



# NEWSLETTER STAND

Sharing resources and promoting training  
and education for professional development

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2000-2001

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## President's Letter

July 2001

Dear Colleagues,

Again, thank you for voting me in as President of STAND for the next two years. I am very pleased to work with such a wonderful group of Board Members---Communications V.P., Larry Trunfio; Member at Large, Marcia Roe; Membership V.P., Hope Ellsworth; Program V.P., Tracey Connolly; Secretary, Anna Reese; and Treasurer, Bill Tyson.

As I reflect on what my predecessor, Cindy Fauerbach, said in the April 2001 STAND Newsletter, I am anticipating good things and am excited about the opportunity to lead such a prestigious organization. Special thanks to Cindy Fauerbach, Carol Kuprevich, and Lori Watts for the smooth transition into our positions.

I continue to receive positive comments about the July 13 STAND meeting. The POT LUCK luncheon was very successful! Thanks to each of you who responded favorably to Tammy's request for food donations. KUDOS to Jim Cagle and Tammy Severson for coordinating the luncheon!

Our next meeting is Friday, September 14 from 9:30 to noon at the UofD Paradee Center, Route 113 in Dover. Our guest presenter is Michael Hojnicky. His presentation topic is "Technology Considerations When Designing A Training Facility". I look forward to seeing you on September 14!

Sincerely,  
Wanda Hyland Isler  
STAND President

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## Training News

### Tracey's Trip to *Training 2001*: Hi-Tech in Hotlanta

This past March, I attended the Training 2001 conference in Atlanta, Georgia: Hotlanta, home of Coca Cola, CNN, the World Congress Center and my father who provided free room and board for my trip! I must say, this was the first time I had attended such a large conference and I was overwhelmed. I got more giveaways than I know what to do with and everything was high tech... instead of handing out business cards, vendors would scan your name tag which had a bar code on it and you would be automatically added to their mailing list... similar to the employees in the department stores who used to come at you with perfume bottles, I spent a lot of time dodging vendors with scanning guns! I saw and heard Deepak Chopra and Howard Gardner of "Multiple Intelligence" fame. I missed Dave Barry and the Temptations to actually spend

some evenings with my father but I could have seen them if I'd wanted!

The majority of the vendors and workshops were on e-learning and web-based training. I went to several workshops including accelerated learning (my new favorite thing – for the trainer whose boss says, "Could you come up with a presentation on such-and-such by next week"!) an employee recognition workshop, and how to be a great presenter. One of my favorite things was that they gave every participant a CD-ROM with all the workshop handouts on it so even if you didn't attend a particular workshop, you could still get the handouts. As your new VP of Programs, I expect to use some of this information I learned in upcoming meetings and hope you enjoy and benefit from it as much as I did!

### Trainer's Corner: Trainers' Favorite Tools

As an icebreaker at our last STAND meeting, people shared their favorite tools that they use to motivate and inspire their participants. The response was wonderful. We came up with list of ideas that were practical, creative, humorous, and, in some cases, scary. We thought it would be a good idea to share this list with everyone. Please take a look at it and think about some of the tools you use already and some that you might use in the future. Thanks!

- |                                  |                                   |                                    |
|----------------------------------|-----------------------------------|------------------------------------|
| ? Food!                          | ? Trivia Questions                | and advice)                        |
| ? Humor/Jokes                    | ? Sharing Something About Self    | ? Wake-em Up Questions             |
| ? Chocolate Coins                | ? Sharing Personal Stories        | ? PowerPoint                       |
| ? Interactive Activities         | ? Ball Toss to Review What Was    | ? Periodic Audience Assessment     |
| ? Pointer (can be multipurpose - | Learned                           | ? Memory Tools                     |
| one person uses a golf club- to  | ? Team Competition with Play      | ? Parables                         |
| drive home his points)           | Money                             | ? Making Sure Participants Are     |
| ? Laser Pointer                  | ? Hand Claps                      | Notified of the Training           |
| ? Tests with Prizes              | ? Brainstorming/Carousel Brain-   | ? Computers and Remote Mouse       |
| ? Open ended Questions           | storming                          | ? Training Process Map             |
| ? Implements of Torture          | ? Playing Games                   | ? Build Rapport with Audience      |
| ? Video Clips                    | ? Using Names                     | ? Recognizing Contributions of All |
| ? Icebreakers                    | ? Music                           | ? Networking                       |
| ? Using Active Listening Skills  | ? Using Your Co-workers (for help | ? State Cars                       |

## Committee Reports

### Program Committee

#### Upcoming Events

**September 14, 2001—General Meeting**

**Topic:** Technology Considerations For Designing Training

**Location:** U of D Paradee Building

**Time:** 9:30 AM— 12:00 PM

#### Description:

Learn what questions to ask when considering technology for your training facility... from "how big is my room" to "how technophobic will the users be?" Come hear about the latest options... from overhead projectors to DVD players and how you might use them in your agency.

### Membership Committee

Our Membership V.P. Hope Ellsworth reports that we currently have 120 paid members for fiscal year 2001.

### Treasurer's Report

As of July, our treasurer, Bill Tyson, reports that we have \$4,711.48 in total assets.

## Book Reviews

### **Meeting Room Games: Getting Things Done in Committees**

Nan Booth

Brighton Publications, 1996

Games for different stages of committee work: introductions and setting goals, breaking into groups, building teamwork and dealing with conflict, wrapping it up. Each activity description lists the necessary # of participants, materials, directions, potential problems, and variations on the game as well as the desired goal of the game.

### **The Big Book of Presentation Games**

Edward Scannell & John Newstrom  
McGraw-Hill, 1997

Ideas for icebreakers, energizers, stories, openers and closers. These are mostly short, attention-getting activities that are easy to put together and explain to the group. Each activity has the objective, materials required, procedure, time length, and discussion questions or follow-up information as needed.

### **The Game Finder: A Leader's Guide to Great Activities**

Annette C. Moore

Venture Publishing, Inc., 1992

These are truly games - like we all used to play at camp and school play days. Each activity lists the appropriate place, # of players, time, energy level needed, equipment, and procedure. Great for mixers, workshops, staff retreats, children and youth programs.

### **75 Icebreakers for Great Gatherings**

Nan Booth

Brighton Publications, 1999

Icebreakers for just about any occasion. They use no materials or simple to prepare materials and are quick to teach and do. Everything from meaningful introductions to just plain silly fun. Each activity has the group size, advance preparation, materials needed, and procedure.

### **All Together Now!: A Seriously Fun Collection of Interactive Training Games and Activities**

Lorraine L. Ukens

Jossey-Bass/Pfeiffer, 1999

Experiential games to immerse your group in an activity. Games take anywhere from 15 minutes to over an hour to play. A nice feature is that each activity is indexed (in the front) by topic, such as conflict management, leadership, and problem solving. These take some preparation, but all of the handouts are included. Each activity lists the objective, applications, group size, time, materials, preparation, procedure, and discussion points.

*A special thank you goes out to Annie Norman for providing us with this reading list.*

***People don't care about how much you know until they know how much you care about them.***

## Special Announcements

### NAGTAD'S ANNUAL CONFERENCE

#### Mountain Training Time ----Peak into the Future!

.....and all that NAGTAD and Idaho have to offer you!

**September 30 – October 3, 2001**

NAGTAD's 22<sup>nd</sup> annual conference will be in Boise, Idaho, September 30 to October 3, 2001. Conference headquarters will be the Grove Hotel, a new four-star hotel in the heart of Idaho's bustling capital city.

Boise is a great blend of the past and the future. From its origins as a trading post on the Oregon Trail to a city with emerging skyscrapers and high tech companies, Boise offers a sophisticated view of the West. Exciting conference activities will help make your trip to Idaho exciting and memorable! And if you're an explorer, take time to experience and visit the Lewis & Clark trail!

Experience the NAGTAD Conference, providing you with relevant topics, timely information and a network of professionals! NAGTAD's annual conference is the premiere development and networking event for training and development professionals in federal, state, and local government organizations.

Look forward to these benefits...

- ? Presentations that address current issues and enhance skills
- ? Time to network with colleagues from across the country
- ? Opportunities to swap program materials and ideas
- ? Vendor exhibits and demonstrations tailored to your needs

**Mark the dates on your calendar today!**

September 30 --- October 3, 2001

For more information, contact John Moore(406) 444-3855 or e-mail [jmoore@state.mt.us](mailto:jmoore@state.mt.us) or visit [www.usd.edu/nagtad](http://www.usd.edu/nagtad)

## LightQuest

providing an adventurous forum for people seeking to learn and improve

Greetings to my fellow STAND members! I have some news to share...a fall LightQuest Learning Schedule

is now being designed. Call Hope Ellsworth for details or to be placed on my mailing list.

Coming next month:

**[www.lightquestlearning.org](http://www.lightquestlearning.org)**

I hope it will become one of your favorites. The site will promote LightQuest's services, including:

- ? seminars
- ? conference planning
- ? group facilitation
- ? curriculum development

See you in July,

Hope

[www.lightquestlearning.org](http://www.lightquestlearning.org)

*The mind is like a TV set—when it goes blank it is a good idea to turn the sound off.*

*Bill Lyon*

## Interesting Web Pages

Are you tired of going home with sore wrists and hands, an aching back, or a stiff neck from sitting at a computer all day? Would you like to discover some ways to reduce work place injuries? If you do, check out **[www.ergaerobics.com](http://www.ergaerobics.com)**. This is an interesting site dedicated to the topic of ergonomics. On this web page you can find information such as exercises you can use, how to arrange your workspace more effectively, product reviews, worksite analysis, and many articles on this subject.

Also -

There has been some interesting research done in an area know as "Hemi-Sync." Hemi-sync is a process that uses audio tones similar in frequency to the body's natural brain waves to increase brain activity. The uses of such a process would be to enhance desired states of the brain such as increasing focus and concentration or promoting a sense of deep relaxation. If this sounds interesting to you, you can check out the following web sites to find out more information about this process and the research behind it:

**[www.hemi-sync.com](http://www.hemi-sync.com)** or **[www.monroeinstitute.org](http://www.monroeinstitute.org)**