



SOUTH FLORIDA CHAPTER
Association for
Talent Development

New Member Welcome Packet

A practical guide to your
first 90 days and beyond.

New Member Welcome Packet

What's Inside

- Welcome letter and how to get help
- About ATD South Florida and your member benefits
- Getting started: portal login, profile, and email preferences
- Programs and SIGs: Mentorship, CPTD/APTD Study Group, Consultants' Mastermind, Learning Technologies, Networking
- Power Membership and ChIP code
- Corporate membership and sponsorship overview
- Events and registration tips
- Volunteer and leadership pathways
- New Member 90-Day Checklist (detailed)
- Quick links and contacts directory
- Templates: Volunteer interest, Speaker proposal, 30-day action plan

Welcome Letter

Welcome to the Association for Talent Development (ATD) South Florida Chapter. We are a tri-county community of talent development professionals dedicated to learning, connecting, and sharing real-world practices. This packet will help you plug in quickly and get value from day one. If you need anything at all, we are here to help.

Warmly,
Director of New Member Engagement
Email: engagement@atdsfl.org

About ATD South Florida

Founded in 1973, ATD South Florida connects professionals across Broward, Miami-Dade, and Palm Beach to learn, share, and grow together.

Our mission is to help you develop your capabilities, expand your network, and elevate the talent development profession in our region.

Your Member Benefits at a Glance

- Professional development events and webinars
- Mentorship program and peer connections
- Study groups for CPTD and APTD certification
- Special Interest Groups (SIGs) including Consultants' Mastermind and Learning Technologies
- Quarterly networking events across the tri-county area
- Job board and local career connections

Getting Started in Week 1

Your account and events are managed through the chapter's Wild Apricot member portal.

LOG IN TO THE MEMBER PORTAL

- Look for a login invitation after your membership is activated. If you do not see it, request access from the chapter.
- Use the same email you used to join the chapter to activate your profile.

COMPLETE YOUR PROFILE

- Add a photo, title, organization, and a short bio.
- Include areas of expertise and keywords to improve searchability in the member directory.
- Turn on directory visibility if you want others to connect with you.

SET EMAIL PREFERENCES

- Confirm you are receiving the weekly events roundup and monthly Save-the-Date.
- Add atdsfl.org addresses to your safe senders list.
- Optional. Subscribe to additional interest lists when available.

Programs and SIGs

Choose one program to start, then add more as your schedule allows.

MENTORSHIP PROGRAM

Engage in a guided relationship to grow your skills and network. The program includes application windows and structured check points.

Contact: mentorship@atdsfl.org

CPTD AND APTD STUDY GROUP

An 11-week virtual study group meets on Saturdays for 2 hours beginning at 10:00 AM ET to help you prepare for certification.

Contact: cptd@atdsfl.org

CONSULTANT'S MASTERMIND

A facilitated peer forum for independent consultants to share practices, solve real problems, and co-create solutions.

LEARNING TECHNOLOGIES SIG

Explore platforms, AI, authoring tools, and implementation strategies with practitioners and vendors.

Contact: technology@atdsfl.org

NETWORKING EVENTS

Quarterly in-person or virtual networking sessions across the tri-county region to help you build connections and spark ideas

Power Memberships and ChIP Code

- Become a Power Member by joining ATD National along with the chapter for access to national research, tools, and a wider network.
- Use the South Florida ChIP code CH9060 on eligible ATD purchases to support our chapter.

Corporate Memberships and Sponsorships

- Corporate memberships provide discounted access for teams and increased visibility.
- Sponsorships align your brand with professional development events and programs.
- To inquire, contact membership@atdsfl.org.

Events and Registration Tips

- Use the Events page in the portal to browse upcoming programs and register.
- Sync events to your calendar from the confirmation email.
- If you cannot attend, cancel in the portal so others can take your spot.

Volunteer and Leadership Pathways

Volunteers are the heart of our chapter. Director-level opportunities are available and typically range from 5 to 15 hours per month.

- Event production support
- Marketing and communications
- Membership outreach and orientation
- Technology and platforms
- Programs and SIG leadership
- To raise your hand, email engagement@atdsfl.org or complete the Volunteer Interest form in the portal.

Quick Links

Resource	Link or Email
Events Calendar	https://www.atdsfl.org/page-802146
Member Portal Login	https://www.atdsfl.org/page-802138
Mentorship Program	https://www.atdsfl.org/mentorship
CPTD/APTD Study Group	https://www.atdsfl.org/page-1862347
Learning Technologies SIG	https://www.atdsfl.org/page-1862505/13509312
Volunteer Interest	https://www.atdsfl.org/Contactus
Job Board	https://atdsfl.org/Jobs
Power Membership	https://www.atdsfl.org/page-1862272

Contacts and Directory

For general questions, email engagement@atdsfl.org

For membership changes, email membership@atdsfl.org

Role	Name	Email
Director of New Member Engagement	Lisa I. Perez, SPHR, SHRM-SCP	engagement@atdsfl.org
VP Membership	George Romagosa	membership@atdsfl.org
CPTD/APTD Study Group	Carol Berkhimer	cptd@atdsfl.org
AI Workgroup (fka Learning Technologies SIG)	Steve Yudewitz	technology@atdsfl.org

Templates

VOLUNTEER INTEREST (COPY AND PASTE INTO AN EMAIL TO VOLUNTEER@ATDSFL.ORG)

- Subject: Volunteer Interest — ATD South Florida
- Name:
- Email:
- Phone:
- Areas of interest (pick any): Events / Marketing / Membership / Technology / Programs
- Availability (hours per month):

SPEAKER PROPOSAL OUTLINE APPLY AT [HTTPS://WWW.ATDSFL.ORG/SPEAKER-PROPOSAL](https://www.atdsfl.org/speaker-proposal)

- Session title and 2-3 sentence description
- Target audience and capability areas
- 3 learning objectives
- Preferred format (webinar, panel, workshop)
- Speaker bio and links
- Availability windows

New Member 90-Day Checklist

Use this checklist to get connected and get value fast. You can complete most items in under 30 minutes.

Questions: membership@atdsfl.org or engagement@atdsfl.org

Week 1: Welcome and Setup



- ☐ Activate your Member Portal login. Request access if you did not receive the email.
- ☐ Complete your profile: photo, role, expertise, keywords, county. Enable directory visibility.
- ☐ Register for the New Members Welcome Session.
- ☐ Follow ATD South Florida on social and join the LinkedIn group.
- ☐ Set email preferences in the portal so you receive weekly event roundups and monthly Save-the-Date.

Weeks 2-3: Learn and Connect



- ☐ Attend Orientation to learn benefits and meet the leadership team.
- ☐ Check our Events Calendar and register for one event or SIG: Consultants' Mastermind, Learning Technologies SIG, Government Community of Practice, or networking social.
- ☐ Explore the Mentorship Program and add the next application window to your calendar.
- ☐ Browse the Events page and add two future programs to your calendar. Share what you'll be attending in a LinkedIn or Social Media Post, tag the chapter!

Weeks 4-6: Grow and Contribute



- ☐ Become a Power Member: join ATD National and ATD South Florida for expanded tools and community. Use CHIP code CH9060 at checkout to support the chapter.
- ☐ In Transition? Visit the Job Board: set alerts, post an opening from your organization if applicable.
- ☐ Volunteer interest: pick a micro-role that fits your time such as welcome calls, event support, or marketing.
- ☐ What are you up to? Share in a LinkedIn or Social Media Post, tag the chapter!

New Member 90-Day Checklist

Use this checklist to get connected and get value fast. You can complete most items in under 30 minutes.

Questions: membership@atdsfl.org or engagement@atdsfl.org

Weeks 7-9: Deepen Engagement



- ☐ Register to attend a second event or SIG and introduce yourself in the chat.
- ☐ Share a weekly resource or short tip with the LinkedIn community: post to LinkedIn and tag the chapter.
- ☐ If relevant, sign up for the CPTD or APTD Study Group info session.
- ☐ Invite a colleague to an event or to join the chapter.

By Day 90: Reflect and Plan



- ☐ Complete the New Member Feedback form.
- ☐ Book a 15-minute 'find your fit' chat with a chapter leader.
- ☐ Commit to one way you will contribute next quarter: volunteer, present, or enroll in the mentorship program.



Board of Directors 2025-2026



Colette De Nardo
President



Jimmy Glenos
President-Elect



Barb Potter
Past President



Alyssa Chuck
VP of Finance



Alba Pazmino
VP of Communications



Paige Pavlik
VP of Operations



Kevin Coyne
VP of Prof Dev



George Romagosa
VP of Membership



Sherri Dailing
VP of Special Programs



Steve Yudewitz
VP of Technology