



NMA Breaktime

An Electronic Newsletter for NMA Members!



December 2002

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From the NMA President:



Welcome to the "NEW" NMA Breaktime!

Today you are receiving this electronic newsletter as the first of a bi-monthly publication we plan to provide for our NMA chapter and council leaders in 2003. Why? Because you are the men and women who keep our Association and its chapters healthy and active.

Our goal with "NMA Breaktime" is simple... to educate, inform, and motivate. We want to remind you of important deadlines, keep you up-to-speed on policies and procedures, and share success stories from other chapters around the country.

We also want to make this publication interactive. If there's something you'd like to see discussed, then tell us. If your chapter has accomplished a significant undertaking, let us pass around the good news. E-mail any articles and/or pictures to sue@nma1.org. If you have a question, send it our way.

So, take a break from your routine and take a look at this first issue of "NMA Breaktime". Let us know what you think.

Your elected national leaders are poised for a year of growth and accomplishment in 2003. They've been working hard to put in place new programs and services to help strengthen our chapters. And, of course, they join me in wishing you and yours a safe and wonderful holiday season.

Sincerely,

Steve Bailey, CM

New Year, A Time for Growth!

Happy Holidays to one and all! I know you are in the process of making your New Year's resolutions. I am not about to ask how many of these resolutions have you kept over the years? For the past few years, many of us have resolved to lose weight, eat healthier, exercise more, work smarter and harder, educate ourselves, renew old acquaintances, cooperate with colleagues, pray regularly, and organize ourselves. However, year after year, how many of us remain overweight? Undereducated? Still out of touch with old friends? Stubborn with our colleagues? Unrepentant? Disorganized?



We have failed in our resolutions because we failed to remain focused. It is not that one should ignore the urge to make New Year's resolutions; on the contrary, the New Year is a season for new beginnings: black budgets... flat stomachs... blank calendars.

We must focus. In tackling the whole of what needs improved about ourselves, we diffuse our energy. On Monday, we eat a Snickers Bar. On Tuesday, we call an old friend and the line is busy. On Wednesday, we clutter our desk. On Thursday, we blow our stack at the person over the wall. On Friday, we skip the lesson in grammar and read only the pictures. So by the weekend, we've grown ashamed of our own weaknesses, humiliated by our lack of self-discipline, and embarrassed by our lack of results.

Have you been to this point before? So have I. The answer is not to give up, let up, or even check out. Instead, I think the answer is focus. Maurice Prout said, "The real voyage of discovery consists not in seeking new lands but in seeing with new eyes." Let the New Year's inspiration for change and self-improvement propel us toward only one or two changes for the better. Look toward NMA! FOCUS! I challenge you to never stop growing and to channel energy and determination for self-improvement into one stream.

If your desire is to get in shape, set up a diet that you can realistically live with and schedule an exercise plan. If your desire is to get a better handle on your career, outline the new skills or knowledge you need and chart a plan to get you there. NMA is there to help you. In trying to do everything, we often end up doing nothing.

Yes, the New Year is time for growth, personal growth as well as membership growth in our chapters and councils. I hope you have a great New Year's Day, and a great New Year, and a great life.

If there is anything that you feel your National Management Association can assist you with in this year, please feel free to call on us. We are all in this together, and "Our Mission is Your Success!"

Steve Bailey, CM
NMA President



Wendell M. Pichon, CM
2003 NMA National Treasurer-Elect
Lockheed Martin Leadership Association
Fort Worth, Texas

Chapter Happenings ([back to top of NMA Breaktime](#))

**THE WRIGHT CHAPTER OF THE NATIONAL MANAGEMENT ASSOCIATION (NMA) HOSTS
"IDENTITY THEFT" SEMINAR**

What is the fastest growing crime in America? Identity Theft! Identity Theft is: acquiring key pieces of personal information in order to impersonate or commit crimes in that person's name. It is a crime that is low risk for its perpetrators, yet yields them an average of \$20K - \$40K per incident. It is a crime, which is causing financial/personal ruin to families and businesses alike. It is a crime, which is resulting in increasing numbers of "wrongful arrests". And, this crime can continue from 2 to 12 years before detection.

Detective John Williams, Crime Prevention Specialist from the Beaver Creek Police Department, Beaver Creek, Ohio, gave the audience signs to look for and prevention techniques. The Wright Chapter of the National Management Association (NMA) presented Detective Williams with a donation to help fund his Crime Prevention Bus.

Those interested in having a program on theft identity should contact their local police department.

Marlene K. Elliott
President, Wright Chapter NMA



Det. Williams and Marlene Elliott

From the Editor...

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If you have any questions, or have any chapter articles you would like to submit for NMA Breaktime, please contact:

Sue Kappeler, CM
VP MIS
sue@nma1.org

Find out how the Blue

Log on to Learn...

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Don't forget that MANAGE magazine is available ON-LINE ONLY. Visit the [NMA Homepage](#) and click on the following icon:



Use this link regularly to access to useful information for your personal and professional endeavors. The current issue covers everything from providing "Great Customer Service" to "Turning Techies into Project Managers"... and a lot in between. CHECK IT OUT!

The NMA Board of Directors will meet on January 17-19, 2003. If you have an issue or idea to share, please notify your assigned director. Access him/her via this

Cross Blue Shield of Michigan Management Association grew their membership Beyond Expectations!

...of need to share, please notify your assigned director. Please submit via this link: [Director Assignments](#)

If you can imagine it, you can achieve it. If you can dream it, you can become it!

William Arthur Ward

Within our biggest challenges come our greatest opportunities!

Professional Development FAQs ([back to top of NMA Breaktime](#))

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What does NMA look for in evaluating non-NMA courses for CEU?

- There must be interaction and discussion among the instructor and the students. It can not just be viewing a film or listening to a tape.
- There should be some type of participant evaluation at the end.
- The course must be a least 1 hour in length; but has no limitations on the number of hours.
- The content must apply broadly to a general audience. The content can not be "How to be an NMA chapter president," but it can be "Leadership Issues". It can be "Interviewing and Hiring Practices," but it can not be "Hiring Policies at Company XYZ".
- There needs to be a statement of intended learning outcomes... statements of what the learner is expected to accomplish as a result of the learning activity.
- It helps if the material is from a known source, such as an educational vendor. Generally, materials provided by a vendor and developed by an instructional designer meet the criteria.

The materials should include any of the following:

- questions and answers
- discussion questions
- case studies
- demonstrations
- simulations
- games
- written or oral examinations
- written exercises
- reports
- projects
- action plans

The content generally should fall in five identified areas:

- **Management Development**, such as Leadership, Legal Issues, Performance Issues, Business Concepts, Financial Planning, etc.
- **Personal Development**, such as Time Management, Work/Life Balance, Presentations Skills, etc.
- **Team Development**, such as Problem solving, Decision making, Brainstorming, etc.
- **Communications**, such as Listening Skills, Report Writing, Newsletter Publications, Selling Your Ideas, etc.

- **Computer Software**, such as Word, Database Management, UNIX, E-business, Net Meetings, etc.
- **Miscellaneous**, many others may qualify under a miscellaneous category. Just complete and submit a B-4 form to find out if your course qualifies... or, you may call or e-mail Steve Bailey, CM at 937-294-0421, steve@nma1.org.

The following activities are not intended to receive the CEU. These activities may be worthwhile learning experiences; however, they should be measured and documented by some form of measurement other than the CEU.

- **Academic credit courses:** CEU may be awarded for academic credit courses which meet the CEU criteria; however, individual participants should not receive both CEU and academic credit.
- **Association membership and leadership activities:** Holding membership or serving in some leadership capacity in an association or society do not qualify for the CEU.
- **Committee meetings:** Participation in committee meetings and activities do not qualify for the CEU.
- **Entertainment and recreation:** CEU may not be awarded for attendance at cultural performances, entertainment, or recreational activities unless they are an integral part of a planned course, which meets the CEU criteria.
- **Individual scholarships:** CEU may not be awarded for independent writing such as articles, books, research reports, or presentation of papers outside of a planned, directly supervised continuing education/training experience that fulfills the CEU criteria.
- **Mass media activities, courses, or programs:** Learning events delivered through the mass media (e.g., television, radio, newspaper) do not qualify for CEU, unless these presentations are an integral part of a planned learning event which meets the CEU criteria.
- **Some meetings, conventions, exhibitions:** Meetings, conventions, and exhibitions which attract large numbers of participants, involve different activities, and are conducted primarily for information sharing purposes, generally do not qualify for the CEU. Planned learning activities within such events, which meet the criteria, are eligible for CEU.
- **Unsupervised study:** Individual, self-directed study or other form of independent learning experience, which is not planned, directed, and supervised by a provider, does not qualify for CEU.
- **Work experience:** On-the-job training and other work experiences do not qualify for CEU unless the work experience is structured as part of a planned and supervised continuing education experience that meets the criteria. CEU are not to be awarded for life or previous work experience.
- **Travel:** Travel or participation in a travel-study program does not qualify for CEU, unless the educational component of travel-study.

EFFECTIVE 1-1-03:

- **NO RETROACTIVE AWARD OF CEU**
IACET CEU's **CANNOT** be awarded retroactively. A determination has to be made before a learning event is conducted that it meets the criteria and has been approved by the provider's internal review process.

All NMA proprietary materials meet the criteria AND all materials sold through NMA meet the criteria.

How does the partnership with University of Phoenix Online (UPO) work? ([back to list of PD questions](#))

If you are an enrolled student at the UPO, all you need to do is contact your assigned counselor and let them know which of the NMA Supervisory and Management Skills Courses you have taken. Then, ask the counselor to help you petition for college credit for these courses. If you are not an enrolled student, please contact Professional Development Division by phone at 937/294-0421 or e-mail using steve@nma1.org. There are rules and guidelines which apply but they are standard ones.

How do I get a transcript of the courses I have taken through the chapter? ([back to list of PD questions](#))

Contact NMA's Professional Development Division and let them know you need a transcript. You will need to provide your social security number and your chapter name. This service is one of the benefits of your NMA membership.

How much does a transcript cost? ([back to list of PD questions](#))

There is no charge for an NMA member to receive his/her CEU transcript.

What are CEU? (back to list of PD questions)

The Continuing Education Unit (CEU) is nationally recognized as a uniform unit of educational accomplishment by colleges, universities, and other adult education organizations. CEU are awarded to individuals who satisfactorily complete educational opportunities which meet stated criteria. One CEU = 10 hours of study. That is, one CEU represents 10 hours of participation in an organized, continuing education experience under reliable sponsorship, capable direction, and qualified instruction.

How do I get a Certificate in Management Studies? (CMS) (back to list of PD questions)

The CMS certificate is granted to NMA members who have completed 20 CEU (200 hours) of study. It is awarded to help members maintain their motivation in the process of striving for personal growth in professional development. No enrollment is necessary to be a participant in the CMS program. The Certificate will be issued upon completion of 20 CEU. NMA members who believe they have accumulated 20 CEU may contact the NMA Professional Development Division for verification and then request that the certificate be issued.

I need a course on topic "XYZ", how can I find it? (back to list of PD questions)

Our Professional Development staff will be happy to assist you for any group, individual, or self-study courses. You may even qualify for a discount through some of our preferred partners.

Contact Steve Bailey, CM
Phone: 937-294-0421
E-mail: steve@nma1.org

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