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The Association for Information Professionals



May ARMA Milwaukee Chapter Meeting

Date: Wednesday, May 20, 2009
Time: 3:00 – 5:30 PM
Where: Front Row/ Miller Park, Milwaukee, WI
Cost: \$25.00 Members / \$ 30.00 Non-Members

Presentation: "Effectively Leading Virtual Teams"

Schedule of Events

3:00 PM - 3:30 PM	Registration and Networking
3:30 PM - 4:30 PM	Appetizers and Beverages
4:30 PM – 5:30 PM	Presentation

Leading a virtual team is becoming more of the norm as individuals are working with employees and/or business partners at multiple locations in the United States and around the globe. With advancements in today's communication technologies, it is possible for most employees to do some or all of their work in a virtual or remote setting away from the "traditional office". While being more possible and common to interact virtually, technology is not the sole enabler that creates and sustains productive relationships and team effectiveness.

The Effectively Leading Virtual Teams program is delivered through technology to simulate a "virtual" experience. The program provides insights into virtual teams, being more effective in your team leader role, and tools to apply for maximum leader and team effectiveness.

Topics include:

- Virtual Team Definition
- Potential Benefits of Virtual Teams
- High Performing Team Profile
- Team Challenges – Virtual or Not
- Tips and tools for leaders
- Cultural Differences
- Planning Next Steps

ABOUT THE SPEAKERS

CAROL JUDD

Carol Judd has been employed with Assurant Health for eleven years. She is currently the Manager of Office Services where she is responsible for managing the Incoming Mail, Correspondence Triage and Records Management Departments. Carol has been successful in using her strong organizational and process management skills on various scanning projects, and most recently on a major off-shore project. During her tenure with Assurant Health, Carol's accomplishments have included the establishment of production standards and department work manuals, along with working on many projects focused on bringing new technology to customers so they may enjoy the benefits of working paperless.

Carol is a long standing member of AIIM and ARMA and currently serves on the board of ARMA-Milwaukee.

JIM FRELKA

Jim Frelka, is currently the Director of Training and Organization Development at Assurant Health, located in Milwaukee, Wisconsin. Jim joined Assurant Health in 2002 as a Human Resources Generalist and has supported the company in various roles including Manager – Human Resources, Organizational & Employee Development Consultant and, most recently, Sr. Organizational & Employee Development Consultant. Jim has made positive contributions to Assurant Health's performance and talent management processes and practices, while working collaboratively with other Assurant businesses through his roles on the Assurant Talent Manager (ATM) advisory board, Core Curriculum Steering Committee and on other Assurant HR Symphony projects.

Prior to coming to Assurant Health, as the Manager – Human Resources at Newell Rubbermaid Inc., Jim led a large organizational change in addition to several human resource roles in other industries.

Reservation Deadline: May 6, 2009 by 5:00 p.m.

Cancellation Deadline: May 18, 2009

Make reservations On-Line at www.armamilwaukee.org

Checks may be mailed to: ARMA Milwaukee, P.O. Box 1233, 53201-1233

“No Shows” will be billed