

Perspectives

Dallas Chapter of ASTD

Membership Newsletter

September 2001

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Perspectives is published by the Dallas Chapter of ASTD, a non-profit corporation. *Perspectives* presents issues, opinions, and news of interest and value to the human resources development community. The annual subscription rate is \$12.00 for non-members.

Letters to the editor, guest contributions, and advertisers are welcome. Article submissions may be sent to Joe Russo or Christy Matheson (contact information below.) **The deadline for advertisements is listed on the Chapter Calendar.**

Please contact the Chapter Administrator at 972.755.0956 or info@dallasastd.org for information on ASTD, membership, changes in membership status (such as change of address, company name, title), receipt of *Perspectives*, or any chapter-related issues.

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Disclaimer: The materials in *Perspectives* and on our website are for informational purposes only and by no means constitute a recommendation or endorsement. The Dallas ASTD Board of Directors, Leadership Team and production staff are not liable for individual interpretation and use of the information provided. The newsletter and website are provided to give readers and visitors a general understanding of training and development issues, not to provide specific professional advice. Before you act on any information contained in either our newsletter or our website, the chapter highly recommends consulting an expert on the subject. The chapter will not be responsible for any errors or omissions transmitted by its newsletter or website nor will it be responsible for opinions expressed by members, guest speakers, or contributors to the newsletter or website.

At our next meeting, Dallas ASTD Presents

An Organizational Training Model for Single or Multiple Locations

This month's workshop will be facilitated by Stephen Kreml, co-author of the book *Training Across Multiple Locations*. He will share examples of applications for a Training and Development Model featured in his book. Through a proposed process and assessment, he will show how it could be used to:

- evaluate your current training and development organization
- build a new T & D organization
- align multiple T & D organizations.

The interactive presentation will show how gaps are determined for each of the 17 elements within the model and identify the biggest needs. Beyond the training function, the session will suggest how you could use this same process to help our organizations improve the capability of any functional group. With the area of knowledge transfer continuing to heat up in many organizations, hear some additional approaches for dealing with the sharing, developing and assessing of functional knowledge that helps the organization meet its business goals.

Stephen is Vice President of People Capability for Tricon Restaurants International in Dallas. Stephen established and runs the corporate university (YUM University) for their international businesses operating in over 100 countries. He is also responsible for managing the company web portal, which serves as knowledge management, communication and e-learning platform for franchisees, vendors and employees. Prior to joining the corporate office, he was director of regional training and development in Singapore, serving business units in South Asia, China and the Middle East. Stephen previously worked in Motorola University's regional operations in Asia

IMPORTANT NOTE:

This month's meeting has been rescheduled to

SEPTEMBER 25

due to the tragic events that occurred on September 11.

Please re-register for this meeting, as all previous registrations have been cancelled. Thank you.

Our next meeting is:

**Tuesday, September 25, 2001
at the Hilton Dallas Parkway
4801 LBJ Freeway, Dallas, TX
(NW corner of LBJ and Tollway)
Hotel Telephone: 972.661.3600
Cost: \$30 members / \$40 guests
(includes dinner)**

If you plan on attending, please register by noon on Thursday, September 20. You may register by visiting our website at <http://www.dallasastd.org>, e-mailing us at info@dallasastd.org, or by calling 972.755.0956, ext.31 (for members) or ext.30 (for guests). Payments may be made by phone or at the meeting. *No-shows will be invoiced.* Also, please tell us if you require a vegetarian meal.

Schedule of Events

JobNet 4:30 - 5:30 p.m.
OPI SIG 4:30 - 5:30 p.m.
Consultants' SIG . 4:30 - 6:00 p.m.
Networking and
Registration 5:15 - 6:00 p.m.
Orientation 5:30 - 6:00 p.m.
Dinner 6:00 - 7:00 p.m.
Program 7:00 - 8:00 p.m.
Lrn. Tech. SIG ... 8:00 - 9:00 p.m.

where he lead a team of educators and consultants and customer service staff to support quality improvement initiatives of suppliers, customers and Motorola business units.



An HRD professional with over 18 years experience in the field, Stephen has trained and lectured in and around Asia for such multi-national organizations such as General Motors, General Electric, Singapore Telecoms, RJR Reynolds, and Telecom Malaysia. He currently serves as regional director of the Asian Regional Training and Development Organization and is past president of the Association for Psychological Type in Singapore. He holds a B.A. in Human Resource Development and Accounting from Brigham Young University (Hawaii) and a post graduate diploma in instructional design from National Productivity Board/Motorola University (Singapore.) ☞

It's All For You!

by Sharon Weisberger

To borrow a line from a recent Janet Jackson hit, Dallas ASTD is all for you. Economy causing sales to be down? Looking for a new job? Seeking others who have experience with (*insert your topic here*) to help you with your job? The 700 wonderful members of our chapter are your best resources.

But how do you connect with the right people?

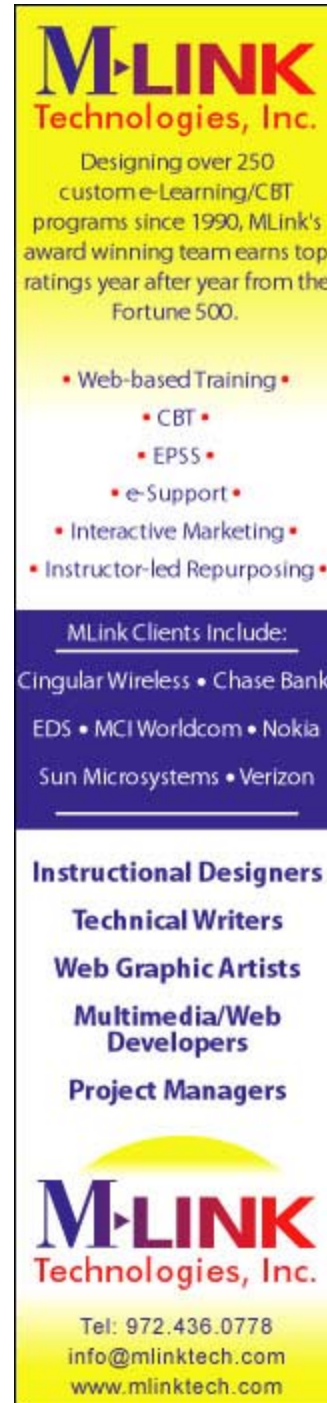
Best Answer? Get involved and get known.

How? Volunteer.

Why? Volunteering in a professional association is one of the best forms of networking. When you volunteer, you get known. When you volunteer and do a good job, you develop a strong reputation. You also develop relationships with the other people you've worked with. A positive reputation and good relationships are the keys to having other people want to help you with your networking needs. Sure, you could just ask people you meet at chapter events. But when people know you better and think highly of you, they are more comfortable and willing to help. And the advantages you'll gain from these referrals will be much richer.

As Chapter President, I get frequent calls from people asking who they can talk to about topics such as implementing e-learning or an LMS, starting a consulting practice, the issues involved in cross-cultural training, and transitioning from teaching to training. While I am glad to share my perspective, I am equally eager to connect our members with each other, linking the caller with someone who is experienced with the topic.

How do I know who to refer people to? I know a lot of people because I've been actively volunteering in the chapter since 1993, and as President, have the privilege of talking to and getting to know many of you. The people I refer others to typically have volunteered for the chapter, so I know a little about them, feel confident in their abilities, and know that they would be pleased to help. When I make referrals, I also seek to assist the helper by giving them a new contact who will support them as well.



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www.mlinktech.com

Dallas ASTD is focused on helping you develop in your career. The programs and services we provide are always evolving based on your feedback. The best way to make our offerings work for you is to partake of whatever fits your needs and get involved, so you know other members and they know you.

How do you get involved? For a list of volunteer activities, visit our website at www.dallasastd.org. Click on Membership, then Volunteering and then Chapter Activities. Please also feel free to call me or any chapter officer. We will be glad

to talk with you about your talents and interests and find a volunteer opportunity that is the perfect match for you!

We know you may be short on time, and we're willing to work with your schedule, however limited. We have opportunities that range from one-time assignments that last for 1.5 hours to chapter leadership positions that involve several hours each month. I'm certain you'll have a lot of fun, make new friends and learn new things.

Once again, how do you connect with the right people?

Best Answer? Get involved and get known.

Second Best Answers?

1. Advertise your consulting services to the chapter through our various marketing opportunities.
 - Consultants Corner
 - Newsletter Advertising
 - Sponsoring monthly e-mails
 - Meeting sponsorship
 - Website banner ads

See our website for full details.

2. Use our new on-line directory coming in October.

By now you should have received an e-mail from us asking for your updated contact information and a list of your knowledge areas. Each person's knowledge areas will be posted in the new directory, so you will be able to search for others who have the expertise you seek. Please e-mail your knowledge areas by September 7 to the Dallas ASTD office (info@dallasastd.org), so we can learn from each other.

Dallas ASTD is all for you and the successful development of your career. To make the most of what we have to offer, participate in the programs and services of interest to you and get involved! The networking that results from volunteering will enrich your life manyfold!

To your success!

Sharon Weisberger 

Thank you to the following volunteers...

...for helping at the July meeting: Charles Fairall, Diana Kocks, and Vicky Ulrich.

Link of the Month

The article "E-Learning: Meeting the Needs of the Business and its Employees," from the American Productivity & Quality Center:

<http://www.apqc.org/free/articles/dispArticle.cfm?-ProductID=1381> (no hyphen)

Managing Accelerated Projects Workshop

Learn how to . . .

- Plan & manage projects on a tight schedule
- Use schedule compression techniques that work
- Avoid delay propagation & schedule overruns

. . . and much more!!

When: 9-10 August 

Where: Dallas

Info: www.R2assoc.com/

Fee: \$995

(972) 596-2956

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Recycling Your PowerPoint Slides

Choices for Sharing Slides Between Presentations

by Scott Stein

As a PowerPoint user, you probably produce a fair number of PowerPoint slides in multiple shows. If you teach or present the same material to different audiences, chances are you'll have to copy slides between presentations or cut and paste an entire new presentation together from several slide shows. **A note of caution if you cut and paste slides:** PowerPoint will automatically change the fonts and colors on your pasted slide to match the style of the existing/target slide show. This creates a challenge for the PowerPoint user, as each slide needs to be checked and reworked. One solution would be to always have the same settings for all of your slides on all of the computers used in your company. That may prove a difficult task in a large company! Despite this challenge, cutting and pasting still takes less time than it would to recreate the slides from scratch.

What are ways you can reuse or recycle your PowerPoint slides?

1. Of course, the simplest method for copying slides from one presentation to another is to copy and paste slides while viewing both your source and target slide shows in the "slide sorter" mode in separate windows. To copy

the slides:

- Right click on the slide you want to copy and choose "Copy."
 - Find the location in the other slide show you want to place it in (the actual target location is indicated by a black vertical line shown between slides when your cursor crosses over the slides).
 - Select the location to copy the slide into by right clicking on the location, then click "Paste."
2. While still in slide sorter, you can also drag and drop slides from one presentation to another. However, the slides will be moved, not copied.
- To copy slides while dragging, hold the **Ctrl** key down.
3. To copy multiple slides:
- hold the left mouse button down and drag across the slides you wish to copy. You'll notice that a black border shows around the slides you've chosen.
 - If there is another slide outside of the group you've already chosen that you want to copy as well, hold down the **Shift** key while clicking on that additional individual slide. Holding down the **Shift** key while clicking will prevent the slides you have already chosen from being "de-selected."
 - After you've chosen all the slides you want to copy, you can press **Ctrl-C** to copy the slides, then select the place where you want to copy the slides and press **Ctrl-V** to paste.
4. Another method to copy slides into another presentation is to use the Slide Finder feature. To use this feature:
- click on the "Insert" menu and choose

"Slides from Files."

- search for the slide show from which you want to import slides and click on the file. Thumbnails of the slides will open.
- choose one, several, or all of the slides.



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TRAINING TOPICS

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of 40 Books

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5. New third-party software is available called Presentation Librarian <http://www.accent-graphics.net/pl.asp> (USD\$300, single user). The software is similar in operation to the "Slide Finder" feature in PowerPoint. What makes Presentation Librarian especially useful is that you can develop a visual database of all of your slides from which you can select individual slides to construct an entirely new presentation. This is particularly useful if you have several hundred slides that you work with for different training classes (or client presentations) that you reuse when customizing your

material. A network edition is also available for a considerably higher cost.

6. This last method is perhaps a bit unorthodox, and I wouldn't recommend using it for all your slides. However, if you have a slide that always seems to disintegrate when you are trying copy it (and that slide isn't animated) this method might be an solution, and it's cheaper than a visit to a therapist.
 - In the "slide view" mode, click "File | Save As | JPEG File Interchange Format." What you will be doing is creating a .jpg image file from the slide.
 - PowerPoint will give you two choices:
 - Click "yes" to export every slide in the presentation to .jpg format (make sure this is what you want to do with that 300-slide presentation!) or
 - Click "no" to export only the current slide to .jpg format.
 - Then import that rambunctious slide into another slide show as a graphic! The quality is actually quite good, and your participants won't even know that you cheated.

Copying slides between slide shows with different styles is a risky necessity for most PowerPoint users. You should always allow plenty time to proof and correct the problems that occur. Of course, designating a standard style for all of your PowerPoint slide shows would be the best alternative to maintain the consistency of your slides when copying them to a slide show on another computer. However, maintaining a single standard style may be difficult if more than one person is designing and using slide shows at your company.

Scott Stein is the VP of Technology for Dallas ASTD. He is an experienced soft skills, technical, and communications trainer and writes a monthly article on PowerPoint for The TrainingZONE (www.trainingzone.co.uk). You can reach him at Scottcs@hotmail.com. ☎

Using Office for Training Functions

Train the Trainer - Word Documents

By Shirley Lee

The features presented in these articles will apply primarily to Office 97 and Office 2000 users.

Ever wonder why some people are just so much faster at making changes to their Word documents than you are? Maybe it's because they learned some quick selection and movement tips you may have missed out on or forgotten about. Below are some tricks you may like to try out:

Double-click = Select a word

CTRL + Click = Select a sentence

Triple-click = Select a paragraph

Click, Shift + Click = Select a range with a click on starting point, move to desired end point, and then hold down shift key and click

Selection Bar = From left margin area and after pointer changes to right-pointing arrow, drag to select a large range of text

Drag & Drop = Move selected text or object

CTRL + Drag = Copy selected text or object

Right-Click = Format and Edit menu options



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Call **888.221.8685 X226** to register or for more information.

Now you are thinking, "Wow! Those helpful tricks were great. But what if you did some major formatting changes on some text and you would like that formatting applied to other text in your document?" A quick and easy method is using a handy toolbar button called "Format Painter". Follow the steps below:

1. Format initial text to desired formatting.
2. Select formatted text.
3. Double-click on the Format Painter button on the toolbar to turn on the feature.



4. Select the new text that you want formatted.
5. Repeat step 4 until all desired text is formatted.
6. Click the Format Painter button again to turn off the feature.

Format Painter is cool, right? What is really cool about it is it works the same way on PowerPoint text and for repeating cell formatting in Excel.

Shirley Lee is MOUS certified (Microsoft Office User Specialist). Her web site is <http://web2.airmail.net/c0027711/>. ☛

SnapShots

photos courtesy of Don Simonds



Carl Schwab welcomes 23 participants to the OPI GIG.



Guest Speaker Carlos Maese addresses the OPI group on Human Dynamics.



Allen Barraclough speaks about Evaluation with the Consultants SIG.



JobNet participants share job search "Best Practices".



Guest recognition.



Guest of the Month winner Charles Cabaniss takes a bow.



Clare Davis explains "How to Get Started with eLearning."



Caryl Madison hones in on "Honing Your Job Search in Today's Market - Tips and Techniques."



Shaun Manning persuades the group toward "Sales Performance-Based Training."



Carl Youngberg influences, "Marketing Ourselves as Trainers of Excellence - Understanding and Maximizing our Strengths."



Sharon Weisberger thanks all of the table topic volunteers.

Member Services

| Program | Service/Purpose | Contact Information |
|---------|-----------------|---------------------|
| | | |

| | | |
|-------------------------------|---|--|
| General Information | To register for meetings, leave a message for the chapter administrator, notify us of address changes, and receive information about chapter programs. | Dallas ASTD Office 972.755.0956 info@dallasastd.org http://www.dallasastd.org |
| Advertising in our Newsletter | You may place ads in our monthly newsletter. Contact us to learn about rates. | Dallas ASTD Office 972.755.0956 info@dallasastd.org |
| Ambassador / Newcomer Program | If you would like to help welcome new members or would like someone to help you make the best of Dallas ASTD, this is for you! | Deborah Avrin 972-991-4737 ext. 350 avrin@wans.net |
| Awards | The Chapter sponsors awards for all chapter volunteers, as well as several awards to recognize outstanding achievement in training and development. Awards are presented at the December monthly meeting. | Bob Livingston 972.437.1711 x-215 livstone@earthlink.net |
| Career Builders | A career development service that allows you to assess your competencies in training and development with a proven assessment instrument, and speak to an advisor for personal assistance with your career decisions. | Carly Lamb 972.668.0676 carlylamb@yahoo.com |
| Directory | Available on the Chapter website in the next few months. Contains contact information for each member, along with general information about Dallas ASTD and ASTD National. | Dallas ASTD Office 972.755.0956 info@dallasastd.org |

Job Search Services

| | | |
|--|---|---|
| JobNet | A job search support group that meets before each monthly meeting from 4:30 - 5:30 p.m. | Doug Caldwell 1.800.510.3973 Ext. 89845 astdjobnet@aol.com |
| ResumExpress | Members submit resumes on computer disk or through e-mail. Employers receive resumes through e-mail or fax (free.) | Mia Bradley 972.915.2495 mia_bradley@merck.com |
| | | |
| Mailing List | Available to rent if you have a training-related service or product to advertise. | Dallas ASTD Office 972.755.0956 info@dallasastd.org |
| Monthly Meetings | Held the third Tuesday of each month to provide professional development and networking opportunities. | Dallas ASTD Office 972.755.0956 info@dallasastd.org |
| Newsletter Perspectives | Published monthly; contains information about chapter programs and events, and educational articles. | Christy Matheson 469-374-0900 cmatheson@atwork-solutions.com |
| Orientation | Provides information about all chapter benefits. Offered at 5:30 p.m. for 30 minutes before each monthly meeting. | Mary Jo Huard 972.315.0916 |
| Professional Development Seminars | Dallas ASTD offers a variety of half-day and full-day seminars throughout the year. | Dallas ASTD Office 972.755.0956 info@dallasastd.org |
| Human Performance Technology (HPT) Certificate Program | In partnership with Dallas ASTD, the University of Texas at Dallas offers this certification in six weekend seminars. | For more information, visit http://som.utdallas.edu/profdev-/CourseDescriptions/HPTProgram.htm (do not include the hyphen) |
| Scholarship | The Ann Bankhead Jacobson scholarship is awarded each December to a student pursuing a | Bob Livingston 972.437.1711 x-215 livstone@earthlink.net |

| | | |
|--|--|--|
| | graduate degree in training or a human resource specialization. | |
| Special Interest Groups | | |
| Consultants | To provide an environment that promotes excellence in professional development, an increased awareness of our various skills and a spirit of networking. Meets 4th Tuesday, 7:30 - 9:30 a.m. at Group Dynamix, 1215 Trend Dr., Carrollton, TX. | Allen Barraclough 817.442.1698 abear727@aol.com Misty Shatto 817.274.9473 mistyshatto@aol.com |
| Learning Technology | To provide an opportunity for members to learn about new and emerging learning technology. Meets directly after the chapter meeting (except December) at location of chapter meeting. | Bill Brandon 888.817.7393 bbrandon@bigplanet.com |
| Organizational Performance Improvement | To review articles and issues, and discuss organizational vision development to improve performance. Meetings are held before each monthly chapter meeting from 4:30 to 5:30. | Carl Schwab 972.393.5568 cmschwab@gte.net Dwight Davis 972.729.3048 Dwight.Davis.1@wcom.com |
| Volunteering | Dallas ASTD is completely run by volunteers. Opportunities to volunteer vary in length to fit your schedule. Volunteering is a great way to meet more people, feel more connected to ASTD, and develop new skills. | Contact any chapter officer or the Dallas ASTD Office 972.755.0956 info@dallasastd.org |

| September | | | | |
|----------------|--------------------------|-----------|--------------------------------------|--|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 3 Labor Day | 4 | 5 | 6 | 7 October newsletter submissions due |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 Meeting reservations due | 21 |
| 24 | 25 Chapter Meeting | 26 | 27 | 28 |

Advertising

Advertisers may contact the Chapter Manager, John Swinburn, or the Chapter Administrator, Janine Bethscheider, at 972.755.0956 or by e-mail at info@dallasastd.org. **The deadline for advertisements is listed on the Chapter Calendar.**

All advertisements must be provided in the form of JPEG or GIF electronic files (for the PC) at 72 dpi or better. All advertisements must adhere to the following sizes:

| Size (W x H) | Number of Issues | | | | |
|-----------------|------------------|-------|-------|-------|-------|
| | 1 | 3 | 6 | 9 | 12 |
| 2.25" x 2.25" | \$24 | \$67 | \$127 | \$180 | \$225 |
| 2.25" x 4.75" | \$48 | \$135 | \$255 | \$360 | \$450 |
| 2.25" x 9.75" | \$95 | \$270 | \$510 | \$720 | \$900 |

Dallas Chapter ASTD 2001 Leadership Team

| | | |
|---|---|---|
| <p>President/Chairman</p> <p><i>Sharon Weisberger</i> 972-818-1199 sharonw@airmail.net</p> | <p>Director</p> <p><i>Teresa Smith</i> 972-496-6685 seantsm@home.net</p> | <p>VP Member Services</p> <p><i>Deborah Avrin</i> 972-991-4737 ext. 350 avrin@wans.net</p> |
| <p>Director</p> <p><i>Marie Beck</i> 972-401-8145 marieb@personneldecisions.com</p> | <p>President-Elect</p> <p><i>Bob Livingston</i> 972-437-1711 x-215 livestone@earthlink.net</p> | <p>VP SIG's</p> <p><i>Scott Airitam</i> 972-475-3964 Scott.airitam@osar.com</p> |
| <p>Director</p> <p><i>Bill Lee</i> 817-963-3501 bill.lee@aa.com</p> | <p>VP Communications</p> <p><i>Christy Matheson</i> 469-374-0900 ext. 3 cmatheson@atwork-solutions.com</p> | <p>VP Career Development</p> <p><i>Holli Simmons</i> 817-835-3773 holli_simmons@AFCC.com</p> |
| <p>VP Finance</p> <p><i>Bill Hollomon</i> 972-987-6591 bill.hollomon@ricoh-usa.com</p> | <p>VP Marketing</p> <p><i>Jana West</i> 972-583-1655 jana.west@ericsson.com</p> | <p>VP Programs</p> <p><i>Kim Dukes</i> 972-304-1044 kim_dukes@yahoo.com</p> |
| <p>VP Technology</p> <p><i>Scott Stein</i> 817-238-9104 scottcs@hotmail.com</p> | <p>Chapter Manager</p> <p><i>John Swinburn</i> 972-755-0956 John@dallasastd.org</p> | |

