



## Your connection to local training & human performance professionals

[www.mm-astd.org](http://www.mm-astd.org)

January 2008

### Upcoming Events:

#### MM-ASTD:

January 29, 2008

*Introduction to SnagIt and Camtasia -How to Make Training Visual*

[Click here for details & to register](#)

February 26, 2008

Annual Meeting

*Finding an Extra Hour Everyday*

March 12, 2008 – **NEW ADDITION**

*Case Study: Developing a Blended Learning Program*

March 25, 2008

*Designing & Implementing a New Employee Orientation*

April 29, 2008

*Training Games-Putting the FUN in Functional*

(Back by Popular Demand!)

May 20, 2008

End of Year Activity

*Game On! 18-Hole Mini Putt-Putt Competition!*

*For details & to register for any of these events, visit:*

[www.astd-scmc.org/programs/events-calendar/](http://www.astd-scmc.org/programs/events-calendar/)

### NEW THIS YEAR

#### Virtual Led Program Dates:

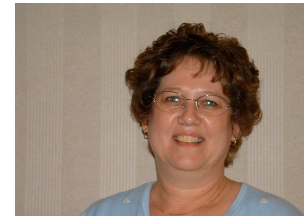
Stay tune for further developments

### Our Mission:

*A professional organization dedicated to developing the networks and individuals involved in workplace learning and performance improvement.*

## From Your President

### Welcome to the Mid Michigan Chapter of ASTD!



The Mid Michigan Chapter of ASTD supports the professional and career development of those responsible for linking workplace learning to improved organizational performance.

We are committed to helping you reach your goals as a training and development professional. The Chapter offers many opportunities for professional development and participation in a vital organization:

- [Chapter Programs and Meetings](#) - featuring speakers who challenge and offer information on issues in the Training and Development profession. These meetings also offer an opportunity to network with other professionals.
- [National ASTD](#) - is our partner in chapter leadership. Many members find enhanced professional growth through membership in both our chapter and in National ASTD. Consider expanding your horizons through National's Conferences, On-line Resources, and their monthly *T&D Magazine*.

We invite you to participate fully in all the chapter has to offer. You can set the true value of your membership which can be so much more than the dollars spent. The value is magnified by sharing your experience and expertise with other professionals and by honing your skills through participation and leadership. Whether you're new to the profession or a veteran, we can work together to discover our full potential as training and development professionals.

*Debbie Myrand*

## ASTD - Ann Arbor

February 7, 2008  
*Positive Change, Positive Performance, Positive Organizations*

March 6, 2008 – *"Leadership Development"*

April 3, 2008 - *"Extreme Interviewing for Learning Performance"*

May 1, 2008 – *"Speed Networking: Transforming Your Career Position"*

June 5, 2008 - *"Learning with the Whole Brain - the Hermann Brain Dominance Profile"*

## ASTD – Greater Detroit

Visit their website at:  
[www.detroitastd.org](http://www.detroitastd.org)

## Capital Quality Initiative

Wed., February 27, 2008  
*Leadership Legacy Café*

Wed., March 19, 2008  
*"Behaviors in a Box: Low cost, high impact Leadership Development"*

Wednesday, April 9, 2008  
*"Integrated Management Systems"*

Additional information at  
[www.lcc.edu/cqi/calendar\\_events/](http://www.lcc.edu/cqi/calendar_events/)

## HRMAMM

Visit their website at:  
[www.hrmamm.com](http://www.hrmamm.com)

## ISPI of Michigan

Visit their website at:  
<http://www.ispimi.org/>

## MMPI

Visit their website at:  
[www.mmpi.org](http://www.mmpi.org)

## *Note-Worthy News:*

- At the January 10, 2008 board meeting the MM-ASTD Board of Directors appointed Diane Miller as VP of Education. Diane had taken over the responsibilities of the Education committee on an interim basis since March 2007. Welcome aboard Diane! You will be a great asset to the board.
- We will be offering two...yes, two programs in March  
March 12, 2008 1:30 – 3:30  
March 25, 2008 5:30 – 7:30

## *We are growing our membership...Mid Michigan ASTD Welcomes New Members!*

Our chapter is proud to announce our newest members:

### **Members:**

Cheryl Goodman – Redstone Results – Lansing, MI  
William Tarnacki Jr. – Portage, MI  
Angela Egner – George P. Johnson – Auburn Hills, MI  
Pushpinder Toor – Ypsilanti, MI

## **NEW THIS YEAR - The Breakfast Club**



Remember the saying K.I.S.S ("keep it simple and sweet")? Well that's what the Breakfast Club idea is all about...simple and sweet. Why? Because we think it would be a sweet idea to meet you and hear your ideas relative to learning and development issues.

## **UPDATE**

The local chapter held their first "Breakfast Club" meeting on Thursday, January 10 at the Flap Jack Restaurant near the Frandor Shopping Center in East Lansing...and was a great success!!!

This informal session brought together good food, friendship, shared discussion on needs, community activities, programs, and more. Several existing members and board representatives attended, and we even met one of our newest members that joined the chapter, Ann Andrews.

Please mark your calendars for this every other month event. No registration is required! It's easy! Come as you are and bring your appetite for discussion and breakfast.

Future breakfast meetings are scheduled for March 5, May 7, July 2, September 3 or November 5 anytime between 7:30am and 8:30am at the Flap Jack Restaurant in Frandor. Direct questions on this to: [diane.miller@greenstonefcs.com](mailto:diane.miller@greenstonefcs.com) or call at 517 318-4159. See you there!

## Corporate Membership in Mid Michigan

Organizations own a membership for four or more participating members. Four memberships entitle the company a fifth membership for free and each individual member at \$40 each (total cost of five is \$200). The memberships are transferable from one individual to another. Members leaving the company may renew their membership as an individual.

## Corporate Sponsorship in Mid Michigan

Organizations and individuals that donate to the chapter in cash, goods, or services.

### **Platinum (\$2501 and above)**

Platinum Award  
4 Transferable memberships  
Website posting & link  
Newsletter recognition  
One meeting introduction  
Free postings for job openings & events

### **Gold (\$1001—2500)**

Gold Award  
2 Transferable memberships  
Website posting & link  
Newsletter recognition  
One meeting introduction  
Free postings for job openings

### **Silver (\$501—1000)**

Silver Award  
2 Transferable memberships  
Website posting & link  
One meeting introduction  
Free postings for job openings

### **Bronze (\$251—500)**

Bronze Award  
2 Transferable memberships  
Website posting & link  
Free postings for job openings

## **National News**

### **ASTD Certificate Programs**

ASTD offers many certificate programs to enhance your professional growth. With over 20 certificate programs from Action Learning to Training, you will surely find an ASTD program to fit your professional development needs. To learn more about ASTD Certificates, go to: <http://www.astd.org/content/education/certificateprograms/coaching/learningobjectives.htm>

### **Certified Professional in Learning and Performance (CPLP™)**

It seems every industry has a certification of some sort. Why do all these certifications exist? In a word: credibility. ASTD's certification institute embarked on building the Certified Professional in Learning and Performance™ (CPLP™) credential to raise the bar and provide a means for workplace learning and performance professionals to prove their value and knowledge of the field. If you have at least three years of industry related experience and/or education, plus the desire to prove your value and continue your professional development, then consider the CPLP™ credential. To learn more, visit the new CPLP™ website: <http://www.astd.org/content/ASTDcertification/ASTDCertification.htm>

### **Support Your Local Chapter!**

The CHIP is a revenue sharing program that offers chapters an opportunity to earn additional revenue. With the CHIP program, chapters share the revenue from new business they generate for KC ASTD programs and services. Revenue share opportunities from CHIP include national memberships, conference registrations, books published by ASTD, webinars, HPI courses, and ROI workshops. When you do business with ASTD, use our chapter's CHIP code – **CH5093!** Supporting your chapter enables us to do more on the local level!



### **Did You Know.....**

GCFLearnFree.org is passionate about learning. That's why they offer all of their learning opportunities at no cost whatsoever! This is all possible thanks to the support they receive from the GCF Community Foundation. There's freedom in the chance to learn what you want, when you want, and that's why they're 'GCFLearnFree.org'.

### **They Care**

GCFLearnFree.org believes that quality, innovative education helps people improve the quality of their lives. And through their computer, technology, and life skills training, their learners acquire the skills they need to do this.

To access this free site: [www.gcflearnfree.org](http://www.gcflearnfree.org)

## Donor

(Up to \$250)

Donor Award

1 Membership

Website posting & link

**All sponsors are recognized on the chapter website and can send company representatives to MM ASTD events at member's fee.**

## Board Members & Other Contacts

President:

Debbie Myrand

[scmcpresident@comcast.net](mailto:scmcpresident@comcast.net)

517-316-3524

Past President & VP of Finance

Carol Grainger

[grainger\\_carol@yahoo.com](mailto:grainger_carol@yahoo.com)

517-655-3752

VP of Membership - Open

Position

VP of Operations

Paula Burton

[paula.burton@mpiresearch.com](mailto:paula.burton@mpiresearch.com)

269-668-3336 ext. 1952

VP of Outreach – Open

Interim:

Anne Guerriero

[guerrieroa@pensiontrend.com](mailto:guerrieroa@pensiontrend.com)

517-349-2149 ext. 223

VP of Education

Diane Miller

[diane.miller@greenstonefcs.com](mailto:diane.miller@greenstonefcs.com)

517-318-4159

## Board Meeting Dates

**Interested in becoming active in the chapter? Come join one of the board meetings. We would love to have you “pop” in! Meetings are held at Ya-Ya’s in Frandor from 5:30-7:30**

February 7, 2008

March 6, 2008

April 3, 2008

May 8, 2008

August, 7, 2008

# Spotlight on New Member

Cheryl Goodman, a founder of Redstone Results, captures her audience's attention and imagination through a deft combination of humor and substance. She has a rare blend of practical experience, academic achievement and personal charisma which inspires workshop participants to break old communication habits that fail to get results and incorporate new communication skills which create better understanding and harmony. Cheryl's professional experience ranges from serving as a team member to managing several large departments. She draws from her experiences on both sides of the management equation to make real and memorable the personal anecdotes she uses in her workshops. Participants leave Cheryl's presentations with new communication skills gained from her enthusiastic and interactive presentation style.

Whether communicating to an audience of hundreds or to one professional looking to her for insight, Cheryl's gift for human interaction encourages all participants to achieve new heights in personal performance. Cheryl has the rare ability to listen deeply and people are often amazed in their interactions with her.

Cheryl solidified her public speaking as a certified Dale Carnegie instructor and she has counseled and mentored many people throughout her 25-year career. She has addressed physicians, nurses and other professionals in groups and individually here in the United States and as far away as Beijing, China, where she lived and worked.

Cheryl holds two Master's degrees, one from the University of Michigan in Public Health and the other from Michigan State University in Social Work. She received her baccalaureate degree in psychology from the University of Michigan.

Cheryl resides with her husband and son in East Lansing, Michigan.

## Michigan Event Industry Day

*"Coming Together to Celebrate the Events Industry in the State of Michigan"*

Michigan Event Industry Day brings together members from nine statewide, event-related organizations. These organizations have come together to host an annual event celebrating Michigan's meetings and events industry. The event provides meeting professionals and related industry professionals with Michigan's current meeting trends, future predictions for the coming year, networking opportunities, and special keynote speakers.

**Date:** Monday, February 25, 2008

**Location:** Radisson Hotel Lansing

**Time:** 11:00 a.m.-2:30 p.m.

For more information and registration, go to: [www.mmpi.org](http://www.mmpi.org)

# Trust and Powerful Learning

By Ernie Kahane

**High trust leads to high learning, which leads to high performance.**

MOST COMPANIES view effective learning as formal training using courses and curricula. But what many don't realize is that an alternative view for effective learning is emerging. For many employees, effective learning doesn't take place unless there is an inherent trust between the organization and the learner.

The most powerful learning related to business results is dictated by whether employees view themselves as part of a team. This approach involves fundamental trust, which influences other learning that takes place within an organization and can potentially jeopardize a significant portion of the money spent on formal training.

In the United States, recent polls demonstrate that low levels of trust both in our institutions and amongst each other are rampant. In a 2001 Gallup poll, only 41 percent of Americans said most people could be trusted. In the same poll, nearly 80 percent

believe top executives will enrich themselves at the expense of their companies.

In a 2005 Gallup poll, only 16 percent of U.S. adults believed the honesty and ethical standards of business executives were high or very high. The World Economic Forum surveys trust globally, and in its 2006 report, it found that trust in many institutions dropped significantly in the last few years. In the United States and Canada, overall trust in global companies is negative.

## **Magic formula**

Many businesses would pay dearly for a magic formula that would ensure high employee commitment, participation with the highest level of intensity, and managers who are determined to bring out the best in their employees.

One such organization in the world of sports is the Duke University basketball team. Duke Coach Mike Krzyzewski, better

## MANAGING THE LEARNING FUNCTION

known as Coach K, has the most wins of any active coach in college basketball today. Through his more than 20 years at Duke, he led the team to eight NCAA Final Four tournament appearances and back-to-back national championships.

According to Coach K, in leadership, there is nothing more important than trust. To achieve success, trust must be a part of every team.

Coach K builds trust by developing relationships with each of his players and by guaranteeing each potential recruit that he will help them become a better player. All he asks is that each player show the same level of effort and dedication. That means playing every game like it is the national championship and treating every practice with complete focus and intensity.

By taking the time to develop trust between each player and among the coaches and managers, Coach K teaches his players to act effectively in crisis situations. Talking about his 2001 NCAA championship team, Coach K says that the team lived in a protective bubble with no jealousy, envy, and selfishness. He adds that he always sought to develop that level of trust, but it was the players who created the 'no jealousy zone.' If one player had a bad game, another picked up the slack.

### Trust and learning

If trust can serve as the bedrock of commitment and high performance, what is trust and how does it impact learning and organizations?

Trust implies that people will keep their promises, speak truthfully, keep their word, and act morally. Trust assumes that people share common values. Trust is fragile because it is always subject to betrayal. In organizations, trust involves the expectation that leaders will look out for the interests of clients, customers, and employees. It assumes a fiduciary responsibility that executives are technically competent and will serve others, not simply themselves.

When trust thrives in an organization, good things happen—people cooperate, share expertise, tell the truth, work harder, and listen to each other. Employ-

ees work hard for the organization because they see themselves as valued members of a team and as stakeholders.

Trust acts as a catalyst for learning and performance because learning requires leaving one's comfort zone to improve performance. Getting better demands patience while performing at a lower level as you learn the new skill. Going outside one's comfort zone is risky and could lead to mistakes. Support and trust are critical to help staff adjust to the learning curve.

Trust also promotes the sharing of expertise because one's success isn't dependent upon someone else's failure. Trust creates organizations where employees are teachers and learners. Of course, trust isn't the only factor driving extraordinary performance. For Coach K, practice and preparation, fairness, honesty, responsibility, courage, discipline, respect, and confidence are all critical components for success, but trust is the foundation.

Trust fails in organizations when employees perceive the company as failing to live up to standards of fairness, honesty, and responsibility. When employees sense that their organization is not treating them with respect or looking out for their best interests, they will not be committed to the organization's goals.

In environments where trust is lacking, people are fearful. Self-protection becomes their only source of motivation. Because real learning requires exposing a weakness, the learning process is compromised when employees can't safely take risks.

Where trust is nonexistent, employees are outwardly compliant but inwardly defiant. Formal learning courses become perceived as a form of compliance and control rather than empowerment. Attempts to change behavior are resisted and deemed as manipulation. Instead of being used as opportunities to learn, mistakes are viewed as potentially punishable offenses.

In environments like these, learning is perceived as a competitive activity, not a shared endeavor.

Lack of trust within an organization makes efforts to use e-learning and

informal modes of learning extremely difficult. Since rewards and punishments are the guiding incentives in a competitive corporate environment, learning that requires additional self-discipline, self-direction, and acceptance will be slighted.

### The importance of trust

If a lack of trust undermines an individual's commitment to organizational goals and sabotages meaningful learning, what can we do about it?

While most organizations are concerned about high performance in their organizations, few manage trust directly. Some companies and consultants believe that organizations are made up of free agents, not teams. Many businesses don't think trust is important.

However, by not managing trust as a corporate asset, companies risk not only innovation and learning but also execution. The ability to execute requires trust. Without high trust, you can't assume that in ordinary or crisis situations, people will work together as a team. In the age of on-demand business, where the needs of customers require real-time response, lack of trust can be a showstopper.

There are companies that specifically manage trust and gain unwavering commitment and high performance for doing so. Jeffrey Pfeffer, Thomas D. Dee II professor of organizational behavior in the graduate school of business at Stanford University, has written books that examine how select organizations place employees first and achieve extraordinary business results. He cites a study that shows high-performance management among 702 firms "resulted in an increase in shareholder wealth of \$41,000 per employee."

Pfeffer said in a March 27, 2006 issue of *U.S. News and World Report* that Southwest employees talked about their company as if it were family. When talking about their company, they used the pronoun "we."

### Trust audit

Trust needs to be an integral part of learning analysis, design, and implementation as you strive to meet strategic business objectives. You may not be able to create an organizational strategy to build trust, yet you can facilitate more

trust through your learning programs.

First, workplace learning professionals must conduct a trust audit of the audience and environment that supplements traditional performance consulting. A trust audit gauges the current level of trust and identifies a plan of action for learning programs that influences positioning, activities, learning media, and follow-up.

In environments without trust, where commitment and buy-in are almost nonexistent, workplace learning professionals need to address concerns and build trust. Learning won't take flight if there is no commitment, which requires dialogue. Since trust is about perceived care, competence, and integrity, these values need to be demonstrated through interaction and design choice. By respecting participants and fostering an environment where people can feel safe acknowledging what they do not know, an organization can go a long way toward achieving long range objectives.

Learning professionals should aim to build small communities of trust by demonstrating actions that promote trust and by addressing issues openly. Genuine participation, clear strategies, direct talk, fairness, and re-entry strategies can all create high-trust environments.

Trust should be recognized as a fundamental form of learning. High-trust cultures and the strength of the connections among people that make cooperation possible is what writers like Robert Putnam, author of *Making Democracy Work*, describe as "social capital," which he argues is not only critical for strong organizations but also for strong economies. High trust leads to high learning, which leads to high performance.

Not every organization can attain the success and degree of trust exemplified by Coach K's teams. However, we all can find ways to incorporate trust in our team and in our models of learning and instructional design. By helping to build high-trust organizations, we will all find the way to play the best possible game. **TD**

**Ernie Kahane** is director of the learning strategy advisory board at Intrepid Learning Solutions; kahanes@comcast.net.



# Finding an Extra Hour Everyday

## When:

Tuesday, February 26, 2008  
5:30 PM - 8:00 PM

## Where:

Michigan Catholic Conference  
510 S. Capitol Ave  
Lansing, MI 48933

## What:

Join Randy Dean, The "Totally Obsessed" Time Management and E-mail Guy, as he leads this content-filled program on how to find more time and productivity every day. Learn how to:

- Apply time-saving strategies in your daily interactions with people
- De-stress daily work by using a task tracking method using paper, Outlook and /or PDAs.
- Use consistent methods and habits to shave time off work; know where you left off when you get interruptions
- And much more!

Randy Dean, The "Totally Obsessed" Time Management and E-mail Guy, is a highly regarded national speaker on the topics of time management, e-mail efficiency, and the related use of technology. The author of two books, including the new "Taming the E-mail Beast", Randy leads fun and informative programs that help people find more time and productivity in work and life.

**Registration:** 5:30 – 5:45 Registration and networking  
5:45 – 6:10 Dinner

**Business Program:** 6:10 – 6:30 Annual Meeting  
6:30 – 7:45 Presentation  
7:45 – 8:00 Wrap Up

**Cost:** \$ 25 Local chapter members (any local chapter of MI) and Students  
\$ 35 Non-local member

**Name:** \_\_\_\_\_ First ASTD Meeting?  Yes  No

**Organization:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone Number** \_\_\_\_\_  Work  
 Home

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

Please include me on notification list for future MM-ASTD news and events.  Yes  No

**Registration deadline:** Tuesday, February 19, 2008 **No refunds after this date.**

**Make Checks payable to :** ASTD – SCMC

Submit registration by mail or fax to:  
Beverly Gross, LAFCU  
106 N. Marketplace Blvd., Lansing, MI 48917  
Phone: (517) 622-6672 Fax: (517) 622-6923

You may also register and pay on-line by visiting our website at: [www.astd-scmc.org](http://www.astd-scmc.org)



# Case Study: Developing a Blended Learning Program

## When:

Wednesday, March 12, 2008  
1:30 PM - 3:30 PM

## Where:

LAFCU  
106 N. Marketplace Blvd  
Lansing, MI 48917

## What:

As many of you may have already figured out, using e-learning alone to develop your new employees or existing that have changed to a new job or assignment may not be the total solution. Sure it's fast, real-time and easily completed by the end-user, but are they competent to do the job?

Training experts are working hard to understand how to blend the process. Have you ever said or heard someone say, "I can see why blending makes sense. But what do I put with what? We have several instructors, a bundle of e-learning modules, and several procedure forms and documents. If I put them together, is that a blend? What is a blend and how do I make it work in an organization that prefers a quick fix?" Those questions and more were tackled by a joint effort between Lansing Community College (LCC) and Atmosphere Annealing, Inc. (AAI).

Mid-Michigan's local Chapter of American Society of Training & Development (ASTD) is proud to present a program on an actual Blended Learning case study whereby AAI had a problem and solved it by developing a blended learning program with the help of LCC.

Speakers: Rob McKinney, Corporate Training Coordinator at Atmosphere Annealing, Inc.  
Sean Quinn, Instructional Designer, Lansing Community College

**Registration:** 1:30 – 1:50 Meet & Greet  
**Business:** 1:50 – 2:00 Chapter Business  
**Program:** 2:00 – 3:15 Presentation  
3:15 – 3:30 Wrap Up

**Cost:** \$ 20 Local chapter members (any local chapter of MI) and Students  
\$ 25 Non-local member

**Name:** \_\_\_\_\_ **First ASTD Meeting?**  Yes  No  
**Organization:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone Number** \_\_\_\_\_  Work  
\_\_\_\_\_  Home  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

Please include me on notification list for future MM-ASTD news and events.  Yes  No

**Registration deadline:** Wednesday, March 5, 2008 **No refunds after this date.**

**Make Checks payable to :** ASTD – SCMC

Submit registration by mail or fax to:

Beverly Gross, LAFCU  
106 N. Marketplace Blvd., Lansing, MI 48917  
Phone: (517) 622-6672 Fax: (517) 622-6923

or

You may also register and pay on-line by visiting our website at: [www.astd-scmc.org](http://www.astd-scmc.org)



# Designing and Developing a New Employee Orientation Program

## When:

Tuesday, March 25, 2008  
5:30 PM - 7:30 PM

## Where:

Greenstone Farm Credit Services  
1760 Abbey Road  
East Lansing, MI 48823

## What:

Effectively orienting new employees to your company and to their new position within the company is critical to establishing successful, productive working relationships. The employee's first interactions with the company should create a positive impression of the company and the department. The time that is spent planning for the new person's first days and weeks on the job will greatly increase the chance for a successful start. It is also a great opportunity to establish open lines of communication with new employees and get them started right away.

Human Resource Departments are working hard to assist and transition new employees to their company. Are you looking to develop or update your new hire orientation program? If so, what should be included in the program, how long should it take, and how often should it be offered? All of these questions and more will be answered when you attend Developing and Designing a New Employee Orientation Program. This program will guide you through:

- Steps to take before the employee arrives
- Communications regarding the new employee
- Developing New Employee Orientation
- Follow Up
- Supervisor's Checklists, and much more...

Speakers: Diane R. Miller, Manager of Training and Development, GreenStone Farm Credit Services & Ami R. Fitzgerald, Corporate Trainer, GreenStone Farm Credit Services

**Registration:** 5:30 – 5:50 Meet, Greet and Eat

**Business:** 5:50 – 6:00 Chapter Business

**Program:** 6:00 – 7:15 Presentation

7:15 – 7:30 Wrap Up

**Cost:** \$ 20 Local chapter members (any local chapter of MI) and Students

\$ 25 Non-local member

**Name:** \_\_\_\_\_ **First ASTD Meeting?**  Yes  No

**Organization:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone Number** \_\_\_\_\_  Work  Home

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

Please include me on notification list for future MM-ASTD news and events.  Yes  No

**Registration deadline:** Tuesday, March 18, 2008 **No refunds after this date.**

**Make Checks payable to :** ASTD – SCMC

Submit registration by mail or fax to:

Beverly Gross, LAFCU

106 N. Marketplace Blvd., Lansing, MI 48917

Phone: (517) 622-6672 Fax: (517) 622-6923

or

You may also register and pay on-line by visiting our website at: [www.astd-scmc.org](http://www.astd-scmc.org)