



Dear Colleagues:

The NHASFAA Training Committee is pleased to offer training events designed for higher educational professionals. The last scheduled training in this year's series is *Extreme Office Makeover* on Tuesday, April 17, 2007 at the NHHEAF Network campus in Concord. *Please note that this is different than the originally scheduled date.* This session will focus on some ideas to make your office run more efficiently and hopefully be a forum to exchange ideas.

9:00 Registration and refreshments (thank you sponsors)

9:30 – 12:00 **Graphic Design 101: Why Students Never Read Anything!** – It's part psychology, part graphic design, part layout basics, and part "advertising"! Whether you want to improve your publications, application forms or your website, this session will help you learn the basics of good layout and design. Deborah Glenn Long, School Consultant, Training and Technical Assistance with Connecticut Student Loan Foundation, will review designing layouts, which types of fonts to use when, how to emphasize deadlines or important information, whether to embed instructions or separate them, where and why to include pictures, how to make the best use of different graphic formats (jpeg, png, tif, etc.), how to be consistent but still use contrast where appropriate, why the design of web resources and paper formats should be different, how to make forms look simple, how to make brochures/newsletters interesting and...most important of all...how to get your point across and make people want to read more!

12:00 – 12:30 Lunch (thank you sponsors)

12:30 – 2:00 **Keys to a Successful Paperless Process** – Are you ready to move from paper award and tracking letters to a completely paperless system? Plymouth State University made this transition for the 2005-06 academic year --- come hear their implementation experiences. This session will cover the three key elements of a successful implementation: communication, technology, and follow-up. And, learn how Microsoft Access was used as a tool to store data and initiate numerous e-mails in batch mode – a key to the success of the implementation. All attendees will take home a CD that contains a copy of the program and a sample MS Access database with e-mail programs and instructions. Presenter: Crystal L. Finefrock, Associate Director, Plymouth State University.

2:00 – 2:30 **Roundtable Discussion** – Please share your ideas for some of the great things you have done in your office! Do you have success with student surveys? Do you have a lot of visits to your financial aid website? How do you provide outreach to your students?

Attached with this letter you will find a registration form (please make copies if you will be registering more than one staff member). Please complete and return the registration form by e-mail, fax, or mail by April 9, 2007. Confirmation will be e-mailed on April 11<sup>th</sup>.

As always, this training is open to all NHASFAA members and their institutions. This dynamic session, including lunch, would not be possible without the generous support of our sponsors: Bank of America, Citibank, Citizens Bank, EdFund, NextStudent, The NHHEAF Network Organizations, and SallieMae Education Trust.

On behalf of the Training Committee,  
Diane Bonin, Chair