Professional Development

Deborah Davis-Leicht/Facilitator
Professional Development

Today’s CLT Facilitator:

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Professional Development Committee Co-Chair
NMA Board of Directors
Fort Worth, TX
Now, more than ever, your NMA Chapter should be planning ahead and be ready to bring multiple opportunities for personal and professional development to your members. Everyone wins when that’s the goal …
Leveraging NMA’s PD Resources

What’s in it for the … ?

Participants:
- Gain new skills
- Invest in their own careers
- Build new relationships

Organization:
- Support for a continuous learning environment
- Cost-effective leadership training
- Engagement of employees in their own development
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Key Stakeholders

- **Senior Leadership** – they can literally “see” value from the chapter they support

- **Human Resources and Training** – the chapter is viewed as a “business partner” in achieving their people development goals

- **Members** – view the chapter PD program as more personal and tuned to their needs, versus compliance training or mandated courses and workshops
First Things First!

Engage Human Resources

- You are NOT a threat
- You want to support ongoing training & development
- You are there to help
- Ask for someone from HR to advise the chapter; get HR/training ON the team!
- Ask “What can we take off your plate?”
- Provide feedback on needs to NMA
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PD Committee: Who will be responsible for what?

- Choosing the right mix of “classes,” programs, & events
- Setting up meeting rooms
- Handling publicity, registration, ordering materials
- Getting CEU approval and submitting forms
- Budgeting – what do things cost? How will courses/programs be covered (chapter, individual, partnering with company?)
- Finding facilitators/course leaders
- Recognizing achievements
Leveraging NMA’s PD Resources

Let’s look at some NMA PD Products

- Foundations of Management
- Building Virtual Teams
- NMA LeaderLabs (9 courses)
- Live OnLine monthly webinar
- FaciliSkills – under revision
- New self-study library coming soon

Remember: Complete course details, pricing, and ordering details are all on the NMA website!
Leveraging NMA’s PD Resources

Foundations of Management

Course 1: Management Fundamentals
Course 2: Managerial Functions
Course 3: Business Concepts for Managers

Details at nma1.org!
Leveraging NMA’s PD Resources

Building Virtual Teams

Five chapters, all dedicated to understanding the characteristics, challenges, and opportunities that come with working on virtual teams … ANY team, to be honest!

- Analyze Virtual Workplace Realities
- Overcome Distance and Cultural Factors
- Feel the Impact of Accountability and Shared Vision
- Learn How to Mitigate Conflict
- Identify Outstanding Best Virtual Practices

Details at nma1.org!
Leveraging NMA’s PD Resources

Engage Your Members

Monthly Live OnLine Webinars

Third Thursday of the Month – 12:00 noon and 3:00 pm EST

Coming May 21: “The Art of War ... From the Broadsword to the Boardroom”

All are archived on our website for viewing 24/7!
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NMA LeaderLabs

Interactive scenario-based learning sessions

1. Survival Skills – Priorities under pressure
2. Apprentice Auction – Selling with substance
3. Hiring Opportunity – Cover your criteria
4. Startup Saga – Minding the mission
5. Deadline Dilemma – Give and take
6. Operation Overload – Find a fix
7. Delivery Delay – Satisfy your customer
8. Developing Diversity – Invite all ideas
9. Employee Engagement – Walk the talk

Details at nma1.org!
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New for 2019-2020

NMA On Line Library:

- Leadership & Influence
- Change Management
- Emotional Intelligence
- Goal Setting & Getting Things Done
- Assertiveness & Self Confidence
- Generation Gaps

Six self-paced, 1 hour courses; only $39!

Available for BOTH Group Discussion/Study or Self-Study Online Programming!

Details at nma1.org!
Leveraging NMA’s PD Resources

Now Available: FaciliSkills™

- How to run effective meetings, any time, anywhere
- How to facilitate trust and open communication
- How to engage others in discussion
- How to use the best tools for handling conflict, “reading the room”, and creating group synergy

Leader Guide for each course: $59
Participant Manual for each course: $59
20% off with Chapter Rewards Dollars

Newly redesigned:
- Three courses
- Facilitator and Student Guides
- PPT based

Details at nma1.org!
Leveraging NMA’s PD Resources

Certified Manager & Certified Supervisor Programs

**Certified Manager Certification**  
A management certification program designed for mid-level managers to validate competency.

- Verify your ability to manage and lead
- Meet Eligibility Requirements; need not have a “management title”
- Pass 3 CM assessment exams

**Certified Supervisor Certification**  
A new management certification program designed for entry level managers to succeed in their first management role.

- Begin your management career with affordable, independent learning
- Are you currently supervising others or aspiring to be a supervisor? If so, the CS is designed for you.
- The real-world knowledge and skills you will learn through the CS can be used immediately to help you become a more efficient, effective supervisor.

icpm.biz  
Details at nma1.org!
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Additional PD Resources

Professional Development Guidebook

- Developing a PD plan
- Description of processes
  - Forms (B3, B4, B5, etc.)
- All about CEU
- Developing Facilitators
- Ordering courses
- Requesting certificates

Download at nma1.org!
REMEMBER! You have a $2/member dues rebate that can be used toward the purchase of NMA awards, conference registrations, and educational materials. Contact NMA for your current Chapter Rewards “balance”.

Leveraging NMA’s PD Resources

Chapter Rewards Program
Recognition

Recognize People’s Achievements!

- Chapter Meetings
- Executive Staff Meetings
- Chapter Newsletters
- E-blasts, website posts
- Notes to Supervisors
- Bulletin Boards

Ask execs to personally hand out achievement certificates!

[Certificate images]
Presented to any Chapter that has an outstanding PD and CM Program through conducting both NMA and non-NMA courses, and involving executive managers in their Professional Development program. Be recognized at NMA’s Annual Conference.

Details at nma1.org!
Q & A and Best Practices

- What really works and draws people to your learning activities?
- How do you pay for PD programs?
- Please share the kinds of “other” PD programs that seem to work for your chapter?
- Can you recall any unforeseen successes and/or “epic failures”?
- What would you like to learn from others who are logged on?
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Thank you for attending!