

# STAND NEWSLETTER

## STAND President's Letter

May 2007 Volume 13, Issue 9

May 10, 2007

As I approach the end of six years as President of STAND, I thank each of you for your attendance and support at our STAND general meetings and conferences! It has been a pleasure to be among such an elite group of people!

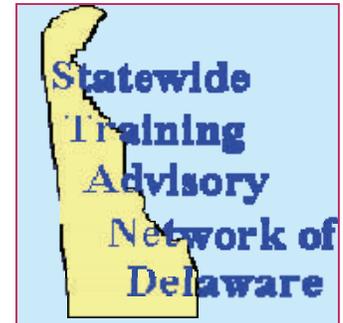
My tenure as President has been both rewarding and gratifying! We've been able to provide you with outstanding training opportunities and our membership has increased.

Speaking of training opportunities, I hope that you will join us on Friday, May 11 at the Paradee Building for our STAND general meeting. In addition to a continental breakfast, Kristen Boehmer has invited a dynamic presenter. As said to me, by one of his pupils, I will thoroughly enjoy his presentation.

I would be remiss if I didn't take this opportunity to thank a very special group of people---the STAND Board! I do appreciate the time and energy that you have invested on the STAND Board.

Again, I thank you for allowing me to serve as your President for three terms.

*Wanda Hyland Isler*



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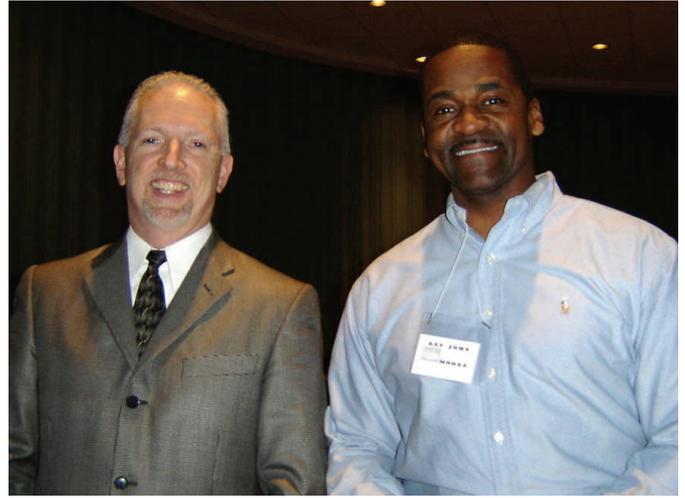
## Upcoming STAND Gatherings

**July 13, 2007**  
**STAND General Meeting**  
**Where:** U of D Paradee Bldg.  
**Time:** 9:30 AM – 12:00 PM  
**Topic:** Multiple Intelligences  
**Presenter:** Tracey Connolly

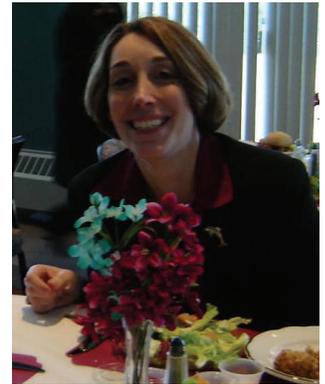
### Our Annual Pot Luck Picnic to follow meeting!

Please plan to come and bring a dish to share! More information will be sent out closer to the date of the meeting.

**September 14, 2007**  
**Where:** U of D Paradee Bldg.  
**Time:** 9:30 AM – 12:00 PM



Scenes from the  
**2007 STAND Conference**  
**Face the Final Frontier:**  
*These are the voyages of the*  
*stars of enterprise*  
 March 2, 2007  
 Polytech Conference Center



Decreasing Workforce  
 Challenges

- Open jobs
- Length of the hiring process
- Doing more with less
- Development of skilled employees
- Retaining "good" employees

**Anyone who stops learning is old, whether 20 or 80.  
Anyone who keeps learning stays young.  
Henry Ford**

## Recommended Reading

Looking for something to add to your summer reading list?  
Here are some books that have been recommended by other STAND Members:

### **First Break all the Rules**

By Marcus Buckingham

Marcus Buckingham and Curt Coffman expose the fallacies of standard management thinking in *First, Break All the Rules: What the World's Greatest Managers Do Differently*. In seven chapters, the two consultants for the Gallup Organization debunk some dearly held notions about management, such as "treat people as you like to be treated"; "people are capable of almost anything"; and "a manager's role is diminishing in today's economy." "Great managers are revolutionaries," the authors write. "This book will take you inside the minds of these managers to explain why they have toppled conventional wisdom and reveal the new truths they have forged in its place."

### **Professional Trainer, 2nd edition**

By Robert Vaugh

Written for "Trainers of Trainers", the *Professional Trainer* provides both full-time trainers and those who train only occasionally with the tools and techniques they need. A basic primer covering the entire training process, the book can also be used as a troubleshooting guide, with chapters on how to determine what skills and knowledge to include in a training program and the development of on-the-job lesson plans, checklists for progress evaluation, and information on when and how to use media support, and tools for making the learning process effective and attractive.

*For those of you who were intrigued by Jerry Fons presentation at the recent STAND Conference, you might want to check out the book that inspired it:*

### **Leadership and Self-Deception: Getting Out of the Box**

By The Arbinger Institute

Using the story/parable format so popular these days, *Leadership and Self-Deception* takes a novel psychological approach to leadership. It's not what you do that matters, say the authors, but why you do it. Latching onto the latest leadership trend won't make people follow you if your motives are selfish--people can smell a rat, even one that says it's trying to empower them. The tricky thing is, we don't know that our motivation is flawed. We deceive ourselves in subtle ways into thinking that we're doing the right thing for the right reason. We really do know what the right thing to do is, but this constant self-justification becomes such an ingrained habit that it's hard to break free of it--it's as though we're trapped in a box, the authors say.

Learning how the process of self-deception works--and how to avoid it and stay in touch with our innate sense of what's right--is at the heart of the book.

*Book Summary Source: Amazon.com*

# TIPS FOR TRAINERS

## Tips for Using PowerPoint

- **Use the Outline View first**

The most important part of any presentation is the content, not the way it looks. Using the Outline View to create your presentation will help you focus on the content, before deciding on other visual effects (colors, fonts, graphics, etc.). This view is accessed by clicking on the View menu and selecting the Normal command. Next, select the “Outline” tab (or the one with all the lines) on the left.

- **Use Contrasting Colors**

If you want your audience to be able to see what you have on the slide, there needs to be a lot of contrast between the text color and the background color. Use a dark background with light text – such as a medium to dark blue background and white or yellow letters. Some people prefer a light background and dark letters, which will also work well. Also remember, most projectors make colors duller than they appear on a computer screen, so you should check how your colors look when projected to make sure there is still enough contrast.

- **Use a big enough font**

Make sure the font you use is big enough so that participants can read it. Typically, any font size less than 24 point is too small to be reasonably read in most situations. Try to use a 28 or 32 point size, with titles being 36 to 44 point size.

- **Blank the screen**

Sometimes you’ll want the image on the screen to disappear so that the audience is focused solely on the presenter. There are two ways to do this. The first is if you want to blank the screen with a black image, similar to shutting the projector off. Just **press the B key** on the keyboard and the image is replaced with a black image. Press the B key again and the image is restored. If you want to use a white image instead of a black image, **press the W key** each time.

- **Stop the moving text**

When text comes on the screen, you want the audience to read the text, then focus back on you to hear the message. If the text moves onto the screen in any way – such as flying in, spiral or zooming – it makes it harder for the audience members to read since they have to wait until the text stops to read. The “Appear” effect is the easiest for the audience to read.

- **Have Slides at the End of Your Presentation**

The last slide you speak to should not be the last slide in your presentation file. You should have three identical copies of your last speaking slide so that if you accidentally advance one too many times at the end of your presentation, your audience never knows because the slide looks like it has not changed. After these slides, you may want to include some slides that answer questions that you expect to be asked. These slides will be useful during a Q&A session. The final slide should be a blank slide so that if you go through all the other slides, you have a final backup from dropping into the program.

### Top PowerPoint Annoyances from Participants

Speaker reads slides to us	62.0%
Text is so small I couldn’t read it	46.9%
Color choice makes slides are hard to read	42.6%
Full sentences instead of bullet points.	39.1%
Moving/flying text or graphics	24.8%
Overly complex diagrams or charts	22.2%

Source: [www.thinkoutsidetheslide.com](http://www.thinkoutsidetheslide.com)  
See page 6 for more information about this website.

## Lew’s Clues

### Lew’s New Lexicon

#### *Ohnosecond*

That minuscule fraction of time during which you realize you’ve just made a terrible error.

#### *404*

Someone who is clueless. From the web error message—“404 Not Found—which means the document requested couldn’t be located.

Example: *Don’t bother asking John. He’s 404.*

#### *Open Collar Workers:*

People who work at home or telecommute

#### *Tourists*

Those who take training classes just to take a vacation from their jobs. “There were only three serious students in the class; the rest were just tourists.”

#### *Beep Spasms*

The brief seizures people sometimes suffer when their beepers go off, especially in vibrator mode. Characterized by physical convulsions, goofy facial expressions, and stopping speech in mid-sentence.

#### *Idea Hamsters*

People whose idea generators are always running.

# TIPS FOR TRAINERS

## Introducing Variety

**If you are like me, every once in a while you get tired of doing the same old thing the same way, and you want to try something different. Here are some suggestions on how you can introduce a little variety into a training class by varying activities and the way you create groups.**

*Source: AchieveGlobal TrainingEdge E-Newsletter*

### Varying Activities

Although the group may be asked to participate in similar activities as the training session progresses, varying your approach to the activity—or to some part of it—can go a long way to keeping participants engaged.

Consider the following options.

#### **Vary the way an activity is conducted:**

- Ask the participants to stand.
- Ask small groups to stand facing each other (for example: for a review) and have the participant who answers the question take a step forward.
- Use partners instead of trios.

#### **Vary the way small groups report back:**

- Share the best one, two, or three ideas (rather than all).
- Draw for which team goes first.

#### **Vary the way a team's spokesperson is chosen:**

- The trainer chooses.
- The participants choose.
- Use alphabetical technique (first/last name, highest/lowest in alphabet).
- Choose the person who traveled the farthest to the training session.
- Spin the flip chart marker.
- Pick the person with the fewest/most letter in first or last name

***Discovery consists of seeing what everybody has seen, and thinking what no one else has thought.***

*Albert von Szent-Gyorgyi*

### **Creating Groups**

Participants may lose interest if they always pair up with the same partner or always count off to form sub-groups. Varying your approach to creating groups can keep the enthusiasm alive. Consider the following ideas when creating groups.

#### **Vary the way pairs are assigned:**

- Participants pair up with the person to their right or left.
- Leader assigns partners.
- Participants select their own partners.
- Participants draw and match numbers.
- Participants pair up with the person they know the best/least.
- Participants choose someone they have not worked with yet.
- Participants draw and match postcards.
- Participants draw cards and match words, i.e.
  - horse – carriage
  - lost – found
  - bread – butter
  - pork – beans
  - Bonnie – Clyde

#### **Vary the way small groups and trios are formed:**

- Group participants who are sitting together.
- Have participants count off.
- Assign groups according to color of clothing.
- Group participants according to their years on the job.
- Participants draw cards and match words, for example:
  - tic, tac, toe
  - Larry, Curley, Moe
  - birthday cake, candles, party hats
  - ham, eggs, hashbrowns, orange juice
  - U.S. flag, hot dogs, apple pie, baseball
  - ocean, shells, waves, sand

#### **Something to Consider**

When creating groups, avoid dividing participants by physical characteristics, for example, by height or by those who wear glasses. What may seem perfectly harmless to you may make some participants uncomfortable and break rapport rather than build it.

## RESOURCE SHARING AND SPECIAL ANNOUNCEMENTS



### Big Sky Beginnings: Core of Discovery

Mark your calendar now for August 19 - 22, 2007.

Plan to join us at the Great Northern Hotel in Helena!

For more information and to register, please visit NAGTAD's site:  
<http://www.nagtad.org>

#### Vendor, Exhibitors, & Sponsors

Information on how your organization can take part in the conference as a vendor, exhibitor, or sponsor can also be found on the NAGTAD web site.

## Save the Date

**October 19, 2007**

**Special Members Only  
Workshop**  
Details to follow.

### Other events to look for:

#### OMB Personnel Conference

July 11, 2007

at Dover Downs

#### 2007 Partners in Progress

Conference

August 9, 2007

### Management Development Certificate Program

2007 Summer Enrollment:

July—August 15, 2007

For more information about this program and to apply, please visit the Statewide Training & Development website:

<http://www.delawarepersonnel.com/training/special/mange/index.shtml>

### Interesting Web Sites Recommended by STAND Members

#### Think Outside the Slide [www.thinkoutsidetheslide](http://www.thinkoutsidetheslide)

Dave Paradi's Think Outside the Slide™ approach helps get results by showing you how to quickly create effective PowerPoint presentations. He is the co-author of "Guide to PowerPoint", part of the Prentice Hall Series in Advanced Business Communication. His web site offers a free PowerPoint e-course, newsletter and articles. Examples of some of the free article titles are:

- Ten Secrets for Using PowerPoint Effectively
- Five Ways to Transform your Overloaded Text Slides
- Overview of Using Copyrighted Material in Your Presentation

#### Creative Presentations Resources [www.presentationresources.net](http://www.presentationresources.net)

In addition to being another source for finding training toys, you will find some interesting articles under the "Free Stuff" tag.

#### E-Content Collection at the Delaware Library [http://consortium.lib.de.us/patron\\_econtent.htm](http://consortium.lib.de.us/patron_econtent.htm)

#### *It's more than E-Books!*

Through this site, the Delaware Division of Libraries provides access to **digitized books** that you can view on library or home PC's. It also has **audio books** that you can download and listen to on your own PCr or handheld device.

#### *What's in the collection?*

- More than 61,000 e-books such as reference works, literature and fiction
- More than 1,300 unabridged audio books including latest bestsellers, book club favorites, award-winning authors, the Bible and the Pimsleur language series featuring 39 languages for beginner, intermediate and ESL students.

#### Mind Tools

[www.mindtools.com](http://www.mindtools.com)

This is another interesting site that provides free articles, newsletters and other resources for trainers, HR professionals, and managers.