



NMA Educational Online Opportunities - Winter Schedule

2210 Arbor Blvd Dayton, Ohio 45439 937/294-0421



How NMA Live Online Works

NMA Online classes offers an interactive online development experience from the convenience of your desk or a conference room. All you need is a telephone and a computer. Classes are approximately one hour long and held on Wednesdays or Thursdays. All registered participants will receive everything needed for the class including instructions, call-in numbers and pass- words. You may join the session from your desk (or with others in a conference room) by dialing the call-in number and logging onto the web via the instructions provided. The cost can vary from complimentary to \$25 per link. Fees are per viewing site, not per person, so invite others to participate for one low cost. For NMA Provided classes "Registration" entitles you to one telephone connection at one location, one master set of handouts (with permission to make additional copies for the participants at your location), one internet connection, and an unlimited number of participants from your organization in one listening room. With Non-NMA Provided classes the services and connections will vary. All will qualify for Continuing Education Units and the NMA course codes are listed with the class information.

How Podcasts Work

Podcasts are available 24/7 for viewing or listening; all you need to do is click on the URL and play. They can be accessed by a group in a conference room or by computer from a desktop or from home.

If you have any questions, do not hesitate to contact Karen at NMA.
Karen@nma1.org or
 937-294-0421

Class Details and Times

NMA Live Online: Risk Management—Use a Reasonable Approach toward Risk (60 Minutes)

Thursday, January 14, 2010
 11:30 AM EDT

Implementing detective, preventive and protective systems for

- ◆ Keeping risks under control
- ◆ Classifying and assessing risks for decision making

To register [click here](#)
There is a \$25 charge per telephone link.

CEU Course Code: 09008wb

Podcast: The OZ Principle

Thursday, January 21, 2010
 10:00 AM PST

This new Webinar for 2009 is based on the best-selling book, *The Oz Principle: Getting Results Through Individual And Organizational Accountability*. During the Webinar, the authors show you how to help people take greater personal accountability for achieving organizational results by learning how to operate Above the Line® and taking the Steps To Accountability®. Participants will also learn how to consistently See It, Own It, Solve It, and Do It®.

This is a Non-NMA Provider; you must register through this link: [Register here](#)
This is a complimentary webinar.

CEU Course Code: 10001PC

NMA Live Online: Accountability—Communication Tools that Build Accountability (60 Minutes)

Thursday, January 28, 2010
 2:30 PM EDT

- ◆ Defusing emotion through active listening
- ◆ Lessening employee dependency
- ◆ Developing relationship contracts

To register [click here](#)
There is a \$25 charge per telephone link.

CEU Course Code: 09007wb

Podcast: The Leadership Challenge, Jim Kouzes (55 minutes)

This is available anytime at NO CHARGE:

The Leadership Challenge—the most trusted source on becoming a better leader—has been thoroughly updated and revised for a new generation of leaders living and working in a global environment. The authors emphasize that the fundamentals of leadership are not a fad. While the context of leadership has changed dramatically, the content of leadership has endured the test of time.

This event originally was presented on January 27, 2009, as part of the Leading@Google series

James M. Kouzes is Dean's Executive Professor of Leadership, Santa Clara University.

<http://www.youtube.com/user/AtGoogleTalks#p/c/B74595015191C796/1/kt3hTGpfrSE>

CEU Course Code: 10002PC

NMA Live Online: Rapid Decision Making -The Price of Experience (60 Minutes)

Thursday, February 4, 2010
 11:30 AM EDT

Come match your decision-making skills against the pros.

To register [click here](#)
There is a \$25 charge per telephone link.

Three scenarios will be presented. Play and learn at the same time.

CEU Course Code: 10001wb

Time Zones:

11:30 AM Eastern
 10:30 AM Central
 9:30 AM Mountain
 8:30 AM Pacific

1:00 PM Eastern
 12:00 noon Central
 11:00 AM Mountain
 10:00 AM Pacific

2:30 PM Eastern
 1:30 PM Central
 12:30 PM Mountain
 11:30 AM Pacific



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NMA Live Online: Mind Reader's Syndrome—How Technology Has Impacted Feedback (60 Minutes)

What's changed:

- ◆ In-person vs. Email
- ◆ Working virtually
- ◆ Palm technologies: Finger tip information, one sentence response

CEU Course Code: 09024wb

Thursday, February 11, 2010

2:30 PM EDT

To register [click here](#)

There is a \$25 charge per telephone link.

Podcast: The Dilemma of Measuring People's Performance, Stacey Barr (70 minutes)

There are two schools of thought surrounding the topic of measuring the performance of people in business. This interactive session with Stacey Barr will test the tension between these two schools of thought and enable you to take away several practical tips that draw together the benefits of both schools of thought, at the same time as mitigating some of the greater risks of each.

CEU Course Code: 10002pc

This is available anytime at NO CHARGE:

This event originally was presented on July 14, 2009, as part of the Better Management series

<http://www.bettermanagement.com/seminars/seminar.aspx?l=15047>

NMA Live Online: Influencing Behavior (60 Minutes)

How Leaders increase their chances of success. Learn why quick fixes don't work and what drives our behavior. We'll start with a behavior challenge many of us face, losing weight, and work it through this change management approach.

CEU Course Code: 10003wb

Thursday, February 25, 2010

2:30 PM EDT

To register [click here](#)

There is a \$25 charge per telephone link.

Podcast: "The Art of Woo", Richard Shell (58 Minutes)

The Authors@Google program welcomed professor Richard Shell to the Google NY office to discuss his book "The Art of Woo".

Professor Shell is an internationally recognized expert in negotiations, persuasion, and strategy, as well as an award-winning teacher at the Wharton business school.

CEU Course Code: 10003pc

This is available anytime at NO CHARGE:

This event originally was presented on February 1, 2008, as part of the Leading@Google series

<http://www.youtube.com/watch?v=XBDR7GRTWo>

NMA Live Online: Manage Your Files instead of Piles (60 Minutes)

Can't find a file in your computer, much less on your desk? Take heart; you too can use a few basic filing conventions, the search function, and a few practical tips to make your work life simpler.

CEU Course Code: 09003wb

Thursday, March 11, 2010

1:00 PM EDT

To register [click here](#)

There is a \$25 charge per telephone link.

Podcast: David Logan Talks on Tribal Leadership (17 Minutes)

David Logan, USC professor and author, talks about the five kinds of tribes that humans naturally form -- in schools, workplaces, even the driver's license bureau. By understanding our shared tribal tendencies, we can help lead each other to become better individuals. [Download additional material for CEU Course credit](#)

This is available anytime at NO CHARGE:

This event originally was presented on October 6, 2009, as part of the TEDtalks

http://www.ted.com/talks/david_logan_on_tribal_leadership.html

NMA Live Online: Getting Feedback on Your Performance (60 Minutes)

- ◆ Learn techniques for asking for feedback on a project or task
- ◆ Find help in making specific requests for challenging opportunities
- ◆ Getting input when you need it from a busy person

CEU Course Code: 10004wb

Thursday, March 25, 2010

2:30 PM EDT

To register [click here](#)

There is a \$25 charge per telephone link.