activity, she debriefed it by telling us how research shows that people will generally approach those who they perceive to be “like” them. Once two people find similarities, they are more trusting of each other, and cooperation and sharing between them increases. Conversely, when no similarities exist, there may not be a high level of trust, cooperation, and sharing.

Sylvia Joure shared an engagement bingo game used at MLG&W. In this game, learners find a colleague who has experienced a particular event listed in one square of a bingo card. When the learner fills a row, column, or diagonal, (s)he yells Bingo and wins a prize. We also saw a demonstration of the differences between employee commitment and employee empowering. The particular survey results showed that, while a bulk of this organization’s employees are committed to making their company the best for their customers, one-third of all respondents do not believe they are actually empowered to do so.

The formal presentation was followed by sharing session in which attendees were given the opportunity to share some of their own best practices.

This presentation was fun and enlightening. Using just one of these techniques can help to improve the interactivity and fun at your next event. And while I found that I could not use ALL of the information that was presented; I could use a great deal of it. I suspect that many of my colleagues in attendance walked away thinking the same.

So now that you’ve read my first review, I’d like you to stand up. Close your eyes. Now open them. Put your hand on your heart. Now turn around in a circle. Go ahead and sit back down. **If anyone asks you about this review, you can now tell them the following: “That review, wow, it brought me to my feet. (Insert dramatic pause here.) It opened my eyes. It touched my heart. And it turned me around completely.”**