

ShopTalk

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Editor, Lisa O'Donnell Connors, x4-6803

Small, but Mighty OD&T

Fast-changing technology, legislative initiatives such as Sarbanes-Oxley and highly sensitive issues including workplace harassment and computer security have created a great need for effective employee and management training at The Post.

Vonda Coulbourn. The OD&T Department is under the umbrella of the Human Resources Department.

According to Coleman, his staff is responsible for management and leadership development, performance effectiveness and technical training. "We help people at The Post be the best they can be...that's very powerful," he emphasized.

The training is delivered through on-site and off-site workshops and seminars, brown bag lunches, one-on-one consultations, a leadership seminar series, and Web-based courses through online training vendor Element K. Twice a year, OD&T publishes a catalog of courses and workshops that are available to Post employees. The current catalog provides a menu of 29 courses, ranging

from "Introduction to Powerpoint 97" to the popular Myers-Briggs Type Indicator workshops.

"A lot of the packaged training that is out there does not translate to our environment very well," said Kayser. "Most of the training that we design and deliver is specific to

the needs of The Post."

Organization-wide initiatives that affect all Post employees are a high priority for OD&T, such as the mandatory Web-based training on the Code of Business Conduct that was announced last week by Publisher **Bo Jones**.*

The Code of Business Conduct training is an example of the training needs that have been identified to meet the newspaper's commitment to meet the requirements of the Sarbanes-Oxley Act (see the Sept. 23 issue of ShopTalk).

"Human Resources and OD&T look at the Sarbanes Oxley legislation as a way to enhance our current practices," explains **Martha Lequeux**, director of Human Resources. "The training highlights The Post's commitment to Sarbanes Oxley, provides an interactive tool to help ensure employees understand it and establishes an ongoing resource for employees."

Another new training initiative led by OD&T is the mandatory management training curriculum that was adopted by the newspaper's vice presidents this year. The curriculum includes 15 workshops and Web-based training courses that must be completed during



The Organizational Training & Development staff includes **Barry Coleman**, Manager; Training and Development Administrator **Vonda Coulbourn** and **Cliff Kayser**, assistant manager.

Creating, delivering and marketing the training is the responsibility of the three staff who make up the Organizational Development and Training Department (OD&T): Manager **Barry Coleman**, Assistant Manager **Cliff Kayser**, and Training and Development Administrator

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Promotions & Transitions

TODD BERMAN, Advertising, was recently promoted to the position of outside sales representative for the business development unit. He was previously an analyst in the Marketing Department. Berman came to The Post in 2001 as an intern in the Accounting Department and also held the position of advertising service representative. He holds a BS in business management and international marketing from American University. During his tenure at The Post he has been awarded the Publisher's Award, two quarterly Marketing Department Excellence Awards and a Customer Service Award.



Dennis Brack, *News*

DENNIS BRACK, News, has been named the assistant art director for News Art. Brack was an intern for News Art in 1997 and was hired full time in 1998. He was previously the art director for the Financial Desk and has been the art director for Style. Before coming to The Post, he was a design consultant for newspapers in Spain, Bolivia and the U.S. Brack was also the design director/redesign coordinator for the *Sun News* in Myrtle Beach, S.C. He holds a BSJ from the Medill School of Journalism at

Northwestern University and is the recipient of several awards from the Society of News Design.

TIM CONDON, Advertising, was recently promoted to sales manager for the entertainment category. He was most recently a marketing manager for national and international advertising and has been an outside sales representative for real estate. Before joining The Post in 2002, he was an instructor for Kaplan, a subsidiary of The Washington Post Company. He was also a commercial loan officer for Union State Bank. Condon earned an MBA in marketing from New York University and a BA in psychology at the University of Notre Dame.

ANTHONY HARRIS, Advertising, was named to the position of T5 system support specialist in the advertising systems unit. Since he came to The Post in 1998, Harris has held the positions of advertising service representative for

Anthony Harris, *Advertising*



real estate and senior advertising service representative for the national accounts unit. Most recently, he was a T4 programmer in advertising systems.

DEANDREA JAMES, IT, was promoted this month to IT client support manager. She was previously an IT Help Desk analyst. Before coming to The Post in 2002, she worked for Florida Coastal School of Law in Jacksonville and Woelfel Research in Virginia. She earned both a BBA in computer information systems and a bachelor's degree in music from James Madison University. James also holds several IT certifications, including Microsoft certified professional.

RAY MCCAFFREY, News, is the new editor of the Ann Arundel Extra. He was previously a staff writer in the Southern Maryland Bureau for four years and has served as acting editor for the Southern Maryland Extra. McCaffrey came to the newspaper in 1999

from the *Colorado Springs Gazette* where he worked as a reporter, columnist and writing coach. While at the *Gazette*, he was named Colorado's best columnist for five consecutive years. McCaffrey holds an MA in clinical psychology from the University of Colorado and a BA in psychology from Fairfield University in Connecticut.



DeAndrea James, *IT*

MIKE SHEPARD, News, was named the night editor for the Financial Desk, effective Nov. 8. He was hired in 1988 as a copy aide and by 1990 he was promoted to full-time assistant news editor on the News Desk. Shepard has designed many of The Post's front pages and handled the layout of several Metro and A sections. He holds a master's degree in journalism from American University and is a graduate of Georgetown University. Shepard received a Fulbright Scholarship in 1997 to teach journalism in Brazil.

TINA TOLL, News, is the new Montgomery Bureau office manager. She had been columnist Mary McGrory's assistant for 17 years, until McGrory died earlier this year. Before coming to The Post, she had worked for a nonprofit in the District and the Massachusetts department of public welfare. Toll earned a bachelor's degree in Latin from the University of Massachusetts. ■

specified time frames.

In addition, OD&T creates and delivers training that is initiated and identified by individual departments.

When a manager comes to OD&T with what he or she identifies as a training need, Coleman or Kayser work with the manager to identify goals and a vision for the training. OD&T will then do an assessment of the training goals based on discussions with the department's employees and managers. If the need is viable, OD&T designs and then delivers training that might take an afternoon, a few weeks, or it may become a newspaper or company-wide initiative that lasts for



several years.

Employees can also improve their professional skills by pursuing an undergraduate or graduate college degree through The Post's tuition reimbursement program, coordinated by OD&T. To date in 2004, 186 employees in almost every department have taken advantage of

this benefit. Applications and guidelines are available in Human Resources on the third floor of the Northwest Building, both production plant's administrative offices and on the *Intranet* home page, under "online forms."

For more information about training opportunities offered by OD&T, call the

OD&T hotline at (202) 334-5425 or send an e-mail to ODandT@washpost.com.

* *Bo Jones noted in the information sent last week to all Post employees that every employee will soon receive a memo from Chairman **Don Graham** about the training, which includes information explaining how to access it through a new company-wide portal, www.wponet.com using the same User ID and Password that is to be used for the 2005 benefits open enrollment. If you have questions about how to access the training, call 1-877-WPNET-4, Monday through Friday, 8 a.m. to 8 p.m., EST. ■*

A Night of Music and Dance

More than 1,500 people attended the Third Annual Washington Post Music and Dance Scholarship Awards program on Saturday, Oct. 9 at the Warner Theatre



Style reporter **Kathi Wilcox** (right) talks with actress **Tatyana Ali** at *The Post* on Friday, Oct. 8. Ali emceed the Music & Dance Scholarship Awards program with **Jim Vance**, a news anchor on NBC TV-4.

in the District. Produced by the Public Relations Department and **Ricky Payton**, the founder of the Urban Nation Hip Hop Choir, the awards showcase the musical,



The Warner Theatre marquis announces the awards on Saturday night.

voice and dance talents of area high school seniors. Twelve seniors were chosen from 128 applicants to receive \$1,500 in college scholarship funds from The Post, based on their talents, grade point average and an essay. Post staff participating as presenters and speakers included Executive Editor **Len Downie**,

Deputy Editor of the Editorial Page **Colby King**, Vice President/Counsel **Mary Ann Werner**, KidsPost Editor **Tracy Grant** and Deputy Metro Editor **Keith Harriston**. **David Jones**, public relations supervisor, was the associate producer ■

Labbe' Is Honored by NABJ

Metro reporter **Theola Labbe'** was honored by the National Association of Black Journalists at the organization's annual journalism awards gala on Saturday, Oct. 9. The organization presented the 2004 Emerging Journalist Award to Labbe' during the event held at the Marriott Wardman Park Hotel in the District.

Security Brown Bag

Assistant Safety & Security Manager **Chuck Cooke** will present a Brown Bag discussion on personal safety and dealing with emotionally disturbed persons on Thursday, Oct. 21. The discussion will take place in the Sousa room on the 1st floor of the Northwest Building from noon to 1 p.m. For more information or to reserve your space, call the Organizational Development & Training hotline at x4-5425.



Chris White shares a laugh with his Writers Group colleagues at his farewell party on Wednesday, Oct. 6.

White Leaves for Comic Reasons

Chris White left his position as the manager of editorial production for the Writer's Group on Friday, Oct. 8 to become a full-time stand-up comic. White's pursuit of becoming a successful stand-up comedian has been featured in ShopTalk and the Weekend Section. He is performing this week at the Baltimore Comedy Factory and will be at the University of Maryland Campus on Nov. 5. White's schedule of upcoming performances can be found on his Web site www.dcstandup.com.

The Post Participates in National Book Festival

Book World Editor **Marie Arana** and 15 Post writers, columnists and Book World reviewers participated in the Fourth Annual National Book Festival on Saturday, Oct. 9 on the Mall. The Post staff joined more than 75 authors,

illustrators, poets and storytellers during the daylong celebration of reading.

Post participants at the book festival included:

Jabari Asim, senior editor, Book World

David Brown, science writer, National Desk,
Maureen Corrigan, Book World columnist
Michael Dirda, critic and writer, Book World
Tracy Grant, KidsPost editor
Jennifer Howard, contributing editor, Book World;
John Kelly, columnist
Jura Koncius, writer, Home Section,
Ev Small, contributing editor, Book World
Craig Stoltz, Health editor
K.C. Summers, Travel editor
Francis Tanabe, art director and senior editor, Book World
Linton Weeks, writer, Style
Doug E. Winter, Book World reviewer
Jonathan Yardley, critic, Book World

Health Center Flu Shots Cancelled

The Post's Health Centers will not be able to provide employees with flu shots this year. The shortage of flu vaccine was announced after last week's ShopTalk published the Health Centers schedule of flu shots. Employees who are over 65 years of age, diabetic, or have respiratory problems, can go online to www.maximflu.com to check for possible flu shot sites or call your doctor.



Marketplace

FOR RENT: Apt. in Park Tower avail. Nov. 1 at 2440 16th St./Kalorama St. Open for viewing 1 - 4 p.m. on Sat/Sun 10/23 and 10/24. 1BR/1BA w/great sunlight with w/d, cac, cable ready. \$1,200 + utils., \$600 deposit required. Refs/Credit checked. Beautifully managed, secure & quiet building! 24 hr. front desk. Sorry no smk'g/no pets. Call Victoria at x4-5759 or call (202) 518-7696.

FOR SALE: 1994 Oldsmobile Cutlass with AM/FM radio, air conditioning, four new tires and brakes, good condition. Best offer accepted. Call Bob at x4-2220, Monday-Friday, 3 - 10 p.m.

FOR SALE: '92 Honda Civic EX, sunroof, original owner, great in-town car, 141k miles, \$1,800. Call Marty at x4-7384 or (301) 871-8640.

FOR SALE: Ladies clothing, never worn, or in perfect condition, sizes 8-14, dresses, suits, blazers, e-mail photo available. Prices \$5-\$30. Call Angela at x4-4848 or preferably (410) 998-9840; e-mail Astamay@aol.com.

FOR SALE: Oriental carpet, brown and blue pattern, 8' x 11', \$85. Will deliver. Call Caryle at x4-7572 or (202) 237-6037.

ISO REDSKINS TICKETS: I need two or four tickets to the Redskins/Green Bay game on Oct. 31. Contact Mark at the College Park plant evenings, Tues.- Sat, 9 p.m. to 3 a.m. at x6-1297, or call any day after 1 p.m. at (301) 373-3442.

FOR RENT: Single family home, 3BR, 2BA, fireplace, new CAC, new hot water heater, gas heat, carport, large storage shed. Three miles from Springfield plant, walk to Accotink Park. No smoking/pets. \$1,350 month. Call Thoi Tran at (703) 425-3523.

FOR SALE: Washington Post t-shirts, sweatshirts, caps, umbrellas, bags, mugs, books and more! Shop online at: www.washingtonpost.com/store. Enter POST in coupon code during checkout for 10% discount.

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