ATD TULSA CHAPTER
Association for
Talent Development

Board Meeting Agenda

Date & Time: Tuesday, July 12, 2022, from 4:30 PM to 6:30 PM
Location: Virtual via Zoom
https://us06web.zoom.us/j/88481251237?pwd=RlViV0FKVmwvVGdiNHJMMGphNUs1Zz09
Meeting ID: 884 8125 1237   Passcode: 284803

1. Call Meeting to Order - President
   a. Board Meeting Minutes – Rock Paper Scissors
   b. Roll Call – President
   c. Confirm Quorum – Declare if Quorum is or is not Present *(51% of board members)*
   d. Guests Present - Acknowledge and Record
   e. Agenda for July 12, 2022, Board Meeting – **Review and Approve**

2. Board of Directors – President
   a. Minutes from June 9, 2022, Board Meeting – **Review and Approve** – VP of Administration (attached)
   b. Bylaws and Policies Committee Update – Past President-(attached)
   c. NAC Meeting – President-Elect
      1) June NAC participation report – Kim & Suni attended
      2) Identify at least one member to attend-AUGUST
      3) Friday, August 12, 2022, 12 - 1 p CT

3. Communications – VP of Communications
   a. LinkedIn Update (attached)
   b. July Communications Calendar(attached)
   c. July Newsletter
   d. Canva Account Update
   e. Communications Needs & Opportunities

4. Governance – President
   a. Succession planning-
      i. Job duties
      ii. Meet with Walt about roles in Wild Apricot
   b. Elections Committee Update

5. Financial – VP of Finance
   a. Financial Reports as of June 30, 2021 – **Review and Accept** (attached)
   b. M&M Status on Audit
   c. Sponsorship ideas- Letter, upcoming events (attached)
   d. ATD Chapter Partnerships – Any Chapter member at the member rate, create unique codes for each chapter?

6. Membership – VP of Membership
   a. Monthly Membership Report - **Review and Accept** (attached)
   b. Membership Event- Hybrid Event Survey- VP of Programming (attached)

    c.   Membership drive- Ideas

    d.   Annual Member Survey- Send draft out for review. (attached)

7.   Programming – VP of Programming

    a.   June 2022 Program Meeting – A Practical Approach to Creating Guidebooks for ILT and VILT Instruction Presented by Pat Michaels

        i.   Update on plans for distributing session video for attendees.

        ii.   Takeaways from Meeting Survey Summary responses (attached)

    b.   July 2022 Special Program Meeting - Facilitating Like a Pro! 3 Guaranteed Ways to Create Massive Participant Engagement in Live, Virtual Training Presented by: Sardek Love

        i.   Update on plans for distributing session video for attendees.

    c.   Plans for July Program Meeting - Content & Logistics:

        i.   Topic & Presenter – 7 Fundamentals of Effective eLearning Presented by: Kimberly Cofrancesco and Brian Lanza

        ii.   Board Member Attendance & Participation – Elections coming up!

        iii.   Power Membership Promotional Activities – VP of Membership- Enlist a power member attending to highlight what they find valuable.

    d.   August 2022 Program meeting- Chris Coladonato will present Hybrid Teams: What You and Your Leaders Need to Know on Friday, August 12, from 12:00 PM to 1:15 PM

    e.   Kassy LaBorie- (attached)

8.   Old Business

9.   New Business

10.   Confirm Dates for Next Two Board Meetings

    a.   August Board Meeting –

    b.   September Board Meeting –

11.   Confirm Action Items

12.   Adjourn Meeting

![ATD Tulsa Chapter logo - Association for Talent Development]

Board Meeting Minutes

Board Meeting Agenda

Date & Time: Monday, June 9, 2022, from 4:30 PM to 6:30 PM

Location: Virtual via Zoom

1. Call Meeting to Order – President
   a. Board Meeting Minutes will be taken By- TBA
   b. Roll Call- Past President- Linda Jenkins (4:30pm to 5:00pm)
   c. Confirm Quorum –There was a Quorum
   d. Guests Present - Acknowledge and Record
   e. Agenda for June 9, 2022, Board Meeting – Review and Approve (attached) **Motion and seconded, Approve the agenda as amended- All in favor-6 members Nahs-0 Nays**
      i. Discussion- Add Chris C. to the agenda, add the names of elections committee, add h. Kassy LaBorie add her document. Fix format.
2. Board of Directors – President
   a. Minutes from May 10, 2022, Board Meeting – Review and Approve – (attached) Motion and Seconded, Approve - All in favor-6 members Nahs-0 Nays
   b. Bylaws & Policies Committee– Past President- Linda Jenkins volunteered to take over the chair for the Committee and will set up a meeting soon. The members will comprise of Past President, VP of Programming, VP of Finance. Andrea is open to attending a meeting for education purposes. **Motion and Seconded, Approve - All in favor-5 members Nahs-0 Nays**
   c. Election Process-
      i. Election Timeline (attached)
      ii. 5 Member Committee- be members of the chapter, attended 4-chapter programs -**Motion and Seconded, Approve - Motion and Seconded, Approve - All in favor-5 members Nahs-0 Nays**
         1. Shelby Morris
         2. Jacqueline Williams
         3. Alaina Taylor
         4. Rachel
         5. Back ups
            a. Walt Hansmann
            b. Linda Jekins w
      iii. Schedule meeting- June
      iv. Appoint Elections Committee Members – President
         1. i. SECTION 6.2 ELECTIONS COMMITTEE - There shall be an Elections Committee of five (5) Individual Members who shall be appointed by the President and confirmed by a majority of the Board of Directors from a list of nominees submitted by the Board of Directors. A person to be appointed to the Elections Committee must have attended no less than four (4) monthly meetings in the preceding twelve (12) months prior to nomination to the Elections Committee. The President shall appoint a chair and secretary of the committee from its membership. All

vacancies shall be filled in the same manner as prescribed for appointment.

d. 2023 Board Positions for nominations- Motion and Seconded, Approve - All in favor-5 members Nahs-0 Nays
   i. President-Elect (To serve as President in 2023)- will
   ii. Vice President of Programming
   iii. President-Elect (To serve as President in 2024)
   iv. Vice President of Communications
   v. Vice President of Administration (Secretary)
   vi. Vice President of Membership
   vii. Vice President of Finance (Treasurer)
   viii. Vice President of Accommodations
   ix. Past President- Linda Jenkins, Walt Hansmann- VP of Programming, Plan to officially retire from the ATD Board, they are both are willing to be available to advise the board.
   x. At Large positions- the board has decided to not have At Large Positions, but instead to send out communications to the membership asking for assistance in the future.

e. NAC Meeting – President
   i. June 10 - Kim Boggs and Sunilyn Hertt
   ii. August 12,2022 - Jennifer Roberson.

f. ALC in-person, Oct. 20-22,2022- VP of Programing- Walt suggests we try to send two Board members this year. The board agrees that President elect/ President should attend. If any board member can finance the cost of attending, they are more than welcome to attend.

g. ATD Chapter Partnerships- President
   i. COC- State conference- Not a lot of information, I will keep the board updated. Kim and I will
   ii. Ft. Worth chapter would like to partner with us, would we open to give member rate? We will discuss ATD chapter rate across the board.

3. Governance – President
   a. CARE update (Operational plan)- The Board is on track with the operational plan. We just need to have out membership drive.

4. Financial – VP of Finance
   a. Financial Reports as of May 2022 – Review and Accept (attached) **Motion and Seconded, Approve - Motion and Seconded, Approve - All in favor-5 members Nahs-0 Nays**

ATD Tulsa Chapter
Statement of Financial Position as of May 31, 2022

Assets			Liabilities		
Arvest Checking Account	$	7,412.77	Accounts Payable***	$	1,824.00
Arvest Money Market Account	$	15,003.68			
Cash	$	73.30	Taxes Payable	$	-
Accounts Receivable in Wild Apricot*	$	50.00	**Total Liabilities**		**$ 1,824.00**
(Less doubtful accounts)**		$0.00			
			Net Assets	Unrestricted Net Assets	$ 22,539.75
				Temporarily Restricted Net Assets	$ -
				Permanently Restricted Net Assets	$ -
Total Cash Assets	$	22,539.75	**Total Net Assets**		**$ 22,539.75**
Total Assets	$	22,539.75	**Total Liabilities Plus Net Assets**		**$ 24,363.75**

* Accounts Receivable: One ATD Tulsa Member Application initiated on 04/26/22, but not paid.

**Doubtful Accounts are unpaid invoices greater than 90 days old with Unknown Status

*** Accounts Payable is WildApricot payment that was due 6/6/22 paid on 6/2/22.

Prepared by Jennifer Roberson, 2022 VP Finance on 6/7/22

    b. M&M Consulting Partners PLLC to request proposal update- **Motion and Seconded, Approve - All in favor-5 members Nahs-0 Nays**

5. Membership – VP of Membership
    a. Monthly Membership Report - Review and Accept (attached)- the board will work together to contact members that defaulted with their chapter membership.
    b. Membership Drive/Event- June 14 to June 23rd
    c. Future Member Events- ATD22 Recap
    d. Annual Member Survey- schedule timeframe, would like to see the Member survey and the board give their input.
6. Programming – VP of Programming
    a. May 2022 Program Meeting- Survey Report
    b. June 17 Professional Development (Pat Michaels)
        i. Board Member Attendance & Participation
        ii. Power Membership Promotional Activities – (Kim Identify Power member prior)
    c. July 7 Professional Development (Sardek Love)-Approved (attached)
        i. Coordination/Board Assistance
        ii. Marketing- video/photo
        iii. Recording
    d. August 2022 Program meeting- Chris Coladonato will present Hybrid Teams: What You and Your Leaders Need to Know, **Motion and Seconded, Approve - All in favor-5 members Nahs-0 Nays**
    e. July 22 Professional Development (Kimberly Fanning)- Approved (attached)
    f. RFP (Jeff Harry) (attached)- Motion and No Seconded, Not Approved
    g. Plans for Future Program Meetings
        i. Would like to do a hybrid event- will send out a polling question. Asbury Church is available at no cost, not available Monday/Wednesday night or Thursday morning. Andrea reports it's a good experience for virtual attendees. We need to make sure we have a producer that really focused on keeping the virtual people involved.

Walt has suggested a hybrid
    ii. Requested RFPs- Kassy LaBorie- we will talk about her next meeting, Andrea sent everyone information.
    iii. Trainer Throw Down-Want to do hybrid, maybe we can get
    iv. President would like to add a question about accessibility accommodation going forward.
    v. https://www.td.org/chapter-leader-community-clc/2022-chapter-leader-day-resources- Suni will
    vi. Special event on the four Core event- Let's talk about it!

7. Communications –VP of Communications- Andrea will start earlier in the meeting next month.
    a. LinkedIn Update-(attached)
    b. June Communications Calendar (attached)
    c. July Special Event promotion
    d. June Newsletter- will get out this week.
8. Old Business- Sponsorship letter- we will talk next meeting!
9. New Business- N/A
10. Confirm Action Items-
    a. Linda set up
    b. Contact election committee members
    c. Set up hybrid poll for interest for a membership event
11. Confirm Dates for Next Two Board Meetings
    a. Date Options for July Board Meeting – July 12, 2022, 4:30 pm to 6:30 pm
    b. Date August Board Meeting – August 9, 2022, 4:30 pm to 6:30 pm
12. Adjourn Meeting- 6:44 pm

ATD Tulsa Chapter
Statement of Financial Position as of June 30, 2022

Assets			Liabilities		
Arvest Checking Account	$	6,435.72	Accounts Payable	$	-
Arvest Money Market Account	$	15,004.05			
Cash	$	73.30	Taxes Payable	$	-
Accounts Receivable in Wild Apricot*	$	120.00	**Total Liabilities**	$	-
(Less doubtful accounts)**		$0.00			
			Net Assets	Unrestricted Net Assets	$ 21,633.07
				Temporarily Restricted Net Assets	$ -
				Permanently Restricted Net Assets	$ -
Total Cash Assets	$	21,633.07	**Total Net Assets**		$ 21,633.07
Total Assets	$	21,633.07	**Total Liabilities Plus Net Assets**		$ 21,633.07

* Accounts Receivable: Manual invoice for six attendees ($20/each) for ATD's Tulsa Virtual Workshop on June 17, 2022 for the University of Oklahoma (Jesscica Woodrow).

Prepared by Jennifer Roberson, 2022 VP Finance on 7/6/22

Association for Talent Development Tulsa Chapter
Monthly Income and Expense Report - June 2022

Category Description	2020 Actual	2021 Actual	2022 Budget	Jun-22	Year-to-Date (YTD)	Difference (Budget - YTD)	Notes
INCOME							
ATD ChIP/Membership Fees/Award	$ 2,208.09	$ 2,487.82	$ 2,500.00	$ 50.00	$ 2,175.00	$ 325.00	Chapter Memberships paid via ATD by Power Member; one indivdidual membership.
Meeting Fees	$ 3,730.00	$ 1,810.00	$ 4,000.00	$ 560.00	$ 1,800.00	$ 2,200.00	37 Event Registrations (24 member rate; 13 non-member rate) and 3 guest registration add-ons.
Membership Dues	$ 2,875.00	$ 1,275.00	$ 1,250.00	$ 350.00	$ 1,300.00	$ (50.00)	7 Chapter Memberships
ATD Meeting Sponsorship	$ 250.00	$ 250.00	$ 1,000.00		$ 250.00	$ 750.00	
ATD Newsletter Sponsorship	$ -	$ -	$ 200.00		$ -	$ 200.00	
Special Event - Training	$ -	$ -	$ 3,000.00		$ -	$ 3,000.00	
Networking Event Sponsorship	$ -	$ -	$ 300.00		$ -	$ 300.00	
Networking Event Fees	$ 190.00	$ 10.00	$ 100.00		$ -	$ 100.00	
Special Event - State Conference	$ -	$ 6,507.01	$ -		$ -	$ -	
Special Event- State Conference Sponsorships	$ -	$ 2,000.00	$ -		$ -	$ -	
TOTAL INCOME	$ 9,253.09	$ 14,339.83	$ 12,350.00	$ 960.00	$ 5,525.00	$ 6,825.00	
EXPENSES					$ -	$ -	
Board Expense					$ -	$ -	
National ATD Dues	$ -	$ 179.00	$ -		$ -	$ -	
Retreat	$ -	$ -	$ -		$ -	$ -	
ATD Leader's Conference (ALC)	$ 700.00	$ 700.00	$ 1,750.00		$ -	$ 1,750.00	
Treasurer Expense	$ 7.50	$ -	$ 60.00		$ -	$ 60.00	
Annual Audit	$ 1,200.00	$ 1,260.00	$ 1,500.00		$ -	$ 1,500.00	
TOTAL Board Expense	$ 1,907.50	$ 2,139.00	$ 3,310.00		$ -	$ 3,310.00	
Communications Expense					$ -	$ -	
GoDaddy Domains	$ 84.68	$ -	$ 169.36		$ -	$ 169.36	
Go Daddy Email	$ 119.76	$ 646.92	$ 700.00		$ 503.16	$ 196.84	
Wild Apicot Web Site	$ 1,536.00	$ 1,536.00	$ 1,824.00	$ 1,824.00	$ 1,824.00	$ -	Annual Wild Apicot Website, now effective through April 26, 2023.
SurveyMonkey & Virtual Meeting Subscriptions	$ 408.00	$ 539.95	$ 608.00	$ 74.95	$ 539.95	$ 68.05	Zoom subscription through Tech Soup ($149.90, less refund for Tech Soup membership of $74.95)
PO Box Subscription	$ 92.00	$ 118.00	$ 118.00		$ 156.00	$ (38.00)	
Marketing	$ -	$ -	$ -		$ -	$ -	
TOTAL Communications Expense	$ 2,240.44	$ 2,840.87	$ 3,419.36	$ 1,898.95	$ 3,023.11	$ 396.25	
Meeting Expense					$ -	$ -	
Annual ATD Program Certification Expense			$ 100.00		$ 100.00	$ -	
Facility Charge	$ 220.00	$ -	$ -		$ -	$ -	
Meals-Food	$ 778.11	$ -	$ -		$ -	$ -	
ATD December Special Program	$ 141.69	$ 123.30	$ 250.00		$ -	$ 250.00	
Recognition Items	$ -	$ -	$ 600.00		$ 46.00	$ 554.00	
TOTAL Meeting Expense	$ 1,139.80	$ 123.30	$ 950.00	$ -	$ 146.00	$ 804.00	
	$ -						

Association for Talent Development Tulsa Chapter
Monthly Income and Expense Report - June 2022

Membership Expense						$ -	$ -	
Name Badges	$ 309.73	$ -	$ -		$ -	$ -	
Membership Development/Appreciation	$ 200.00	$ 920.82	$ 1,000.00		$ -	$ 1,000.00	
New Member Appreciation/Recognition	$ -	$ -	$ -		$ -	$ -	
TOTAL Membership Expense	$ 509.73	$ 920.82	$ 1,000.00	$ -	$ -	$ 1,000.00	
	$ -						
Misc. Expenses					$ -	$ -	
Online Payment Processing Expense	$ 280.70	$ 246.06	$ 350.00	$ 37.28	$ 107.55	$ 242.45	Monthly AffiniPay Fees
Oklahoma ATD State Conference	$ -	$ 8,962.70	$ 1,000.00		$ 629.07	$ 370.93	
Other Special Event Expense	$ -	$ -	$ 1,000.00		$ -	$ 1,000.00	
Insurance	$ 970.60	$ 1,070.24	$ 1,200.00	$ 50.82	$ 765.32	$ 434.68	Monthly general liability insurance payment ($50.82)
TOTAL Misc Expense	$ 1,251.30	$ 10,279.00	$ 3,550.00	$ 88.10	$ 1,501.94	$ 2,048.06	
	$ -						
TOTAL EXPENSES	$ 7,048.77	$ 16,302.99	$ 12,229.36	$ 1,987.05	$ 4,671.05	$ 7,558.31	
	$ -						
OVERALL TOTAL	$ 2,204.32	$ (1,963.16)	$ 120.64	$ (1,027.05)	$ 853.95	$ (733.31)	

Prepared by Jennifer Roberson, 2022 VP
Finance on 6/7/22

A. Held Two Meetings During June 2022
   1. June 21, 2022 – Attended by Linda Jenkins - Past President, Sunilyn Hertt – President and Walt Hansmann – VP of Programming
   2. June 27, 2022 – Attended by Linda Jenkins – Past President, Jennifer Roberson – VP of Finance and Walt Hansmann – VP of Programming

B. Topic for Discussion at Both Meetings: Determine Consensus on Guiding Principles for Bylaws Updates:
   1. Ensure alignment with all governing entities to maintain compliance and accreditation
   2. Alignment with ATD:
      a. Align with ATD Store policies
      b. Align with language and descriptions e.g., change Associate Member to Chapter Member
      c. Align with ATD Chapter Affiliation Requirements (CARE) requirements e.g., ensure all CARE requirements are addressed and done so using the same language and expectations as outlined by CARE.
   3. Determine if and how to address activities to achieve CARE Plus. *Current thought to address in policies not bylaws e.g., conduct annual risk assessment*
   4. Adopt location neutral language e.g., delete the assumption that events are in-person, change VP of Accommodations to VP of Logistics
   5. Adopt gender-neutral language e.g., chair not chairman, use gender-neutral pronouns or use sentence structure that does not include pronouns
   6. Adopt cashless and contactless payment options only e.g., all transactions processed online through Personify and AffiniPay (still under consideration)
   7. Adopt annual required project completion calendar/schedule e.g., adopt annual budget, complete reconciliation, prepare annual report, conduct annual membership survey (reference back to items 1,2 & 3)
   8. Write board officer job descriptions to only include "shall" statements. Shall statements reference what actions must be done. Note to include "may" statements and how instructions for shall statements in Policies and Procedures Manual.

C. Topics for Discussion at First Meeting:
   1. Provide context for program meeting attendance participation requirements for some volunteer activities e.g., President-Elect, and Elections Committee
   2. Discuss opportunities for changes to bylaws for VP of Finance Duties & Responsibilities and Corporation Funds

D. Action Items
   1. Review ATD Chapter Leaders website to identify resources for preparing and updating bylaws (Suni)
   2. Communicate with ATD regarding status of signed affiliation agreements between ATD and ATD Tulsa (Walt)

3. Review expectations for participation on ATD Store to outline opportunities for alignment with ATD Tulsa bylaws (Walt)
4. Review CARE (Chapter Affiliation Requirements) to outline opportunities for alignment with ATD Tulsa bylaws (Linda)
5. Review and discuss change opportunities for ARTICLE X VICE PRESIDENT OF FINANCE, SECTION 10.1 DUTIES AND RESPONSIBILITIES (Jennifer)
6. Review and discuss change opportunities for ARTICLE XIX CORPORATION FUNDS, SECTION 19.1 FINANCES (pages 23 & 24) (Jennifer)

E. Next Meeting to be scheduled and held after July 12th board meeting and before August board meeting

Respectfully Submitted By: Linda Jenkins, Past President on July 1, 2022

~ ATD Southwest Chapter Leader Call ~
June 10, 2022

Today's Agenda

Welcome & Roll Call

Connection Conversations
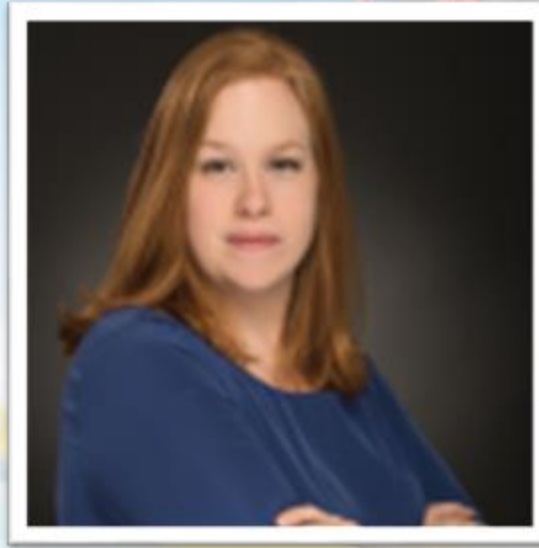
Chapter Services Updates

Take This Back to Your Chapter

Welcome!

Jess Almlie
National Advisor for Chapters
New Mexico
Northern Rockies
Pikes Peak
Rocky Mountain
Utah
Valley of the Sun
jess.almlie@wexinc.com

Elizabeth Beckham
National Advisor for Chapters
Austin
Brazos Valley
Central Oklahoma
Dallas
Fort Worth/Mid-Cities
Houston
San Antonio
Tulsa
enbeckham@hotmail.com

Jocalyn Lombardi
ATD Chapter Services
Chapter Relations Manager
Western Region
jlombardi@td.org

Roll Call: Annotation Activity

Chat it up

Name (Chapter): Favorite tool to use for your chapter work (online, etc.)?

i.e. Jess Almlie (AZ-VOS): Doodle to schedule meetings.

Breakout Discussions:
Finding & Engaging Volunteers

o Introduction – name, chapter, role

o **How** does your chapter find and engage volunteers (board and more)?

o **What** have you identified as your *top challenges* in finding and engaging volunteers?

Chapter Services Updates

Chapter Leader Resource of the Month

Chapter Leader Position Descriptions

Looking to review and update your board position descriptions? Need to create a board position description?.

President	President Elect	Past President	Finance/Treasurer	Programs

Administrative Secretary	Membership	Marketing/Communications	Technology

Director of Social Media	Director of Student Relations	Director of Talent Management/Volunteers

VP of Diversity, Equity, and Inclusion (DEI)

Review the ATD Chapter Leader Position Descriptions that are available on the [chapter leader community board development webpage](). Don't miss the new [VP of Diversity, Equity, and Inclusion (DEI) position description]().

Chapter Leader Professional Development Tip of the Month

Remember, a leader develops their team members through delegation and maybe even more importantly, delegating improves team morale and engagement!

"If you want to do a few small things right, do them yourself. If you want to do great things and make a big impact, learn to delegate." - John C. Maxwell, author

Read "The Delegation Conundrum" to learn more about effective delegation. As a bonus, watch this webcast entitled Who's Got the Ball? Effective Delegation Increases Capacity.

Upcoming Chapter Webinars

Leader Connection Hour
July 12 at 2:00 p.m. ET
Register Here

DEI Real Talk
August 23 at 1:00 p.m. ET
Register Here

Leader Connection Hour
November 9 at 2:00 p.m. ET

Register at td.org/chapterwebcasts

Power Up Your Development: Leveraging ATD Membership

Request a presentation by ATD staff on membership benefits to promote power membership and show current national members how to get the most out of their experience.

Learn more and submit a request [here](#).

Bonus: this presentation can count toward your programming goals and joint membership activities for the year!

Key Dates Calendar

Key Dates Calendar for Chapter Leaders

Use the key dates calendar for you chapter's strategic planning.

2022 Key Dates

The 2022 key dates calendar is updated and posted on the Chapter Leader Community (CLC) homepage at td.org/CLC. This is a great planning tool, so be sure to note deadlines and important events.

Connect with Fellow Chapter Leaders:

To support chapter leaders' desire to connect, we have created
Facebooks groups by role so those in similar positions can chat.
It is also recommended that you join the Chapter Leaders
LinkedIn Group to share resources with a broader audience.

Chapter Excellence Awards (CEA)

Chapter Excellence Awards (CEA)—Applications Open!

Don't miss the opportunity to win up to $3,000. Chapter leaders can apply for a CEA at any point in the year until **December 31**.

Excellence in Strategic Partnership	Excellence in Advancing the Profession Through ATD Certification	Excellence in Net Joint Membership Growth
To be considered, chapters are asked to complete the corresponding application.		No application is required to be considered

Read more about the award process and how to get your chapter recognized at td.org/CEA

POWER MEMBERSHIP

Chapter Membership
Available on the ATD Store
www.td.org/membership

Is your chapter on the ATD Store?

YES **NO**

This summer all chapters on the Store will be upgraded to **Phase II** allowing ATD's system to automatically import membership information directly to the chapter's website.

Chapters need to **complete this form and follow the instructions** contained within it by June 30, 2022. Additional information can be found on the **FAQ page**.

Join the 76 chapters currently benefiting from the program.

Learn more at td.org/MembershipOnTheStore
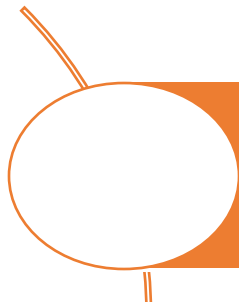
![atd chapter of the month june 2022]

Congratulations to the Southeastern Wisconsin Chapter!

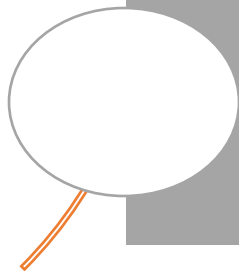**"Integrating DEI Practices**

Into Monthly Events

To strengthen their commitment to DEI, the SEWI Chapter developed a strategy to find speakers from underrepresented groups and encourage presenters to connect their topics to DEI. By proactively recruiting speakers from diverse backgrounds, they ensured a greater variety of voices were featured in chapter programming. Furthermore, by reaching out to speakers in advance and asking them to explicitly discuss the DEI implications of their topics during their presentations, they integrated a DEI lens into regular chapter programming throughout the year. As a result, the chapter held 14 events that specifically touched on DEI throughout 2021. Their member survey indicated that 91 percent of chapter members feel welcome at chapter events.

td.org/com

Take This Back...

o **Volunteers Discussion:** Share your key takeaways with your fellow board members

o Use the **delegation exercises** (sent after this call) in an upcoming board meeting – 5 min, 10 min or 20 min

o **Register** for upcoming chapter webcasts – td.org/chapterwebcasts

2022 Southwest Area Calls

2nd Friday
Every *other* month
12 CT / 11 MT / 10 PT

August 12

October 14

December 9

THANK YOU!

Jess Almlie
NAC
*Arizona, Colorado,
New Mexico, Utah
jess.almlie@wexinc.com*

Elizabeth Beckham
NAC
*Texas, Oklahoma
enbeckham@hotmail.com*

Jocalyn Lombardi
ATD Chapter Services
*Western CRM
jlombardi@td.org*

Upcoming Chapter Webinars

Leader Connection Hour
July 12 at 2:00 p.m. ET
Register Here

DEI Real Talk
August 23 at 1:00 p.m. ET
Register Here

Leader Connection Hour
November 9 at 2:00 p.m. ET

Register at td.org/chapterwebcasts

July 2022 Membership Report

Results as of 6/30/2022

Members: 73 (-4)
Power Members: 43 (-4)
    PM Overdue: 6
        Milton Knopp - 6/30/2022
        Jill Almond - 5/31/2022
        Lewana Harris - 4/30/2022
        Tina Mathes - 4/30/2022
        Nicholi Simmons - 4/30/2022
        Lynn Thorne - 4/30/2022

    PM moved to inactive 7/1/2022: 5
        Jill Almond - 5/31/2022
        Lewana Harris - 4/30/2022
        Tina Mathes - 4/30/2022
        Nicholi Simmons - 4/30/2022
        Lynn Thorne - 4/30/2022

Tulsa ONLY Members: 28 (+1)

Student Members: 2 (0)

Student PM: 0 (-1)
    Student PM overdue: 1
        Michelle Rogers - 4/30/2022-moved to inactive 7/1/2022

%PM=59% (-2%)

New Members as of 6/30/2022:
Mary Lightfoot, Gallaudet University
Chris Zervas, Leadership Vision LLC

Renewing Members as of 6/30/2022:
Dona Conn
Stacy Davis
Andrew Engelbrecht
Myra Fanning
Sherri Goemmer
Chantel Gray
Gail Herrington
Michael Horton
Nikki Johnston
Greg Kittinger
Bob Mansur
Holly Phillips

ATD Tulsa Annual Membership Survey 2021

Program Related Questions

1. Which do you prefer?
    a. Virtual meetings
    b. In person meetings
    c. Hybrid meeting
    d. Why?
2. What day of the week works best for you for the monthly chapter program meetings?
    a. Monday
    b. Tuesday
    c. Wednesday
    d. Thursday
    e. Friday
3. What time of the day works best for you for the monthly chapter program meetings?
    a. Early morning (between 7:30 and 9am)
    b. Mid day (between 11:30 and 1)
    c. Early evening (between 4 and 6pm)
    d. Other
4. If we return to in-person or hybrid meetings, which location best fits where you are logistically?
    a. OSU Tulsa
    b. Downtown Tulsa Central Library
    c. South Tulsa area
    d. Mid town Tulsa area
5. What professional development offerings can we offer to help meet your talent development challenges in 2022?

Membership Questions

6. Why do you choose to be a member of ATD Tulsa?
    a. Access to experts in the field
    b. Career Development/Find a job
    c. Develop of enhance skills and knowledge
    d. Networking
    e. Volunteer
    f. Other: Please specify
7. Check the 4 membership benefits which you find have the most value.
    a. Member only events
    b. Chapter member and power member pricing discounts
    c. Job postings on website
    d. Member directory
    e. Recognizing new members and power members at each monthly chapter program meeting
    f. Networking events
    g. Workshops

      h.   State conference

      i.   Virtual meetings and events

      j.   Other

8. Are you satisfied with the member benefits provided to you by ATD Tulsa chapter? If no, why?

      a.   Yes

      b.   No and why?

9. What membership benefits would you like to see changed and/or added?

      a.   None

      b.   Other benefits

10. Do you plan to renew your ATD membership for the upcoming year?

      a.   Yes I will renew as an ATD Tulsa Power Member (ATD Tulsa Chapter + ATD National member)

      b.   Yes I will renew as an ATD Tulsa Student Power Member (ATD Tulsa Chapter + ATD National member)

      c.   Yes I will renew as an ATD Tulsa Chapter Member

      d.   Yes I will renew as an ATD Tulsa Chapter Student Member

      e.   No I will not be renewing any form of ATD membership

Chapter Involvement

11. During 2021, what events have you participated in?

      a.   Monthly Chapter meetings

      b.   Monthly Member Only events

      c.   Board meetings

      d.   Committee meetings (bylaws, election, credentials, etc.)

      e.   ATD Annual Statewide Conference

      f.   Other ATD National conferences, workshops, and/or trainings

12. What has prevented you from participating in ATD Tulsa Events?

      a.   Not interested in the program meeting topics

      b.   Lunchtime on Fridays doesn't work for me

      c.   I don't work on Fridays

      d.   I cannot access virtual events on Zoom

      e.   Not doing in-person events

      f.   Other

Communication

13. What are your preferred method to interact on social media with ATD Tulsa? (rank from favorite to least favorite 1-3)

      a.   LinkedIn

      b.   Facebook

      c.   Twitter

14. How often do you interact with ATD Tulsa through the following communication methods?

      a.   Facebook – Never/once a quarter/once a month/ once a week/once a day

      b.   Twitter – Never/once a quarter/once a month/ once a week/once a day

      c.   LinkedIn – Never/once a quarter/once a month/ once a week/once a day

d. Email – Never/once a quarter/once a month/ once a week/once a day

e. Website - Never/once a quarter/once a month/ once a week/once a day

15. Do you read the emailed ATD Tulsa Monthly Newsletter?

a. Yes

b. No

16. What type of content would you like to see in the ATD Tulsa Monthly Newsletter?

a. Monthly Chapter Meeting information

b. ATD National announcements

c. Getting to know your board members information

d. Welcome new members

e. Upcoming events

f. Information on power membership

g. Other:

Demographic

17. What is your level of membership within ATD?

a. Power Member (ATD Tulsa Chapter + ATD National)

b. ATD Tulsa Chapter Member

c. Student Power Member (ATD Tulsa Chapter + ATD National)

d. Student ATD Tulsa Chapter Member

e. If you are not an ATD Power Member, why not?

18. How long have you been an ATD Tulsa Chapter Member?

a. Less than 1 year

b. 1 year to less than 3 years

c. 3 years to less than 5 years

d. 5 years to less than 10 years

e. 10 years or more

19. What part of the Training & Development Industry do you work in? select all that apply.

a. Career development

b. Change management

c. Coaching

d. Evaluation learning impact

e. Instructional design

f. Knowledge management

g. Learning technologies

h. Organization development

i. Performance improvement

j. Training delivery

k. Consultant

l. Other?

20. Where are you located?

a. Within Tulsa County

b. Outside of Tulsa County

21. What is your company's industry?

a. Manufacturing
b. Distribution
c. Hospitality/Gaming
d. Consulting
e. Construction
f. Oil & Gas
g. Technology
h. Non-profit
i. Higher education
j. Government/Military
k. Healthcare
l. Financial Services
m. Other?

22. What best describes your position within your organization?
a. Owner
b. Chief Learning Officer (CLO)
c. Training Director
d. Training Manager
e. Learning & Development Specialist
f. Senior Level Learning & Development
g. Instructional Designer
h. Administrator
i. Individual Contributor
j. Other?

23. What best describes the size of your organization?
a. Only Me
b. 2-5 employees
c. 6-20 employees
d. 21-50 employees
e. 51-100 employees
f. 101-500 employees
g. 501-1000 employees
h. More than 1000 employees

24. Enter the drawing for one of **two $25** QuikTrip gift cards. Needs to state survey results are anonymous. They will only be used for the drawing.
a. Name
b. Email
c. Phone
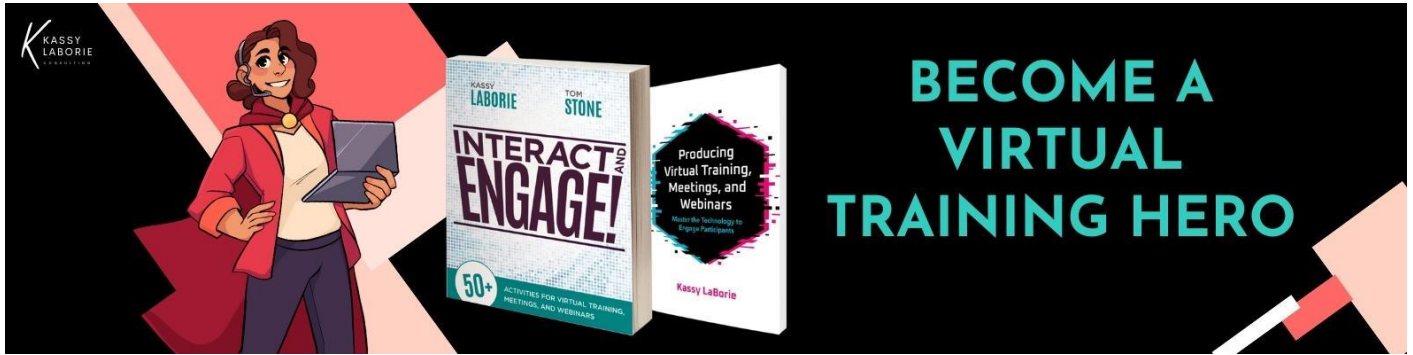
ATD CHAPTER MEMBERS ONLY OFFER
EARN A VIRTUAL FACILITATOR CERTIFICATION WITH THE ORIGINAL VIRTUAL TRAINING HERO, KASSY LABORIE!

Become a virtual training hero!

Virtual Training is commonplace, yet somehow, the skills to perform it well and to create effective results are challenging to master. The Virtual Facilitator Certification offered by Kassy LaBorie Consulting is a hands-on, practical, engaging, quick moving, and highly effective live online program that guides learning professionals to design, develop, and facilitate what learners often call "heroic virtual training experiences!"

This 5-session, 2-hours each, live online certification gives participants the experience of working with and learning directly from Kassy LaBorie, a 23-year virtual training veteran, author, consultant, and globally recognized facilitator and presenter. This special offer is an opportunity to engage with Kassy in the same way she consults with her clients which includes: the synchronous classroom experience, her expertise, the certification, robust handouts, tools, and templates, content from her various books, and an understanding of what it means to be a virtual training hero!

See the description, what's included and assumed, and other program details such as an outline of each session and its objectives on page 2 of this document.

Benefits of partnering with Kassy

- Participants earn and add a new Virtual Facilitator certification to their resumes
- The program qualifies for 10 eligibility and recertification APTD / CPTD points
- This offering is a way to promote ATD Chapter membership
- The ATD Chapter earns 10% revenue off of each registration
- An on-going discussion board is created and maintained for community
- Access to coaching and guidance from an industry pioneer and expert
- Participants see skill growth and have materials ready for immediate application

KASSY.LABORIE@GMAIL.COM   @KASSYCONSULTING   631.332.6091   LINKEDIN.COM/IN/ KASSYLABORIE/

Details for ATD Chapters (Let's discuss!)

- This is a special offer for ATD Chapter members only.
- Your chapter promotes to your members and handles the payments from members.
- The ATD Chapter keeps 10% of the revenue of each registration.
- I will invoice the chapter for the total amount, minus 10%, on the day the certification begins.
- The dates and times will be determined together based on what will work best for the chapter.
  - Suggestion: We offer this in the Fall of 2022 or look at dates in 2023. I am flexible with times, recognizing that an evening offering might be best.
- A minimum of 8 participants one month ahead of time is required to proceed with the offering. Participants may continue to register up to one day before the date of the first live session.
- The cost is $995 per participant. The chapter earns $99.50 per registration.

- ✦ Bonus offer ✦ If your chapter gets 16 *(let's negotiate this!)* signups or more, I will do a free chapter webinar (open to all members and/or open to the public to help you broaden reach). This is a $2,500 value!

VIRTUAL FACILITATOR CERTIFICATE

5 online sessions, time spaced, 2-hours each

An immersive skill building experience of engaging online training with practice and coaching. A program delivered entirely live online and time spaced according to your team's schedule.
Five, 2-hour live online sessions, designed to empower trainers to deliver virtual instructor-led training with confidence! Participants immerse in a live online training world, participate in discussions, both on and offline, practice training online, explore and learn their platform, and create training materials ready for immediate use!

Session 1: Use Your Platform to Deliver Engaging Live Online Training (2 hours, live online)
Introductions, foundation for the program, and a demonstration of a model engaging live online training session delivered in your platform.
- Define and discover engaging online training
- Overcome the challenges to engaging an online audience
- Manage the technical aspects necessary to deliver an effective learning experience

Session 2: Virtual Presentation Skills (2 hours, live online)
Sharpen the presentation skills necessary to masterfully inspire an engaging online event.

- Sound like a radio star, keeping participants engaged
- Say messages with clarity of meaning and annunciation
- Show visuals and screen shares that excite an audience to action

Session 3: Virtual Facilitation Skills (2 hours, live online)
Develop the unique facilitation skills required to ensure learning transfer in an online event.

- Ask insightful questions to inspire thoughtful learning and reflection
- Listen to participant responses and learn to look for meaning even when it cannot be heard
- Coach participants to greater levels of learning and depth of understanding

Session 4: Deliver Live Online, Part A – instructor assigned (2 hours, live online)
Deliver a portion of a live online event for feedback and coaching from the instructor and certificate peers.
- Practice real time delivery of a portion of an assigned live online event
- Receive coaching and feedback
- Create an action plan for future successful delivery of the selected live online event

Session 5: Deliver Live Online, Part B – participant created (2 hours, live online, in groups of up to 8)
Deliver a portion of a live online event for feedback and coaching from the instructor and certificate peers.
- Practice real time delivery of a portion of the participant's selected live online event
- Receive coaching and feedback
- Create an action plan for future successful delivery of the selected live online event

CERTIFICATIONS INCLUDE AND ASSUME THE FOLLOWING:

Included
- ✓ APTD/CPTD eligibility and recertification points
- ✓ Participant Manual
- ✓ Example facilitator's slides, slides and other materials which can be used as templates
- ✓ A Virtual Platform Checklist
- ✓ Coaching in the moment, feedback, and action plan development
- ✓ An online channel or discussion board using Padlet
- ✓ Practice time

Assumptions

- ✓ All online sessions delivered using Zoom.
- ✓ We will work together to determine the best schedule of dates and times to suit your chapter's schedule.
- ✓ We will use my Zoom and Padlet accounts to host and run the required intersession assignments.
- ✓ Participants attend the training from their own computer, their own desk, and their own audio connection.
- ✓ Each online session is recorded and only made available to the candidates who participated in the live sessions for 30 days following the last date of the program.
- ✓ Each participant has access to login and host their own virtual sessions to apply the technical learning, and practice on their own in between sessions.
- ✓ Participants actively attend and complete assignments to earn the final certification.
- ✓ One session can be made up while still earning the certification. If participants miss sessions1-4, they may watch one of the 4 recordings and complete a makeup assignment. This must be done prior to attending the next session. The final teach back session 5 cannot be missed.
- ✓ If participants need to request a makeup session for session 5, which must be completed live to earn the final certification, the fee is $250 per individual.

"Kassy is the best. Period. The best. I learned so much from her a few years ago when my employer, a publicly held regional banking organization, hired her to help us deliver live online training the best way possible. If you want to learn how to do distance or live online learning the right way, work with her -- you won't regret it."

Roland Prevost, M.A.
Sr. Change Management Consultant

INVESTMENT

ITEM	PRICE
10 APTD and CPTD Recertification Credits may be earned **VIRTUAL FACILITATOR CERTIFICATE** 5, 2-hour, live online sessions in Zoom Minimum of 8 participants	**$995 per person** **10% to the ATD Chapter**
	Kassy LaBorie Consulting LLC has been pre-approved by the ATD Certification Institute to offer educational programs that can be used towards initial eligibility and recertification of the Certified Professional in Talent Development (CPTD) and Associate Professional in Talent Development (APTD) credentials. Maximum points vary by course.

As an alum of Kassy's certificate workshop, the skills learned will be well worth your time. Through this course, I've been able to recreate my online delivery style and develop a learning atmosphere that rivals any of my traditional classroom settings. Kassy has truly helped me bridge the online divide!

Colin DeCair, MSHRE
AVP | Associate Development Manager

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KASSY LABORIE CONSULTING, LLC
WWW.KASSYCONSULTING.COM

Kassy LaBorie is the principal consultant at Kassy LaBorie Consulting, LLC. She is a speaker, instructional designer, classroom facilitator, and author who specializes in virtual learning, teams, and live online technology. Kassy is passionate about helping organizations, learning teams, and training professionals successfully move to the virtual environment.

In her previous role at Dale Carnegie Training, she was the director of virtual training services, a consultancy that partners with organizations to help them develop successful online training strategies. Kassy also served as the product design architect responsible for developing the company's live online training product and experience. Prior to this, she was an independent master virtual trainer, a Microsoft software trainer, and a senior trainer at WebEx, where she helped build and deliver training at the WebEx University.

Kassy is the co-author of *Interact and Engage! 50+ Activities for Virtual Training, Meetings, and Webinars*, which coming out with a second edition in September 2022. Her second book was published with ATD Press in January of 2021 and is called *Producing Virtual Training, Meetings, and Webinars*. A frequent speaker at industry conferences since 2006, she has presented at Training Magazine events including their yearly conference and Online Learning Conferences, Chief Learning Officer symposiums, The Virtual Learning Show, ATD's TechKnowledge and International Conference & Exposition, as well as many local ATD Chapter events.
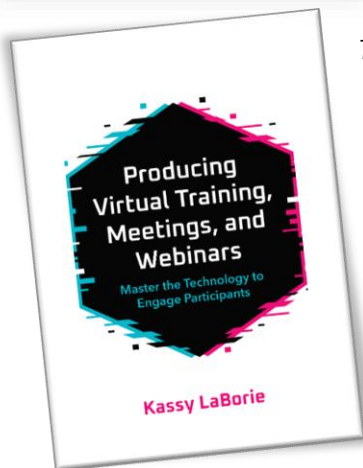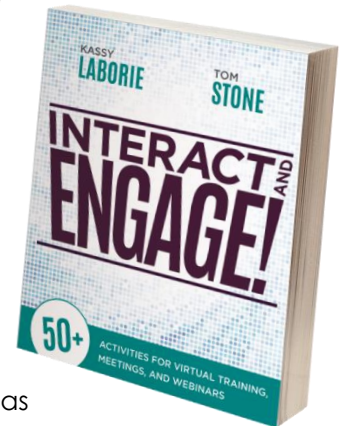
For more information about Kassy, visit her website: www.KassyConsulting.com
Find Kassy sharing tips on Twitter @KassyConsulting
Connect with her on LinkedIn https://www.linkedin.com/in/kassylaborie/

KASSY.LABORIE@GMAIL.COM @KASSYCONSULTING 631.332.6091 LINKEDIN.COM/IN/ KASSYLABORIE/

Q1 Why did you attend this ATD Tulsa Professional Development Program? Check all that apply.

Answered: 6   Skipped: 0
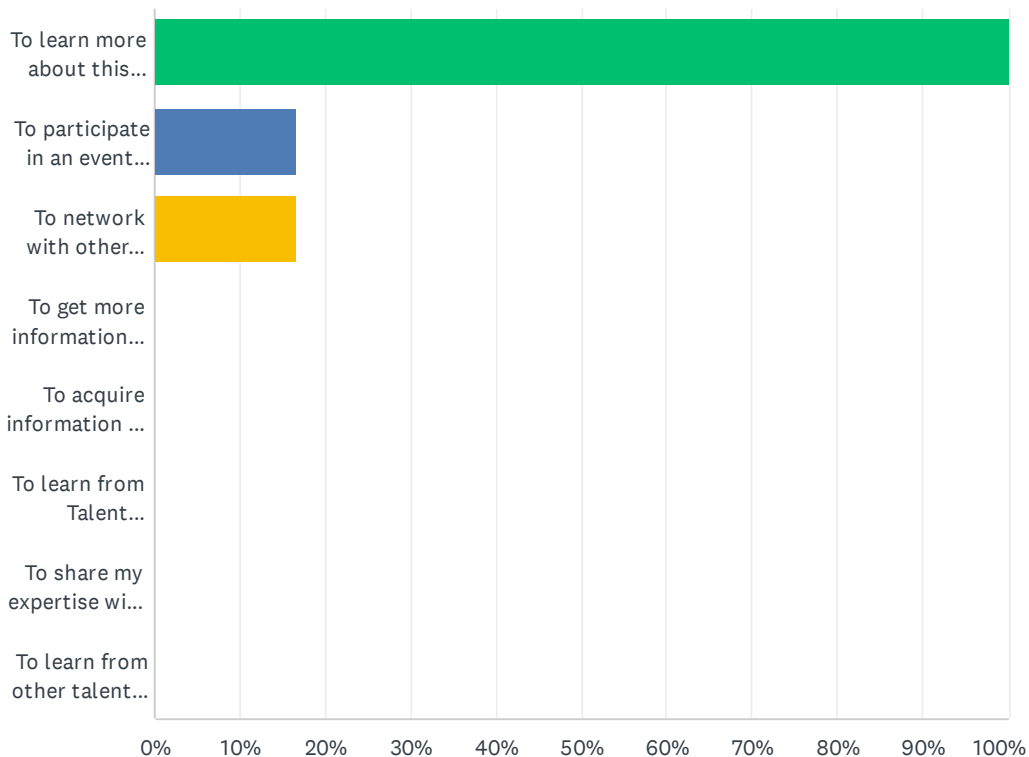
ANSWER CHOICES	RESPONSES	
To learn more about this specific topic.	100.00%	6
To participate in an event delivered by this presenter.	16.67%	1
To network with other talent management professionals.	16.67%	1
To get more information about ATD Tulsa.	0.00%	0
To acquire information on developments in the talent management industry.	0.00%	0
To learn from Talent Management industry leaders.	0.00%	0
To share my expertise with other talent management professionals.	0.00%	0
To learn from other talent management professionals attending the program meeting.	0.00%	0
Total Respondents: 6		

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

Q2 How did you hear about this ATD Tulsa Professional Development Program? Check all that apply.

Answered: 6   Skipped: 0
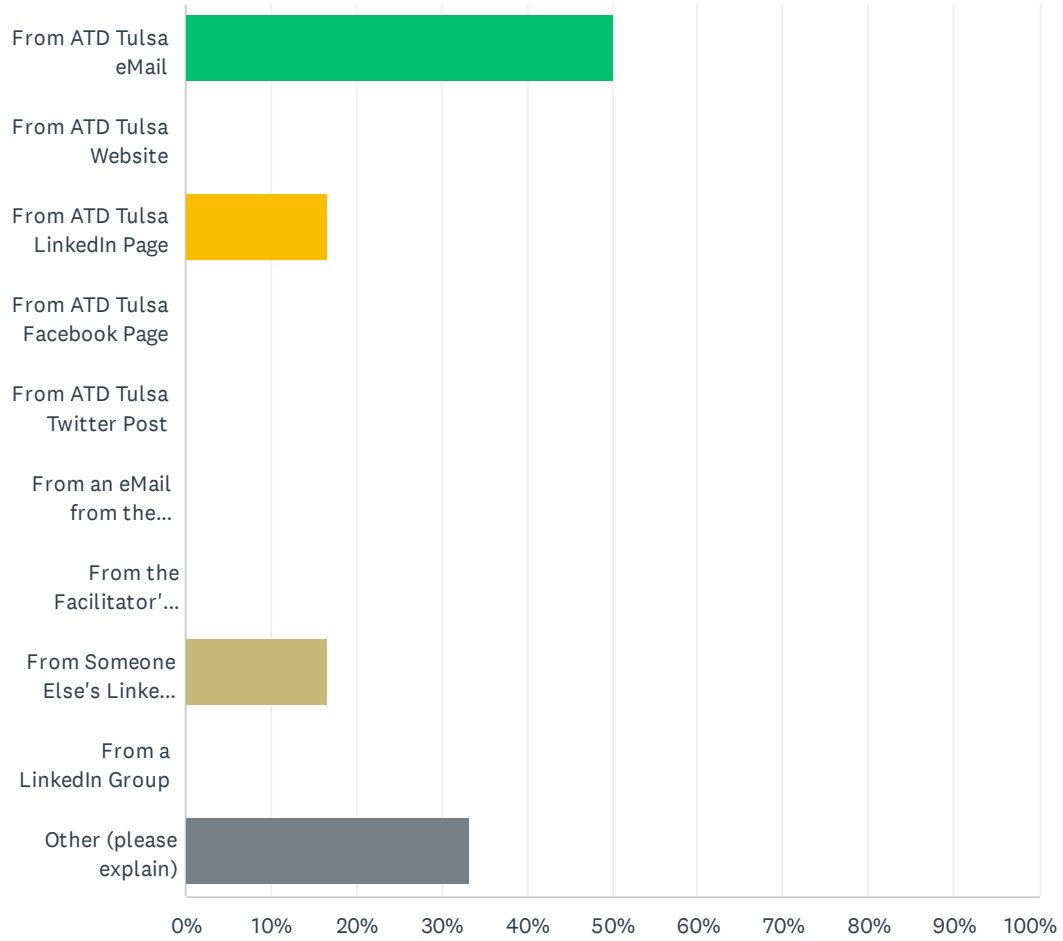
ATD Tulsa: A Practical Approach to Creating Guidebooks for ILT and VILT Instruction Presented by Pat Michaels

ANSWER CHOICES	RESPONSES	
From ATD Tulsa eMail	50.00%	3
From ATD Tulsa Website	0.00%	0
From ATD Tulsa LinkedIn Page	16.67%	1
From ATD Tulsa Facebook Page	0.00%	0
From ATD Tulsa Twitter Post	0.00%	0
From an eMail from the Facilitator	0.00%	0
From the Facilitator's LinkedIn Post	0.00%	0
From Someone Else's LinkedIn Post	16.67%	1
From a LinkedIn Group	0.00%	0
Other (please explain)	33.33%	2

Total Respondents: 6

#	OTHER (PLEASE SPECIFY)	DATE
1	forwarded by a co-worker	7/5/2022 4:31 PM
2	On the board	6/17/2022 2:24 PM

Q3 Please indicate your level of agreement with the following aspects of the presenter(s) and workshop content.

Answered: 6   Skipped: 0
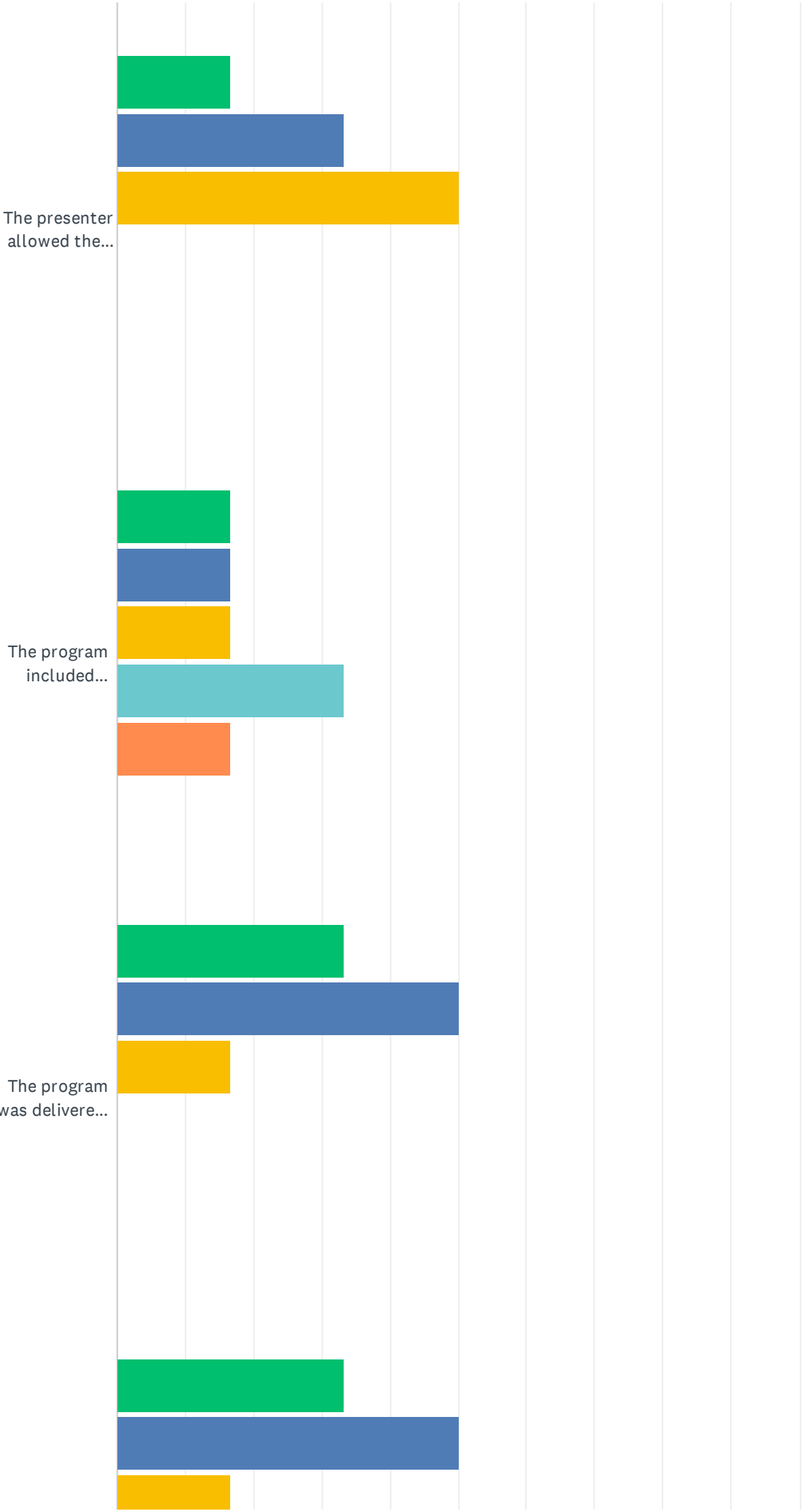
ATD Tulsa: A Practical Approach to Creating Guidebooks for ILT and VILT Instruction Presented by Pat Michaels

The presenter allowed the…

The program included…

The program was delivere…

ATD Tulsa: A Practical Approach to Creating Guidebooks for ILT and VILT Instruction Presented by Pat Michaels

The presenter outlined...

The presenter met the...

The information...

The information...

ATD Tulsa: A Practical Approach to Creating Guidebooks for ILT and VILT Instruction Presented by Pat Michaels

The information...

Strongly Ag...   Agree   Neither Agr...   Disagree
Strongly Di...   Not Applica...
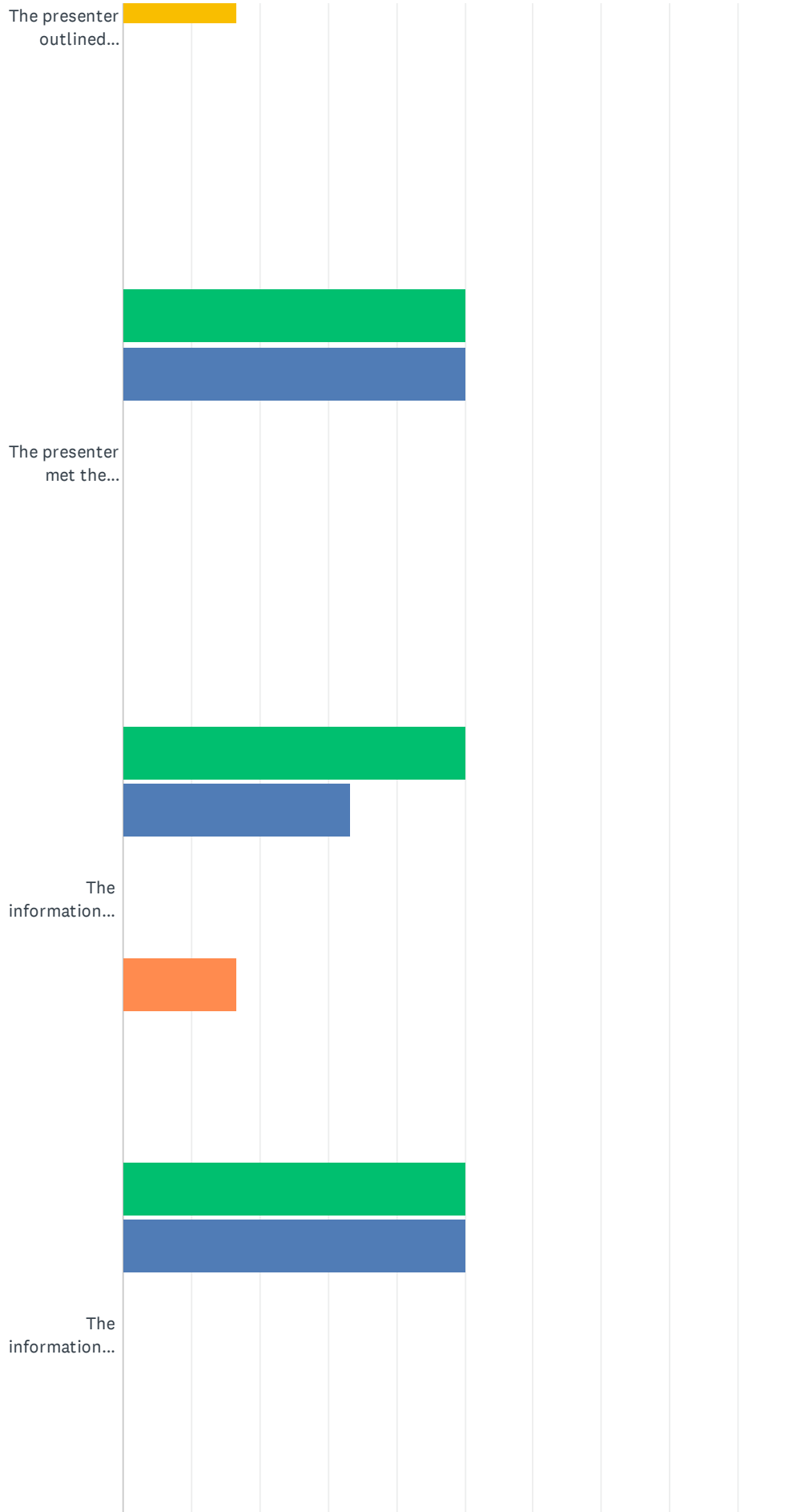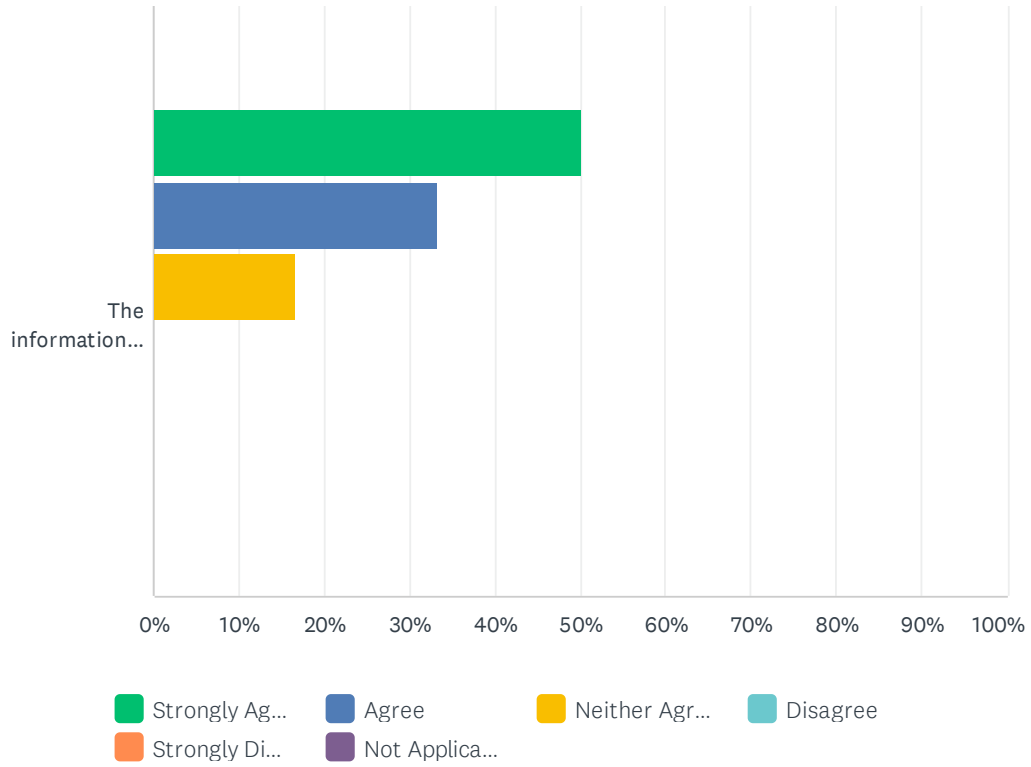
ATD Tulsa: A Practical Approach to Creating Guidebooks for ILT and VILT Instruction Presented by Pat Michaels

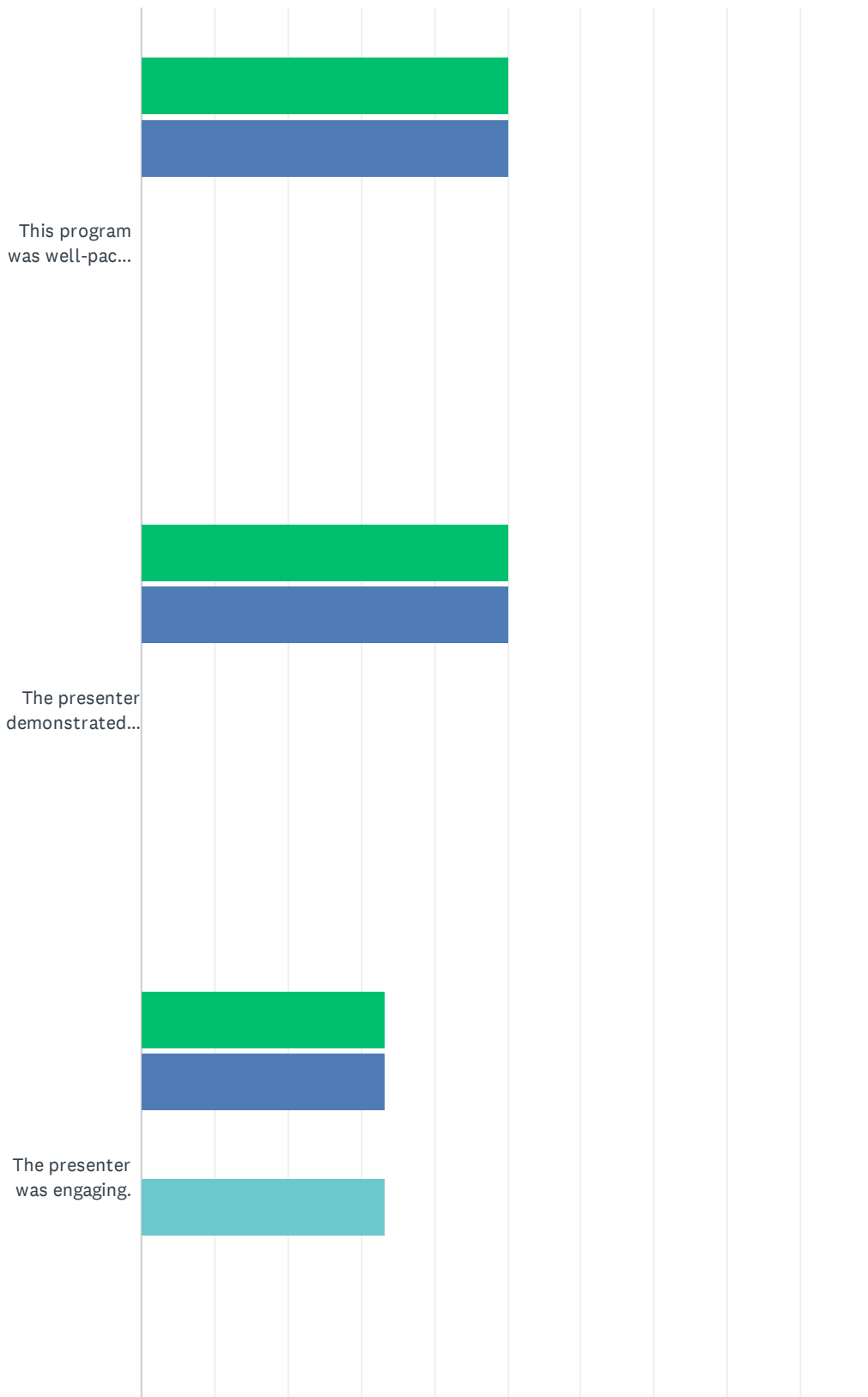|	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	NOT APPLICABLE	TOTAL
This program was well-paced and made good use of my time.	50.00% 3	50.00% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	6
The presenter demonstrated subject matter expertise and knowledge.	50.00% 3	50.00% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	6
The presenter was engaging.	33.33% 2	33.33% 2	0.00% 0	33.33% 2	0.00% 0	0.00% 0	6
The presenter allowed the right amount of time for discussion.	16.67% 1	33.33% 2	50.00% 3	0.00% 0	0.00% 0	0.00% 0	6
The program included interactive discussion, an activity, or a hands-on learning experience.	16.67% 1	16.67% 1	16.67% 1	33.33% 2	16.67% 1	0.00% 0	6
The program was delivered as promoted.	33.33% 2	50.00% 3	16.67% 1	0.00% 0	0.00% 0	0.00% 0	6
The presenter outlined objectives for the session.	33.33% 2	50.00% 3	16.67% 1	0.00% 0	0.00% 0	0.00% 0	6
The presenter met the objectives as outlined.	50.00% 3	50.00% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	6
The information presented during this program was well organized.	50.00% 3	33.33% 2	0.00% 0	0.00% 0	16.67% 1	0.00% 0	6
The information presented during this program is useful to my job.	50.00% 3	50.00% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	6
The information presented during this program can be applied to my business.	50.00% 3	33.33% 2	16.67% 1	0.00% 0	0.00% 0	0.00% 0	6

#	IF YOU RATED ANY STATEMENT(S) AS "STRONGLY DISAGREE" OR "DISAGREE," WHAT COULD BE DONE DIFFERENTLY TO CHANGE YOUR RESPONSE TO "STRONGLY AGREE?"	DATE
1	The presenter could have made use of breakout rooms for discussion, ask questions for discussion or other techniques to break up his content.	6/23/2022 2:57 PM
2	There were a lot of technical problems with the webinar. The design of the presentation was very distracting. There was a video background showing objects in motion, as well as a bubbling aquarium behind the presenter. It definitely was not designed to accommodate those with neurodivergence, as myself.	6/17/2022 3:52 PM

Q4 What were your top one or two takeaways from this session?

Answered: 6   Skipped: 0

#	RESPONSES	DATE
1	the comparison used to demonstrate the "mechanics" was very eye-opening	7/5/2022 4:31 PM
2	Creation of manuals	6/23/2022 2:57 PM
3	Instructional design techniques	6/18/2022 7:57 AM
4	Great tips for organizing guides. Love the concept of facilitator guide to participant guide. Creating your own icons in PPT is brilliant!	6/17/2022 10:28 PM
5	Purpose of books for trainers, and for learners	6/17/2022 3:52 PM
6	To use visual icons in my facilitator guides to make it easier for me to quickly know what needs to be done.	6/17/2022 2:24 PM

Q1 Why did you attend this ATD Tulsa Professional Development Program? Check all that apply.

Answered: 7   Skipped: 0
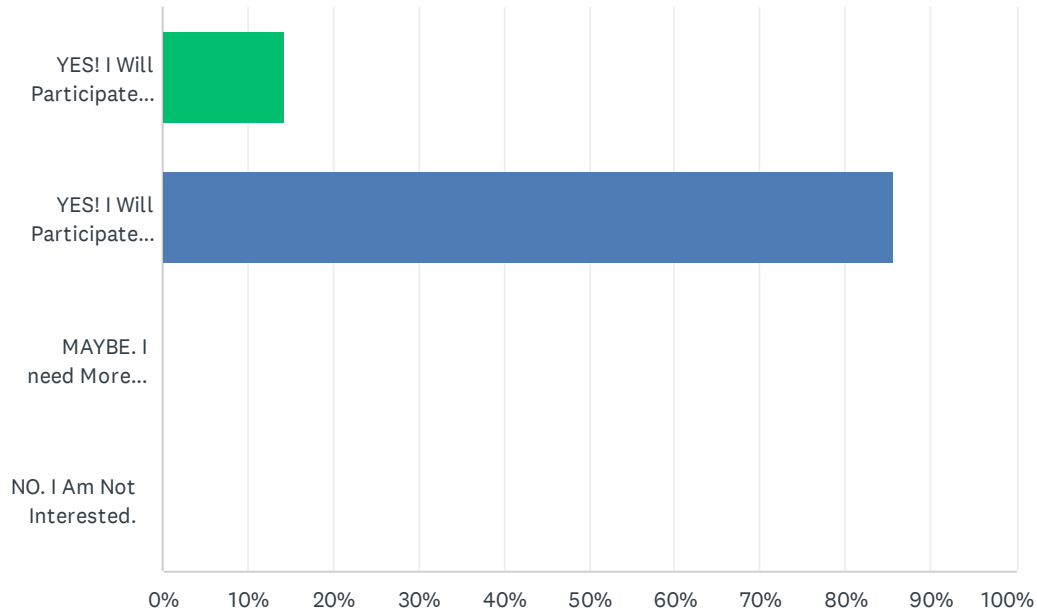
ANSWER CHOICES	RESPONSES	
YES! I Will Participate In-person	14.29%	1
YES! I Will Participate Virtually Via Zoom	85.71%	6
MAYBE. I need More Information.	0.00%	0
NO. I Am Not Interested.	0.00%	0
Total Respondents: 7		

#	OTHER (PLEASE SPECIFY)	DATE
1	Shertt@okstate.edu	6/14/2022 6:33 PM

Q2 Do you have any questions, comments, or concerns? (If you would like for us to respond directly, please include your name and preferred contact information.)

Answered: 4   Skipped: 3

#	RESPONSES	DATE
1	Nick Booth ntbooth74136@yahoo.com if available on the time and date, I will be there!	6/17/2022 11:18 AM
2	None	6/14/2022 6:33 PM
3	Andrea Gentis, agentis@mcg-ins.com	6/14/2022 12:25 PM
4	No	6/14/2022 12:17 PM

Q5 How likely are you to recommend this Professional Development program to other Talent Development Professionals or other organizations?

Answered: 6   Skipped: 0
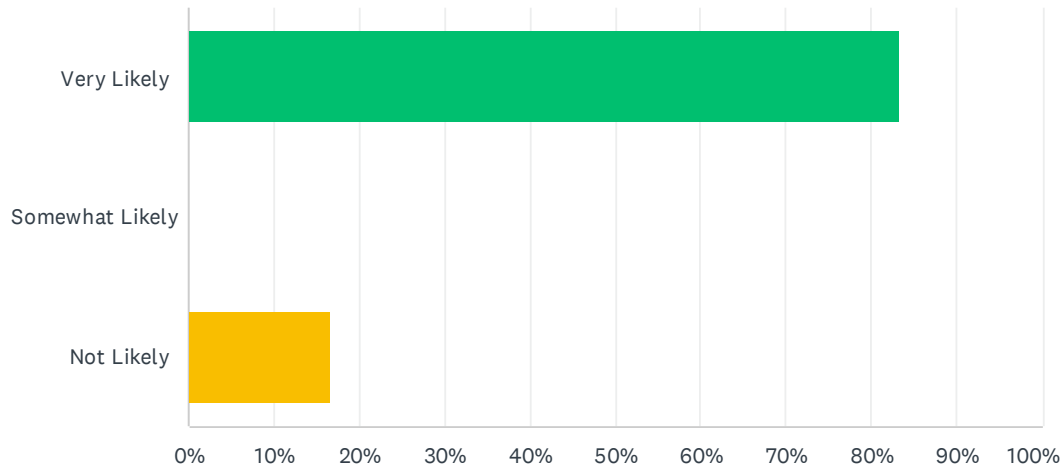
ANSWER CHOICES	RESPONSES	
Very Likely	83.33%	5
Somewhat Likely	0.00%	0
Not Likely	16.67%	1
TOTAL		6

#	IF YOU ANSWERED SOMEWHAT LIKELY OR NOT LIKELY, WHAT COULD WE DO DIFFERENTLY TO CHANGE YOUR RESPONSE TO VERY LIKELY?	DATE
1	Good content, but growth and engagement is needed.	6/23/2022 2:57 PM

Q6 Please rate the following aspects of the program as Excellent, Good, Fair, Poor, or Terrible. Or if it does not apply to you, Not Applicable.

Answered: 6   Skipped: 0

ATD Tulsa: A Practical Approach to Creating Guidebooks for ILT and VILT Instruction Presented by Pat Michaels

Legend: Excellent, Good, Fair, Poor, Terrible, Not Applica...
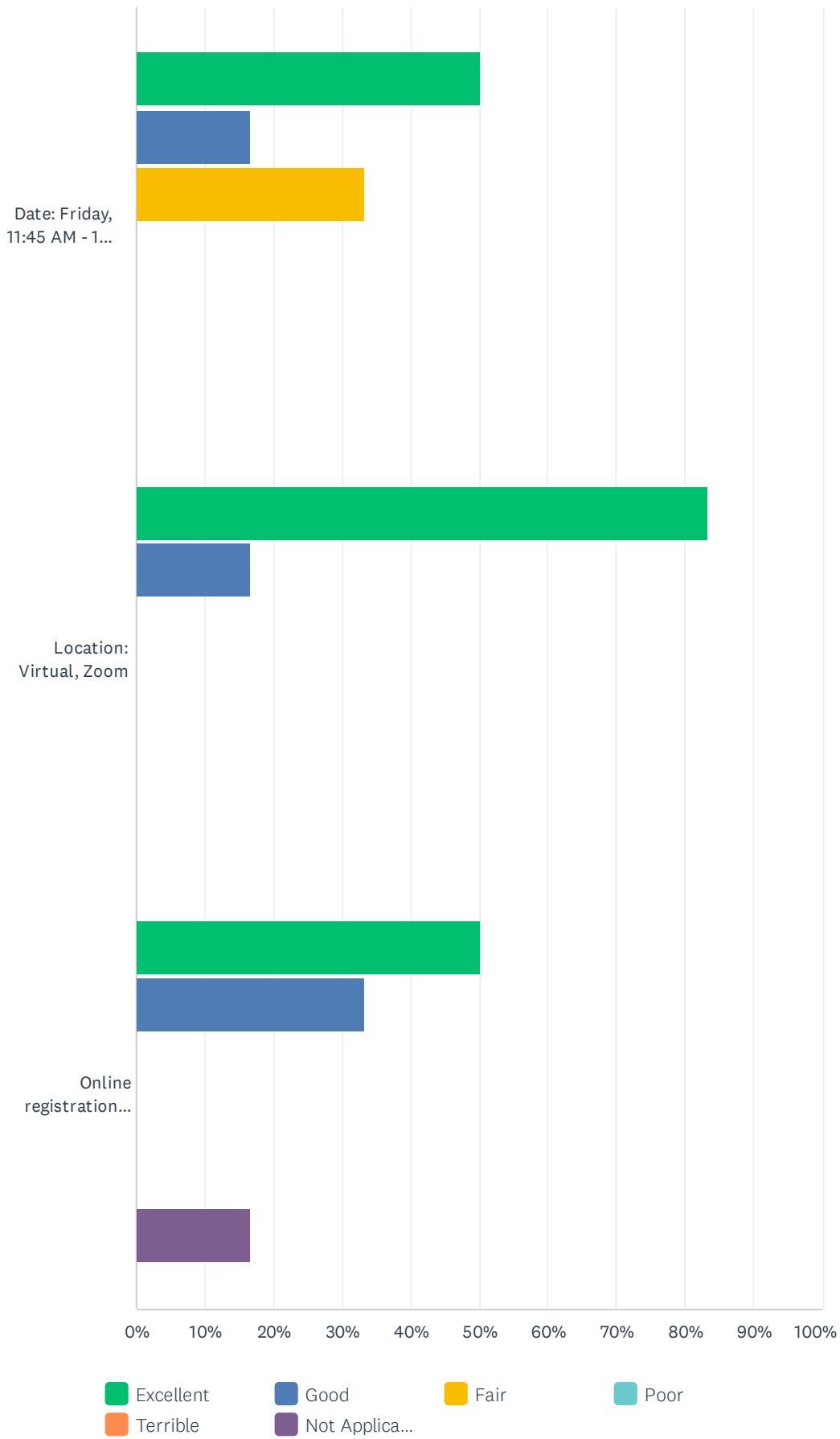
ATD Tulsa: A Practical Approach to Creating Guidebooks for ILT and VILT Instruction Presented by Pat Michaels

	EXCELLENT	GOOD	FAIR	POOR	TERRIBLE	NOT APPLICABLE	TOTAL
Date: Friday, 11:45 AM - 1:15 PM	50.00% 3	16.67% 1	33.33% 2	0.00% 0	0.00% 0	0.00% 0	6
Location: Virtual, Zoom	83.33% 5	16.67% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	6
Online registration process	50.00% 3	33.33% 2	0.00% 0	0.00% 0	0.00% 0	16.67% 1	6

#	IF YOU RATED ANY ITEM(S) AS FAIR, POOR OR TERRIBLE, WHAT COULD WE DO DIFFERENTLY TO CHANGE YOUR RATING TO EXCELLENT?	DATE
1	This was program was scheduled at my usual lunch time. I would have preferred it to be earlier or later.	7/5/2022 4:31 PM

	EXCELLENT	GOOD	FAIR	POOR	TERRIBLE	NOT APPLICABLE	TOTAL

Date	Total followers
06/01/2022	0
06/02/2022	0
06/03/2022	1
06/04/2022	0
06/05/2022	0
06/06/2022	0
06/07/2022	0
06/08/2022	0
06/09/2022	0
06/10/2022	9
06/11/2022	4
06/12/2022	0
06/13/2022	2
06/14/2022	1
06/15/2022	0
06/16/2022	1
06/17/2022	0
06/18/2022	0
06/19/2022	1
06/20/2022	0
06/21/2022	0
06/22/2022	1
06/23/2022	0
06/24/2022	3
06/25/2022	0
06/26/2022	0
06/27/2022	0
06/28/2022	0
06/29/2022	0
TOTAL	23

Location	Total followers
Tulsa, Oklahoma Area	143
Oklahoma City, Oklahoma Area	16
Washington D.C. Metro Area	8
Greater St. Louis Area	6
Greater Omaha Area	4
Dallas/Fort Worth Area	4
Greater Atlanta Area	3
Greater Chicago Area	3
Kansas City, Missouri Area	3
Toronto, Canada Area	3
Houston, Texas Area	3
Jacksonville, Florida Area	2
Greater Seattle Area	2
Miami/Fort Lauderdale Area	2
Lancaster, Pennsylvania Area	2
Harrisburg, Pennsylvania Area	2
Greater Boston Area	2
Hawaiian Islands	2
Fayetteville, Arkansas Area	2
Las Vegas, Nevada Area	2
Greater San Diego Area	2
Greater Nashville Area, TN	2
Greater Denver Area	2
Greater Detroit Area	2
Birmingham, Alabama Area	2
Lawton, Oklahoma Area	2
Raleigh-Durham, North Carolina Area	2
Madison, Wisconsin Area	1
Orlando, Florida Area	1
Milan Area, Italy	1
Portland, Maine Area	1
Rochester, New York Area	1
Dayton, Ohio Area	1
Providence, Rhode Island Area	1
Yakima, Washington Area	1
Ahmedabad Area, India	1
Dawmat Al-Jandal Governorate, Saudi Arabia	1
Cleveland/Akron, Ohio Area	1
Edmonton, Canada Area	1
Joplin, Missouri Area	1
Fargo, North Dakota Area	1
Canton, Ohio Area	1
Shanghai City, China	1
Louisville, Kentucky Area	1
Greater New York City Area	1
Ontario, Canada	1
Amarillo, Texas Area	1
Greater Philadelphia Area	1
Nabeul Governorate, Tunisia	1
Karwar Area, India	1

Mumbai Area, India	1
Columbus, Ohio Area	1
New Delhi Area, India	1
Knoxville, Tennessee Area	1
Hong Kong	1
Greater Grand Rapids, Michigan Area	1
Indianapolis, Indiana Area	1
Tampa/St. Petersburg, Florida Area	1

Job function	Total followers
Human Resources	92
Business Development	47
Education	30
Consulting	13
Sales	10
Operations	10
Community and Social Services	10
Information Technology	8
Media and Communication	7
Program and Project Management	7
Healthcare Services	6
Marketing	6
Administrative	5
Finance	3
Legal	3
Customer Success and Support	2
Military and Protective Services	2
Accounting	2
Arts and Design	2
Quality Assurance	1
Product Management	1
Engineering	1
Entrepreneurship	1
Purchasing	1

Seniority	Total followers
Senior	99
Entry	64
Director	39
Manager	22
CXO	16
Owner	15
VP	14
Training	5
Unpaid	2

Industry	Total followers
Professional Training & Coaching	25
Management Consulting	22
Hospital & Health Care	19
Information Technology and Services	15
Higher Education	15
Construction	11
Financial Services	11
Human Resources	10
Nonprofit Organization Management	10
Banking	9
Insurance	8
Utilities	7
Staffing and Recruiting	7
Civic & Social Organization	6
Oil & Energy	6
Computer Software	6
E-Learning	6
Accounting	5
Education Management	5
Government Administration	5
Marketing and Advertising	4
Events Services	3
Aviation & Aerospace	3
Pharmaceuticals	3
Health, Wellness and Fitness	3
Primary/Secondary Education	3
Retail	3
Food & Beverages	3
Individual & Family Services	2
Consumer Services	2
Public Relations and Communications	2
Medical Devices	2
Media Production	2
Telecommunications	2
Mental Health Care	2
International Trade and Development	2
Program Development	2
Government Relations	2
Venture Capital & Private Equity	2
Investment Management	1
Building Materials	1
Logistics and Supply Chain	1
Plastics	1
Transportation/Trucking/Railroad	1
Architecture & Planning	1
Civil Engineering	1
Automotive	1
Chemicals	1
Design	1
Machinery	1

Biotechnology	1
Security and Investigations	1
Facilities Services	1
Outsourcing/Offshoring	1
Internet	1
Law Practice	1
Consumer Goods	1
Furniture	1
2374	1
Think Tanks	1
Philanthropy	1
Mechanical or Industrial Engineering	1
Photography	1
Restaurants	1
Executive Office	1
Sports	1
Publishing	1
Information Services	1
Libraries	1
Package/Freight Delivery	1

Company size	Total followers
1001-5000	43
10001+	42
11-50	36
2-10	27
51-200	26
201-500	25
501-1000	18
1	12
5001-10000	9

Update title
🎉 On this #FlashbackFriday, ATD Tulsa Chapter, Inc. would like to celebrate our new members who joined in May! 🎉 Please join us in giving a warm welcome to Kelli Grelles, PHR, SHRM-CP, BFA™, CHSA® of Experience by Design and Anna Rhode of Hood & Associates, CPAs, PC! 👏
☀ ATD Tulsa Chapter, Inc. would like to thank Pat Michaels for delivering such an engaging and informative presentation on "A Practical Approach to Creating Guidebooks for V/ILT!" ☀ 📖 Every attendee left the session with so many tips, insights, and their very own copy of Pat's Participant Guide to creating our own consistent and effective guidebooks for our training sessions! #atd #atdtulsa #instructionaldesign #instructorledtraining #guidebook #facilitator #training #talentdevelopment
All ATD Tulsa Chapter, Inc. members are welcome to attend our June Chapter Board Meeting on Thursday, June 9th from 4:30 to 6:30 PM. Contact President Sunilyn Hertt for more information! #atd #atdtulsa #boardmeeting #memberswelcome #joinus
ATD Tulsa Chapter, Inc. is excited to welcome Kimberly Cofrancesco, M.S. and Brian J. Lanza, M.Ed. to present "7 Fundamentals of Effective eLearning" on Friday, July 22nd! 📱 You know that simply adding a ☐ button to your PowerPoint slides isn't going to create the best training, but ensuring your eLearning truly engages your learners isn't always so easy! If this sounds like you, then this is a session you won't want to miss! 🔗 Click "View event" for the registration link! 🔗
🎉 On this #FlashbackFriday, ATD Tulsa Chapter, Inc. would like to celebrate our members who renewed their membership in May! 🎉 Please join us in thanking DeAnna Hutchins of Madison Strategies Group, Brittanie White of Ross Group, Laurie Rosenbaum, APTD of Energy Solutions, and Martha Isabel Zapata, Ph.D. of Hispanic Small Business Association! 👏

📊 1-Question Survey Time! 🤔

ATD Tulsa Chapter, Inc. wants to have a group discussion about hybrid training -- and to make it realistic, our brainstorming session will be a hybrid event!

🔗 Click the link in comments to complete our 1-Question Survey! 🔗

In 2020, most of the world had to transition from in-person, classroom training to virtual training almost overnight. Many organizations are now transitioning their virtual training to hybrid training -- a mixture of in-person and virtual participants in the same session. So, what does this mean for us, the facilitators who are responsible for it all?

Topics We May Discuss in Our Brainstorming Session:
☑ What it takes to transition to hybrid training
☑ Concerns about the learner experiences in a hybrid classroom
☑ Organizational pressures to transition to hybrid
☑ Technology concerns about hybrid
☑ 'Best practices' for transitioning to hybrid
☑ 'Lessons learned' from those who have already facilitated hybrid

The survey will remain open until Friday, June 24 at 5:00 PM CT!

🎇 ATD Tulsa Chapter, Inc. is BEYOND excited to welcome Sardek Love of Sardek Love International to present a special event, "Facilitating Like a Pro! 3 Guaranteed Ways to Create Massive Participant Engagement in Live, Virtual Training" on Thursday, July 7th! 🎇

This is a rare, one-time opportunity to interact directly with Master Facilitator and Association for Talent Development (ATD) International Top-Rated Speaker Sardek Love, as well as receive *exclusive access* to multiple, ridiculously engaging virtual activities that you can immediately apply in your own training! You don't want to miss it!! 🤩

🔗 Click "View event" for the registration link! 🔗

🎇 ATD Tulsa Chapter, Inc. is just TWO WEEKS away from welcoming Association for Talent Development (ATD) Master Facilitator Sardek Love to present a special event, "Facilitating Like a Pro! 3 Guaranteed Ways to Create Massive Participant Engagement in Live, Virtual Training" on Thursday, July 7th! 🎇

🔊 But don't take our word for it! Listen to Sardek share why this is truly an event that you don't want to miss!

🔗 Registration link is in the comments! 🔗

#atd #atdtulsa #facilitation #virtualfacilitation #talentdevelopment #training #virtualtraining #engagement

✊ Two weeks from TODAY! ATD Tulsa Chapter, Inc. will welcome Pat Michaels of Great Circle Learning to present "A Practical Approach to Creating Guidebooks for ILT & VILT Instruction" on Friday, June 17th! 📄

❓ Want to make sure your training programs provide a consistent learner experience, even when delivered by different facilitators?

❓ Need to deliver the same training program in both ILT and VILT environments?

✓ If you answered "YES" to the above questions, then you'll be happy to hear that a well-constructed guidebook can help and this is a session you don't want to miss!

🔗 Registration link is in the comments! 🔗

🗐 In just ONE WEEK, ATD Tulsa Chapter, Inc. will welcome Pat Michaels of Great Circle Learning to present "A Practical Approach to Creating Guidebooks for ILT & VILT Instruction!" Are you registered for this skill-building session where you'll discover the tools to help you create a consistent learner experience?? ☑

🔗 Registration link is in the comments! 🔗

#atd #atdtulsa #ilt #vilt #instructorledtraining #virtualinstructorledtraining #guidebook #facilitator

🕐 TODAY is the *last day* to register to attend tomorrow's event, "A Practical Approach to Creating Guidebooks for V/ILT" with Pat Michaels! Don't miss your chance to take your instructor guides to the next level! 👀

☀ In just ONE WEEK, ATD Tulsa Chapter, Inc. will welcome Association for Talent Development (ATD) Master Facilitator Sardek Love to present a special event, "Facilitating Like a Pro! 3 Guaranteed Ways to Create Massive Participant Engagement in Live, Virtual Training!" Are you registered yet?? Don't miss out! ☀

🔗 Registration link is in the comments! 🔗

#atd #atdtulsa #facilitation #virtualfacilitation #talentdevelopment #training #virtualtraining #engagement

Update link	Posted by	Created date	Audience	Impressions
https://www.linkedin.com/feed/update	Andrea Gentis	06/17/2022	All followers	409
https://www.linkedin.com/feed/update	Andrea Gentis	06/20/2022	All followers	196
https://www.linkedin.com/feed/update	Andrea Gentis	06/01/2022	All followers	178
https://www.linkedin.com/feed/update	Andrea Gentis	06/22/2022	All followers	174
https://www.linkedin.com/feed/update	Andrea Gentis	06/24/2022	All followers	166

https://www.linkedin.com/feed/update	Andrea Gentis	06/14/2022	All followers	129
https://www.linkedin.com/feed/update	Andrea Gentis	06/13/2022	All followers	122
https://www.linkedin.com/feed/update	Andrea Gentis	06/23/2022	All followers	90

https://www.linkedin.com/feed/update	Andrea Gentis	06/03/2022	All followers	48
https://www.linkedin.com/feed/update	Andrea Gentis	06/10/2022	All followers	35
https://www.linkedin.com/feed/update	Andrea Gentis	06/16/2022	All followers	19
https://www.linkedin.com/feed/update	Andrea Gentis	06/30/2022	All followers	8

Views	Clicks	Click through rate (CTR)	Likes	Comments	Shares	Follows
112	5	0.012224939	12	8	0	
	31	0.158163264	9	0	0	
	1	0.005617978	8	0	0	
	7	0.040229887	17	0	3	
54	8	0.048192769	5	2	0	

	18	0.139534891	4	2	1	
	15	0.122950822	10	7	3	
406	3	0.033333335	6	2	3	

	0	0	1	0	0
	0	0	2	1	1
	0	0	1	0	0
	1	0.125	1	0	0

Engagement rate	Content Type
0.061124694	Video
0.20408164	
0.050561797	
0.155172408	
0.090361446	Video

0.193798453	
0.286885232	
0.155555561	Video

0.020833334	
0.114285715	
0.052631579	
0.25	

Date	Impressions (organic)	Impressions (sponsored)	Impressions (total)
06/01/2022	149	0	149
06/02/2022	68	0	68
06/03/2022	40	0	40
06/04/2022	47	0	47
06/05/2022	49	0	49
06/06/2022	26	0	26
06/07/2022	15	0	15
06/08/2022	10	0	10
06/09/2022	32	0	32
06/10/2022	40	0	40
06/11/2022	1	0	1
06/12/2022	14	0	14
06/13/2022	73	0	73
06/14/2022	90	0	90
06/15/2022	58	0	58
06/16/2022	30	0	30
06/17/2022	270	0	270
06/18/2022	139	0	139
06/19/2022	31	0	31
06/20/2022	119	0	119
06/21/2022	42	0	42
06/22/2022	142	0	142
06/23/2022	92	0	92
06/24/2022	160	0	160
06/25/2022	73	0	73
06/26/2022	16	0	16
06/27/2022	26	0	26
06/28/2022	16	0	16
06/29/2022	31	0	31

Unique impressions (organic)	Clicks (organic)	Clicks (sponsored)	Clicks (total)	Reactions (organic)
107	4	0	4	8
50	6	0	6	0
17	0	0	0	0
19	4	0	4	1
31	2	0	2	0
16	1	0	1	1
12	0	0	0	0
6	0	0	0	0
9	4	0	4	0
6	1	0	1	1
1	0	0	0	0
2	0	0	0	1
31	7	0	7	7
40	20	0	20	4
26	3	0	3	0
11	0	0	0	1
178	2	0	2	10
47	1	0	1	3
27	0	0	0	2
66	28	0	28	3
33	3	0	3	3
76	5	0	5	12
51	3	0	3	5
78	7	0	7	8
36	3	0	3	1
11	0	0	0	0
20	2	0	2	1
14	0	0	0	1
17	2	0	2	1

Reactions (sponsored)	Reactions (total)	Comments (organic)	Comments (sponsored)	Comments (total)
0	8	0	0	0
0	0	0	0	0
0	0	0	0	0
0	1	0	0	0
0	0	0	0	0
0	1	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	1	0	0	0
0	0	0	0	0
0	1	0	0	0
0	7	6	0	6
0	4	3	0	3
0	0	0	0	0
0	1	0	0	0
0	10	7	0	7
0	3	1	0	1
0	2	0	0	0
0	3	1	0	1
0	3	0	0	0
0	12	0	0	0
0	5	0	0	0
0	8	2	0	2
0	1	1	0	1
0	0	0	0	0
0	1	0	0	0
0	1	1	0	1
0	1	0	0	0

Shares (organic)	Shares (sponsored)	Shares (total)	Engagement rate (organic)
0	0	0	0.080536913
0	0	0	0.088235294
0	0	0	0
0	0	0	0.106382979
0	0	0	0.040816327
0	0	0	0.076923077
0	0	0	0
0	0	0	0
0	0	0	0.125
0	0	0	0.05
0	0	0	0
0	0	0	0.071428571
2	0	2	0.301369863
1	0	1	0.311111111
0	0	0	0.051724138
0	0	0	0.033333333
0	0	0	0.07037037
1	0	1	0.043165468
0	0	0	0.064516129
0	0	0	0.268907563
0	0	0	0.142857143
2	0	2	0.133802817
3	0	3	0.119565217
1	0	1	0.1125
1	0	1	0.082191781
0	0	0	0
0	0	0	0.115384615
0	0	0	0.125
0	0	0	0.096774194

Engagement rate (sponsored)	Engagement rate (total)
0	0.080536913
0	0.088235294
0	0
0	0.106382979
0	0.040816327
0	0.076923077
0	0
0	0
0	0.125
0	0.05
0	0
0	0.071428571
0	0.301369863
0	0.311111111
0	0.051724138
0	0.033333333
0	0.07037037
0	0.043165468
0	0.064516129
0	0.268907563
0	0.142857143
0	0.133802817
0	0.119565217
0	0.1125
0	0.082191781
0	0
0	0.115384615
0	0.125
0	0.096774194

Date	Total unique visitors (total)
06/01/2022	1
06/02/2022	1
06/03/2022	1
06/04/2022	1
06/05/2022	1
06/06/2022	0
06/07/2022	1
06/08/2022	0
06/09/2022	2
06/10/2022	1
06/11/2022	1
06/12/2022	1
06/13/2022	3
06/14/2022	3
06/15/2022	2
06/16/2022	0
06/17/2022	2
06/18/2022	2
06/19/2022	0
06/20/2022	0
06/21/2022	0
06/22/2022	1
06/23/2022	2
06/24/2022	1
06/25/2022	0
06/26/2022	0
06/27/2022	0
06/28/2022	0
06/29/2022	0
TOTAL	27

Location	Total views
Greater Boston Area	8
Houston, Texas Area	1
Greater Los Angeles Area	1
Washington D.C. Metro Area	1
Chattanooga, Tennessee Area	1
Columbus, Ohio Area	3
Fayetteville, Arkansas Area	3
Oklahoma City, Oklahoma Area	6
Tulsa, Oklahoma Area	32
Coventry, United Kingdom	1
Bengaluru Area, India	4

Job function	Total views
Business Development	21
Consulting	4
Education	3
Engineering	1
Finance	1
Human Resources	22
Legal	3
Marketing	4

Seniority	Total views
Unpaid	1
Entry	10
Senior	23
Manager	4
Director	12
CXO	2
Owner	8

Industry	Total views
Computer Software	2
Management Consulting	1
Performing Arts	1
Insurance	8
Financial Services	6
Accounting	3
Aviation & Aerospace	2
Higher Education	12
Education Management	8
Government Administration	3
Marketing and Advertising	1
Information Technology and Services	4
Professional Training & Coaching	7
E-Learning	1
Photography	1

Company size	Total views
2-10	10
11-50	1
51-200	5
201-500	8
501-1000	9
1001-5000	3
10001+	7

Q7 Based on your experience at this ATD Tulsa Professional Development program meeting, how likely are you to attend another ATD Tulsa Professional Development program?

Answered: 6   Skipped: 0
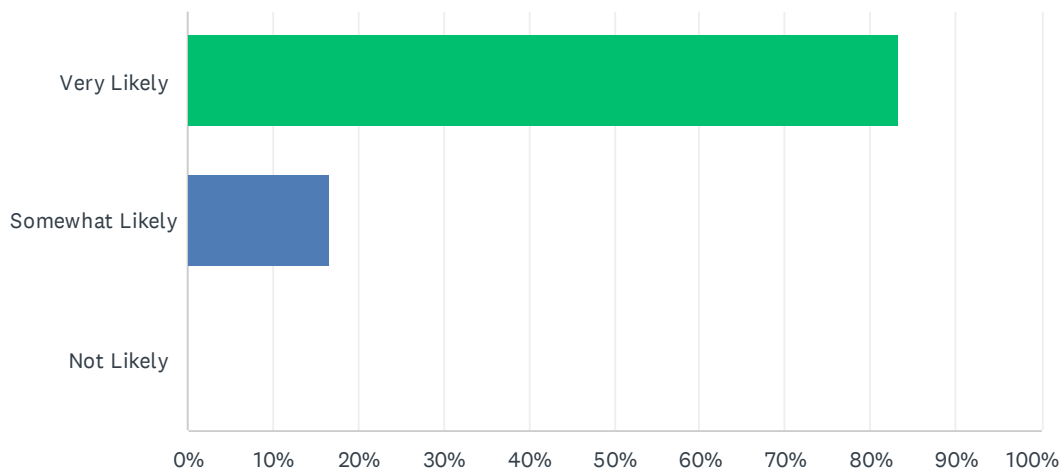
ANSWER CHOICES	RESPONSES	
Very Likely	83.33%	5
Somewhat Likely	16.67%	1
Not Likely	0.00%	0
TOTAL		6

| #	IF YOU ANSWERED SOMEWHAT LIKELY OR NOT LIKELY, WHAT COULD WE DO DIFFERENTLY TO CHANGE YOUR RESPONSE TO VERY LIKELY?	DATE
	There are no responses.	

Q8 Are there trainers, consultants, speakers, companies, or organizations that you would like to have present at a future ATD Tulsa Professional Development program? If yes, please list them.

Answered: 3   Skipped: 3

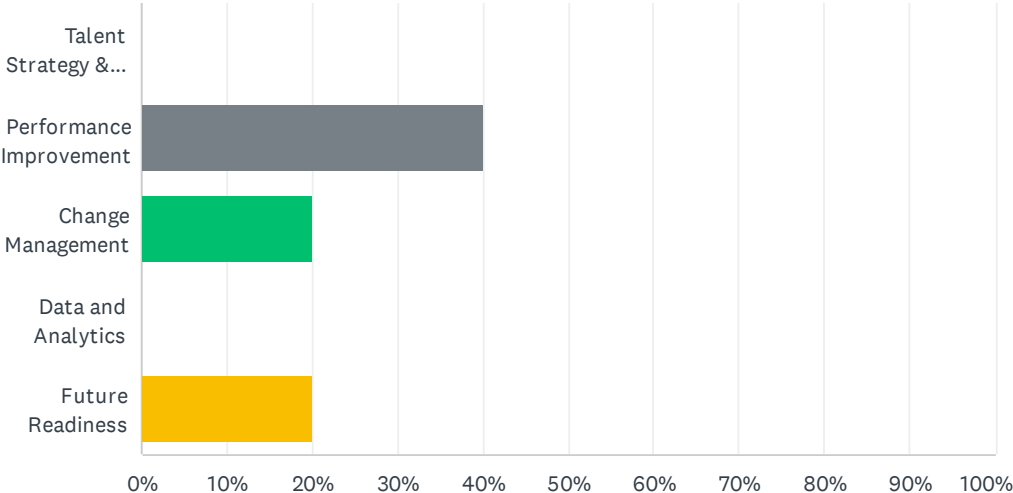| #	RESPONSES	DATE
1	not sure	7/5/2022 4:31 PM
2	n/a	6/17/2022 3:52 PM
3	N/A	6/17/2022 2:24 PM

Q9 Which of the following ATD Capability Model topics are you most interested in seeing presented? Check all that apply.

Answered: 5   Skipped: 1
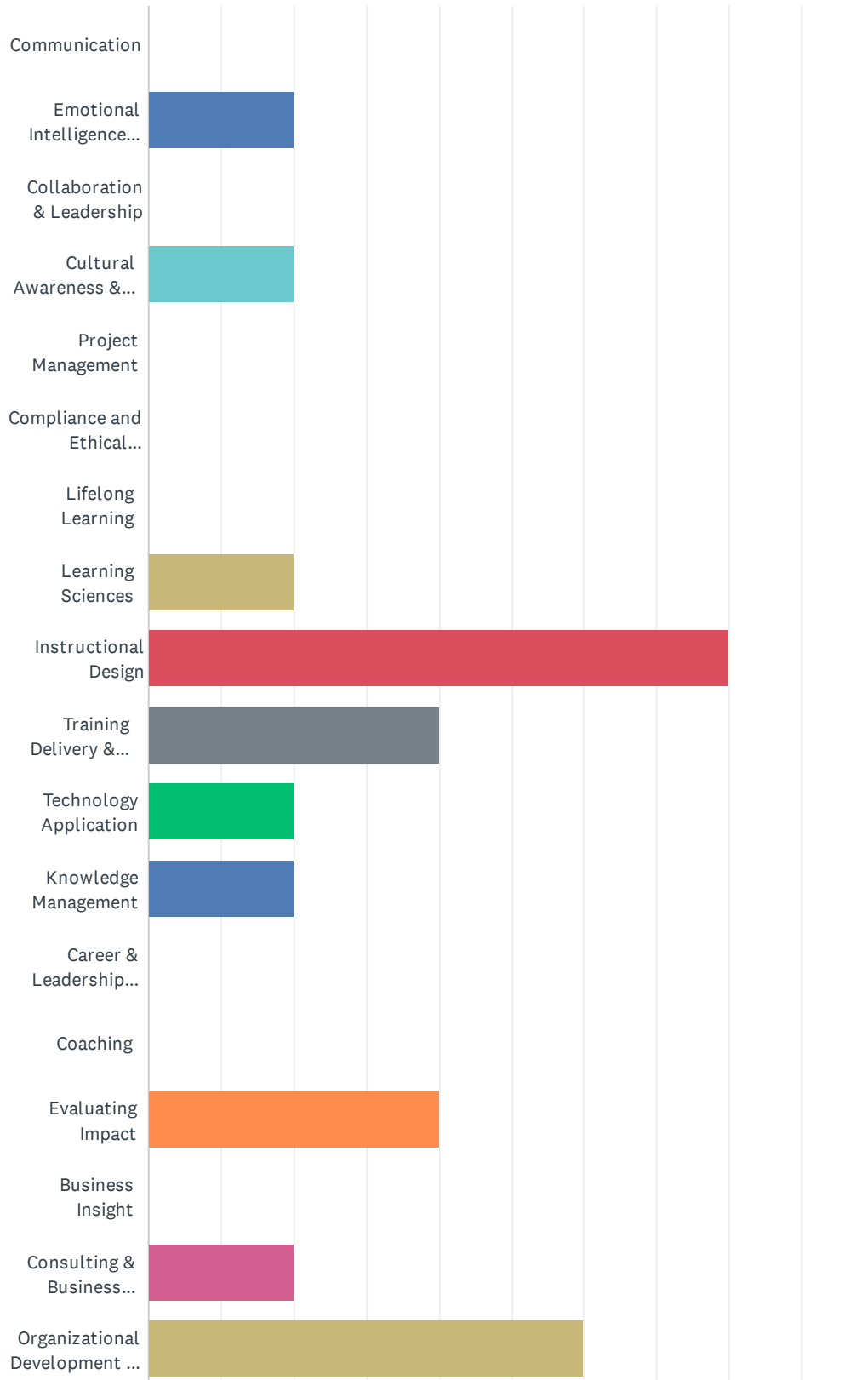
ATD Tulsa: A Practical Approach to Creating Guidebooks for ILT and VILT Instruction Presented by Pat Michaels

ATD Tulsa: A Practical Approach to Creating Guidebooks for ILT and VILT Instruction Presented by Pat Michaels

ANSWER CHOICES	RESPONSES	
Communication	0.00%	0
Emotional Intelligence & Decision Making	20.00%	1
Collaboration & Leadership	0.00%	0
Cultural Awareness & Inclusion	20.00%	1
Project Management	0.00%	0
Compliance and Ethical Behavior	0.00%	0
Lifelong Learning	0.00%	0
Learning Sciences	20.00%	1
Instructional Design	80.00%	4
Training Delivery & Facilitation	40.00%	2
Technology Application	20.00%	1
Knowledge Management	20.00%	1
Career & Leadership Development	0.00%	0
Coaching	0.00%	0
Evaluating Impact	40.00%	2
Business Insight	0.00%	0
Consulting & Business Partnering	20.00%	1
Organizational Development & Culture	60.00%	3
Talent Strategy & Management	0.00%	0
Performance Improvement	40.00%	2
Change Management	20.00%	1
Data and Analytics	0.00%	0
Future Readiness	20.00%	1
Total Respondents: 5		

Q10 Do you have any questions, comments or concerns? (If you would like for us to respond directly, please include your preferred contact information.)

Answered: 1   Skipped: 5

#	RESPONSES	DATE
1	no	7/5/2022 4:31 PM

Q11 Enter your name AND your email address in order to claim 1 credit toward Certified Professional in Talent Development (CPTD) or Associate Professional in Talent Development (APTD) initial eligibility or recertification.

Answered: 3   Skipped: 3

ANSWER CHOICES	RESPONSES	
Your Name	100.00%	3
Your email Address	100.00%	3

#	YOUR NAME	DATE
1	Chris Zervas	6/23/2022 2:57 PM
2	Walt Hansmann	6/17/2022 10:28 PM
3	Andrea Gentis	6/17/2022 2:24 PM

#	YOUR EMAIL ADDRESS	DATE
1	chris@chriszervas.com	6/23/2022 2:57 PM
2	Walt.Hansmann@gmail.com	6/17/2022 10:28 PM
3	agentis@mcg-ins.com	6/17/2022 2:24 PM