



# NMA Individual Member News

Volume 4, Issue 3  
August 2005

## *From the NMA President!*



**Steve Bailey, CM**  
NMA President  
Dayton, OH

If you have any articles or information that would be of interest to individual members, please contact:

Sue Kappeler, CM  
Phone: 937-294-0421  
Email: [sue@nma1.org](mailto:sue@nma1.org)

Leadership is not magnetic personality—that can just as well be a glib tongue. It is not “making friends and influencing people”—that is flattery. Leadership is lifting a person’s vision to higher sights, the raising of a person’s performance to a higher standard, the building of a personality beyond its normal limitations.

*-Peter F. Drucker*

## *Join NMA LiveOnline!* • One Topic • One Hour • One Link •

A challenge of our Individual Membership Program is providing special benefits for you. It’s no secret that our Association is largely chapter based. Yet, we continue to believe that our Individual Members are special and deserving of a unique return on their investment in NMA. To that end, we now have a new program that is absolutely tailor-made for you.

NMA LiveOnline is regularly scheduled e-learning programming that we’ve been “testing” for almost six months. Finally, we have something that has EXTRA VALUE to you, as an individual member - so much so, that we’re devoting almost this entire issue to showcasing it for you.

The concept is as simple as 1,2,3... sit at your desk (or with others in a larger room), make a phone call to join others “live”, and log on via the web to “see” the material. Our facilitator will then use a PowerPoint presentation to guide the group through the next 60 minutes.

These new web sessions put you in touch with colleagues and peers from across the country. You’ll discover that your issues and concerns aren’t really any different from anyone else’s... you just need to share experiences and find common solutions to common problems. My personal favorite? The e-learning session centered on e-mail. We’re all drowning in it and we’re all trying to manage it. But are we leading others out of danger and developing sufficient e-risk strategies?

You’re sure to benefit from timely topics and exposure to best practices and lessons learned. If you think about it... it’s the best of both worlds... today’s technology combined with the tried & true learning tool we call “group discussion”. It’s fun, it’s fast-paced, it’s cost-effective, and it’s offered at the right time. You can even schedule your lunch hour around it. There is a registration deadline, two days before each “class”. That permits us to e-mail you the day before with workshop materials, login instructions, and passwords.

How do you start? Simply contact Karen Tobias at <mailto:karen@nma1.org> (or 937/294-0421) for details on how to sign up and what to do to connect from your own office or to set up a group event. Our “introductory price” for the next couple of months is only \$25/link. For now, if you want to add others, there’s no extra charge... \$25 for one person or \$25 for several people sitting around a conference table and connected via a projector screen and conference phone.

Karen likes to set up an initial “test meeting”, especially if you’re inviting others to join you. It will take no more than 10 minutes to make sure everything is working correctly, check the “lay of the land”, and understand how to best interact with other NMA members from around the country.

Our August - October “class schedule” is inside. Go take a peek and sign up for a “test drive”. We think you’ll like this new delivery vehicle as well as what’s under the hood. Our Individual Members are important to us and we are positively thrilled to pass along this new opportunity to learn and grow, together.

*Steve*

**New! Professional Development NMA LiveOnline Course schedule inside!**

**NEW NMA  
Learning  
Opportunities!**

**August - September - October Schedule!**

**AUGUST 2005**

<p><b>Wednesday, August 24, 2005</b> <span style="float: right;"><b>NEW</b></span></p> <p><b>11:30 to 12:30 PM Eastern</b> (10:30AM Central, 9:30AM Mountain, 8:30AM Pacific)</p> <p><b>2:30 to 3:30 PM Eastern</b> (1:30PM Central, 12:30PM Mountain, 11:30AM Pacific)</p>	<p><b>E-Mail Part 1</b> - CEU code 050106wb <i>Thinking Outside Your Inbox</i></p> <p><b>Learn ways to:</b></p> <ul style="list-style-type: none"> <li>• Use E-mail to build working relationships</li> <li>• Understand the why of e-Risk Management</li> <li>• Tame the "paperless tiger"</li> </ul>
<p><b>Thursday, August 25, 2005</b></p> <p><b>11:30 to 12:30 PM Eastern</b> (10:30AM Central, 9:30AM Mountain, 8:30AM Pacific)</p>	<p><b>Increasing Participation</b> - CEU Code 050101wb <i>How to keep people engaged, motivated, and committed.</i></p> <p><b>Learn ways to:</b></p> <ul style="list-style-type: none"> <li>• Identify the right people to be involved</li> <li>• Reach out versus doing outreach</li> <li>• Make participation easy; use a no hassle Attitude</li> </ul>
<p><b>Thursday, August 25, 2005</b></p> <p><b>2:30 to 3:30 PM Eastern</b> (1:30PM Central, 12:30PM Mountain, 11:30AM Pacific)</p>	<p><b>Preventing Burnout</b> - CEU Code 050100wb <i>In yourself and others</i></p> <p><b>Learn ways to:</b></p> <ul style="list-style-type: none"> <li>• Keep your own fire burning</li> <li>• Avoid marathon meetings, projects or tasks</li> <li>• Involve others</li> </ul>

**SEPTEMBER 2005**

<p><b>Thursday September 1, 2005</b></p> <p><b>12:15 to 1:15 PM Eastern</b> (10:15AM Central, 9:15AM Mountain, 8:15AM Pacific)</p> <p><b>3:15 to 4:15 PM Eastern</b> (2:15PM Central, 1:15PM Mountain, 12:15PM Pacific)</p>	<p><b>Succession Planning</b> - CEU code 05102wb <i>Who does your work, when you are not there?</i></p> <p><b>Learn about:</b></p> <ul style="list-style-type: none"> <li>• Tracking information and lessons learned</li> <li>• Developing collaborative relationships</li> <li>• Attracting the right people to your team</li> </ul>
<p><b>Wednesday, September 7, 2005</b> <span style="float: right;"><b>NEW</b></span></p> <p><b>12:15 to 1:15 PM Eastern</b> (10:15AM Central, 9:15AM Mountain, 8:15AM Pacific)</p> <p><b>3:15 to 4:15 PM Eastern</b> (2:15PM Central, 1:15PM Mountain, 12:15PM Pacific)</p>	<p><b>E-mail Part 2</b> - CEU code 050107wb <i>Enhance Your Performance with Technology</i></p> <p><b>Learn how to:</b></p> <ul style="list-style-type: none"> <li>• Find, filter and focus on what's important</li> <li>• Use SPACE to organize</li> <li>• Get out of your head and into your system</li> </ul>
<p><b>Thursday September 8, 2005</b></p> <p><b>12:15 to 1:15 PM Eastern</b> (10:15AM Central, 9:15AM Mountain, 8:15AM Pacific)</p> <p><b>3:15 to 4:15 PM Eastern</b> (2:15PM Central, 1:15PM Mountain, 12:15PM Pacific)</p>	<p><b>Win-win Leadership</b> - CEU code 05103wb <i>Making diversity of thought work for you</i></p> <p><b>Learn how to:</b></p> <ul style="list-style-type: none"> <li>• Harness the energies of the team</li> <li>• Create an atmosphere of trust</li> <li>• Encourage people to jump in with both feet</li> </ul>
<p><b>Thursday September 15, 2005</b></p> <p><b>12:15 to 1:15 PM Eastern</b> (10:15AM Central, 9:15AM Mountain, 8:15AM Pacific)</p> <p><b>3:15 to 4:15 PM Eastern</b> (2:15PM Central, 1:15PM Mountain, 12:15PM Pacific)</p>	<p><b>Increasing Participation</b> - CEU Code 050101wb <i>How to keep people engaged, motivated, and committed.</i></p> <p><b>Learn ways to:</b></p> <ul style="list-style-type: none"> <li>• Identify the right people to be involved</li> <li>• Reach out versus doing outreach</li> <li>• Make participation easy; use a no hassle Attitude</li> </ul>

**Good leaders make people feel that they're at the very heart of things, not at the periphery. Everyone feels that he or she makes a difference to the success of the organization. When that happens people feel centered and that gives their work meaning.**

## SEPTEMBER 2005 (Continued)

<p><b>Wednesday, September 21, 2005</b>  <b>2:15 to 3:15 PM Eastern</b>  <i>(1:15PM Central, 12:15PM Mountain, 11:15AM Pacific)</i></p>	<p><b>NMA Chapter President's Workshop</b>  <b>Learn about:</b></p> <ul style="list-style-type: none"> <li>• eXtreme networking in NMA</li> <li>• Exchanging ideas with award winning chapter leaders</li> <li>• Involving new members from day one</li> </ul>
<p><b>Thursday September 22, 2005</b>  <b>12:15 to 1:15 PM Eastern</b>  <i>(10:15AM Central, 9:15AM Mountain, 8:15AM Pacific)</i>  <b>3:15 to 4:15 PM Eastern</b>  <i>(2:15PM Central, 1:15PM Mountain, 12:15PM Pacific)</i></p>	<p><b>Preventing Burnout - CEU Code 050100wb</b>  <i>In yourself and others</i>  <b>Learn ways to:</b></p> <ul style="list-style-type: none"> <li>• Keep your own fire burning</li> <li>• Avoid marathon meetings, projects or tasks</li> <li>• Involve others</li> </ul>

## OCTOBER 2005

<p><b>Thursday October 7, 2005</b>  <b>12:15 to 1:15 PM Eastern</b>  <i>(10:15AM Central, 9:15AM Mountain, 8:15AM Pacific)</i>  <b>3:15 to 4:15 PM Eastern</b>  <i>(2:15PM Central, 1:15PM Mountain, 12:15PM Pacific)</i></p>	<p><b>E-Mail Part 1 - CEU code 050106wb</b>  <i>Thinking Outside Your Inbox</i>  <b>Learn how to:</b></p> <ul style="list-style-type: none"> <li>• Use E-mail to build working relationships</li> <li>• Understand the why of e-Risk Management</li> <li>• Tame the "paperless tiger"</li> </ul>
<p><b>Wednesday, October 12, 2005</b>      <b>NEW</b>  <b>12:15 to 1:15 PM Eastern</b>  <i>(10:15AM Central, 9:15AM Mountain, 8:15AM Pacific)</i>  <b>3:15 to 4:15 PM Eastern</b>  <i>(2:15PM Central, 1:15PM Mountain, 12:15PM Pacific)</i></p>	<p><b>Merging Groups Part 1 - CEU code 050108wb</b>  <i>Inclusive Communications Focus</i>  <b>Learn how to:</b></p> <ul style="list-style-type: none"> <li>• Tackle communications issues first</li> <li>• Develop inclusive behaviors in everyone</li> <li>• Create the "new" vision together</li> </ul>
<p><b>Thursday October 13, 2005</b>  <b>12:15 to 1:15 PM Eastern</b>  <i>(10:15AM Central, 9:15AM Mountain, 8:15AM Pacific)</i>  <b>3:15 to 4:15 PM Eastern</b>  <i>(2:15PM Central, 1:15PM Mountain, 12:15PM Pacific)</i></p>	<p><b>Win-win Leadership - CEU code 05103wb</b>  <i>Making diversity of thought work for you</i>  <b>Learn how to:</b></p> <ul style="list-style-type: none"> <li>• Harness the energies of the team</li> <li>• Create an atmosphere of trust</li> <li>• Encourage people to jump in with both feet</li> </ul>
<p><b>Wednesday, October 19, 2005</b>  <b>2:15 to 3:15 PM Eastern</b>  <i>(1:15PM Central, 12:15PM Mountain, 11:15AM Pacific)</i></p>	<p><b>NMA Chapter Secretary's Workshop</b>  <b>Learn:</b></p> <ul style="list-style-type: none"> <li>• Good basic policies to keep you and others on track</li> <li>• To keep a "big picture" perspective</li> <li>• To divide the duties without dividing the people</li> </ul>
<p><b>Thursday October 20, 2005</b>  <b>12:15 to 1:15 PM Eastern</b>  <i>(10:15AM Central, 9:15AM Mountain, 8:15AM Pacific)</i>  <b>3:15 to 4:15 PM Eastern</b>  <i>(2:15PM Central, 1:15PM Mountain, 12:15PM Pacific)</i></p>	<p><b>E-mail Part 2 - CEU code 050107wb</b>  <i>Enhance Your Performance with Technology</i>  <b>Learn how to:</b></p> <ul style="list-style-type: none"> <li>• Find, filter and focus on what's important</li> <li>• Use SPACE to organize</li> <li>• Get out of your head and into your system</li> </ul>
<p><b>Thursday October 27, 2005</b>  <b>12:15 to 1:15 PM Eastern</b>  <i>(10:15AM Central, 9:15AM Mountain, 8:15AM Pacific)</i>  <b>3:15 to 4:15 PM Eastern</b>  <i>(2:15PM Central, 1:15PM Mountain, 12:15PM Pacific)</i></p>	<p><b>Succession Planning - CEU code 05102wb</b>  <i>Who does your work, when you are not there?</i>  <b>Learn about:</b></p> <ul style="list-style-type: none"> <li>• Tracking information and lessons learned</li> <li>• Developing collaborative relationships</li> <li>• Attracting the right people to your team</li> </ul>

To reserve your slot, e-mail Karen Tobias at [Karen@nma1.org](mailto:Karen@nma1.org) at least 2 days before the class. The special introductory price is \$25 per link and includes everything for the class. Instructions and passwords will be sent to all registered participants.

Call 937-294-0421

**Leadership is not magnetic personality—that can just as well be a glib tongue. It is not "making friends and influencing people"—that is flattery. Leadership is lifting a person's vision to higher sights, the raising of a person's performance to a higher standard, the building of a personality beyond its normal limitations.**  
≈ Peter F. Drucker ≈



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Success is getting what you want.  
Happiness is wanting what you get.  
Dale Carnegie

Visit us on the Web!  
<http://nma1.org>

## ***NMA Individual Member Named Division G Toastmaster of the Year!!***

Darryl Tahirali  
Information Development  
Unisys Corporation

### **Avis French Named Division G Toastmaster of the Year**

Toastmaster **Avis French**, CL, has been named **Division G Toastmaster of the Year**, according to past District Governor **Norm Cook**. Norm informed Avis, who in turn notified UniMasters President **Darryl Tahirali** by telephone Tuesday afternoon.

Avis had been nominated as Toastmaster of the Year by her home club, **UniMasters**, and then by her Area, G-4, before getting the nod from Division G. Avis's selection should not come as a surprise to Toastmasters who have seen Avis's untiring efforts--often behind the scenes and thus out of the spotlight--on behalf of Toastmasters individuals and groups for the past 17 years. Avis's continuing knowledge, insight, and determination have inspired countless Toastmasters to better themselves and, in turn, others. "It is recognition that is long overdue," said Tahirali, "and it began with Avis's nomination by **Annice Jackson** and **Marge Tam** as UniMasters' Toastmaster of the Year."

Avis is an Individual Member of the NMA and was named the Association's 1995 Member of the Year. Congratulations, Avis!

*Leadership is not so much about technique and methods as it is about opening the heart. Leadership is about inspiration--of oneself and of others. Great leadership is about human experiences, not processes. Leadership is not a formula or a program, it is a human activity that comes from the heart and considers the hearts of others. It is an attitude, not a routine.*  
≈ Lance Secretan, *Industry Week*, 10/12/98 ≈