

# Armed Forces ISPI Update

Issue 5

October 2005

## AFC ISPI Las Vegas Fall Meeting



ISPI Board of Directors (from left to right) CAPT Matt Peters, Marilyn Spatz, Andrea Moore, Thiagi, Mariano Bernardez, Clare Carey, Robert Bodine, and AFC President Kim Williams, AFC Sec/Tres Sandra Ogden, and Rick Battaglia on 24 Sep 05 in Las Vegas.

During AFC's 24 Sep 05 meeting, the entire ISPI Board of Directors met with AFC members to conduct discussions and to answer questions. The meeting consisted of introductions, background statements, Q&A session, and a briefing. To read the brief go to:

<http://www.afc-ispi.org/PowerPoint/LasVegas092405.ppt>

To read the meeting minutes go to:

<http://www.afc-ispi.org/WordDoc/LasVegasMeetingNotes.doc>

## AFC Door Prize Winners

During the Las Vegas AFC meeting tickets were drawn for door prizes. Three winners received human performance books donated by ISPI. For book reviews go to: <http://www.afc-ispi.org/Prizes.html>



Lucky Winners

Frankie Jeffery, Elizabeth Shepherd, and Joel Zamkoff

## New Vice Presidents for SIGs

During the Las Vegas AFC Business meeting, the individuals listed below were nominated and approved to serve on AFC's Board of Directors as Special Interest Group (SIG) Vice Presidents (VP). Congratulations to our new SIG VPs!

Army – Arthur Jeffery

Coast Guard – Jim Craumer

DOD (4<sup>th</sup> Estate) – Joel Zamkoff

Industry – Elizabeth Shepherd

Navy – Frankie Jeffery

Each SIG is responsible for coordinating Chapter functions, communications, and membership with his or her SIG members. SIG VPs may appoint committees or call meetings of their SIG to accomplish work fulfilling the Board's intent in order to translate AFC's goals and objectives into action.

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We're looking for a few good people to volunteer with website enhancements. If you would be interested in testing, evaluating, or offering some programming expertise, please contact Arthur Klauss at [arthur.klauss@navy.mil](mailto:arthur.klauss@navy.mil).



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## President's Corner

This October Newsletter shares a large amount of good news that will make all AFC members proud. After AFC's 24 Sep 05 meeting conducted during ISPI's fall conference, many members came forward and expressed their approval and compliments on AFC's accomplishments. I am committed to doing my part, as President, to build AFC so there is no misunderstanding as to which Chapter is the best ISPI chapter.



We will continue to COMMUNICATE with our membership via email, website, bi-monthly newsletters, meetings, and other media; and we will continue to EDUCATE our members through various Webinars and our website. I encourage you to get involved in AFC ... network ... get to know more members of our Chapter ... visit our website ... volunteer to serve on a Committee ... serve as an Officer or SIG ... ask the Board how you can assist AFC. You may not be involved on the front end of a project or committee; but, remember your participation **can** make a difference that ultimately impacts the progress and achievements accomplished by AFC.

I would like to recognize AFC members Jim Craumer, Arthur Klauss, Robert Hanson, Larry Reaves, and Danny Mimms who have performed with full vigor and energy these past months. I also recognize ISPI for their support in our endeavors, specifically, Robert Chevalier and Donna Vaught. In addition, I recognize ISPI members, Roger Addison and Judith Hale for their support on concerted efforts. Finally, I recognize, U. S. Navy Captain, Matt Peters, to whom without his full support AFC would probably not exist.

I'm proud to be AFC's President and I am proud of the progress made in our Chapter since November 2004. These past months have been full of action, and I am grateful for the opportunity to serve in this capacity. I hope to continue to provide leadership to the Chapter as we realize AFC's full potential.

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## AFC Purchases Marketing Materials

The AFC Board designed and purchased several new items: 2 reusable posters, a reusable 6 foot banner, AFC-ISPI lanyards, and AFC engraved writing pens. Already we have reaped rewards with these marketing materials.



(Con't on page 3)

## AFC To Submit Workshop Proposals for ISPI Conferences

At an AFC breakfast meeting during the Las Vegas ISPI Conference, members Kim Williams, Sandra Ogden, and Jim Craumer discussed ways to increase AFC's income. One idea was to conduct workshops at ISPI Conferences.

### Why would we want to do that?

Workshop presenters receive a stipend from ISPI and while government and military personnel cannot accept money from ISPI for conducting workshops, the AFC can. The amount of the stipend is determined by the number of attendees at the workshop. For example, if 50 people attend the workshop, and if the stipend is \$50 per attendee, AFC would receive \$2500.

Workshop presenters can be an individual or a team (limited to 5 people). Workshop length can be ½ day, 1 day, or 2 days. AFC members should submit their proposals to Sandra Ogden; the AFC Board will review for ISPI criteria, and submit the proposal to ISPI on behalf of AFC. If desired, Kim and Sandra can assist any person or team in developing and submitting their workshop proposals.

All AFC members are encouraged to submit workshop proposals. Members submitting an AFC Proposal must sign an agreement authorizing AFC to receive the stipend from ISPI.

### Why present an AFC Workshop? It:

- Enhances your professional status to present at an international conference
- Ensures your attendance at an ISPI Conference
- Provides a Conference fee discount
- Improves networking opportunities
- Allows sharing of innovative approaches with other DoD and industry professionals

Our first call for papers is for the Fall ISPI Conference held in September 2006. Rumor has it the conference will be on the west coast. The data call will be sent out via separate email with AFC's Guidelines for submitting workshop proposals. For your planning purposes, we must follow ISPI Guidelines for Workshop Proposals. The following ISPI links provide information to develop workshops. The dual themes for the ISPI September 2006 Conferences are Instructional Systems and Management of Organizational Performance. The requirements for workshop proposals are usually the same.

<http://www.ispi.org/fall2005/mop/2005MOPFallConfRFP.pdf>  
[http://www.ispi.org/fall2005/is/2005ISCFall\\_RFP.pdf](http://www.ispi.org/fall2005/is/2005ISCFall_RFP.pdf)



## **AFC Purchases Marketing Materials** (from page 2)

The reusable poster was displayed in the ISPI registration area (thanks to ISPI's Donna Vaught) and influenced



Jim Craumer, Kim Williams, Donna Vaught

many to attend AFC's meeting. One person even changed her plane reservations to participate in AFC's meeting! During the ISPI Conference and back home, after the AFC meeting, we were in touch with others who saw the poster but could not attend.

## **AFC Sponsors Series of Professional Development Events**

As ISPI's only virtual chapter, the AFC Board has planned and coordinated professional development opportunities to reach our global membership. AFC sponsors monthly webinars covering topics of interest to our membership. AFC sends announcements of upcoming webinars to all members 2 weeks before the webinar, and a reminder the day before the webinar. Instructions on how to access the webinar are provided in the announcements. Webinars are recorded and posted on AFC's website under this link.

<http://www.afc-ispi.org/meetings.html>

Mark your calendar for AFC's 26 Oct and 7 Nov 05 webinars that begin at 1600 and end at 1730 EST. Completed (gray) and planned (burgundy) webinars are shown below. Dates are to be announced.

Title of Presentation	Presenter
Standards of Performance Technology & Certification 31 Aug 05	Roger Chevalier
Performance Cause Analysis (26 Oct 05)	Roger Chevalier
Evaluation and Implementation (7 Nov 05 )	Judy Hale
Introduction to Serious Consulting	Geary Rummier
Evaluation of Training	Robert Brinkerhoff
Plan What You Say & Say What You Plan – Communication Message Maps	Kim Williams Sandra Ogden
Change Management	Roger Chevalier

## **AFC Professional Development Webinar on 26 Oct 05**

**Mark your calander for AFC's next Professional Development Webinar scheduled for Wednesday, 26 Oct 05 at 1600 EST. Roger Chevalier, PhD, CPT is presenting on Performance Cause Analysis.**

Cause analysis is the identification of the specific factors that contribute to the performance gap. Solutions to performance problems may fail to achieve their intended goals because they are selected to treat only visible symptoms, rather than underlying causes. However, when root causes of a problem are uncovered and eliminated, the likelihood of significantly reducing or eliminating problems is greatly enhanced. Thus, cause analysis is the critical link between identified performance gaps and their appropriate interventions, and is a *major strength* of the performance technology approach. Source [www.ispi.org](http://www.ispi.org).

## **AFC Elections To be Held In February**

The time is fast approaching to elect new AFC Officers. Seriously consider running for the Office of President-Elect or Secretary/Treasurer. Visit AFC's website for additional information on the duties of President, President-Elect, and Secretary/Treasurer.

To self-nominate or to nominate a candidate for President-Elect or Secretary/Treasurer, send an email to Sandra Ogden ([sandra.ogden@navy.mil](mailto:sandra.ogden@navy.mil)) with your name, contact information, and a 250-word qualification statement. Nominations will be posted in late January on the AFC website and voting will take place in early March 2006.

### **Duties of the Office of the President**

- Presides at all membership meetings and acts as spokesperson for the Chapter
- Appoints all committee chairpersons, establishes performance expectations, monitors progress, provides feedback, and takes appropriate action
- Assigns projects, and may reassign projects as necessary
- Calls meetings of the Board of Directors and membership; serves as Chairperson of the Board of Directors and as an ex-officio member of all committees
- Conducts the business of the Chapter in accordance with standard business practices and is governed by the Chapter Constitution and Bylaws
- Serves as a voting member of the Board of Directors



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### Duties of the Office of the President-Elect

- Performs duties assigned by the President and serves in place of the President in case of absence or resignation
- Chairs the Program Committee and oversees Chapter publications
- Serves as a voting member of the Board of Directors

### Duties of the Office of the Secretary-Treasurer

- Records all proceedings at meetings of the membership and of the Board of Directors
  - Takes care of official correspondence and communications such as meeting notices
  - Collects dues and fees
  - Maintains the membership roll
  - Makes disbursements and keeps proper records of accounts
  - Serves as a voting member of the Board of Directors
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## **AFC Survey Results**

In July 2005, AFC emailed a survey to all members to identify their needs and desires for this Chapter. Results indicated that the number 1 desire of respondents was: networking opportunities, membership directory, newsletter, website, monthly presentations and workshops. The number 2 interest was to receive HPI course information.

In response to this survey, the AFC Board and its volunteer committee members, have worked diligently to plan and host bi-annual face-to-face meetings during ISPI Conferences, created and posted a password protected membership directory, published bi-monthly Newsletters, redesigned and improved the AFC website. Additionally, AFC sponsors monthly professional development webinars. The Board is working on providing HPI course information, which will be unveiled in the near future.

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### **Welcome to AFC's Newest Members!**

#### **AFC Continues to Grow - 127 Members!**

**Frank Budd, USAF, Kirtland AFB, NM**

**Rita Green, USCG, Cape May, NJ**

**Judith Hale, Hale Associates, Downers Grove, IL**

**Arthur Jeffery, Camber Corp, Orlando, FL**

**Frankie Bratton-Jeffery, Navy, Orlando, FL**

**Deborah Stephenson, USCG, Washington, D.C.**

**Joel Zamkoff, DAU, Ft. Belvoir, VA**

## **Emotional Intelligence Implications for All United States Air Force Leaders**

Lt Col Sharon M. Latour, USAF  
Lt Gen Bradley C. Hosmer, USAF, Retired

Emotional intelligence and its five domains of empathy, handling relationships, self-awareness, managing emotions, and motivating oneself constitute a set of learned, interpersonal abilities that allow leaders to become highly effective. The authors outline the characteristics of emotional intelligence and offer practical ways for readers to integrate its techniques into their leadership style. To read the complete document follow this link:

[www.afc-ispj.org/resources.html](http://www.afc-ispj.org/resources.html)

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### **ISPI Offers Certification Two-Day Workshop with CPT Application Fees Included**

ISPI now offers a two-day workshop that focuses on the application of the Standards of Performance Technology. Various exercises will be conducted to reinforce participants' understanding and use of each of the 10 Standards. Participants will review their readiness to apply for certification using a self-assessment guide; then the CPT application and review process will be presented. CPT application fees are included in the price of the workshop. For more information, please contact ISPI at [certification@ispi.org](mailto:certification@ispi.org).

On August 31, 2005, ISPI Director of Certification Roger Chevalier presented a webinar on the Standards of Performance Technology and Certification for the Armed Forces Chapter. This 40-minute presentation may be accessed with the links below. The audio portion takes about 2-1/2 minutes to download, using a DSL connection. You can also download the PowerPoint file to follow along as you listen to the presentation and for giving certification presentation to others in the future.

- [Webinar Audio Recording](#) (click first to download & open, 14 mb WAV file)
  - [PowerPoint Presentation](#) (click second to download & open, 185 kb PPT file)
  - [Certified Performance Technologist \(CPT\) Web Site](#)
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**You must do the thing  
you think you cannot do.**

**Eleanor Roosevelt**

