CURRICULUM VITAE
(Revised July 1, 2017)

John Sample, PhD

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EDUCATION

Ph.D. Adult Education – 1990
Department of Educational Foundations and Policy Studies, College of Education, Florida State University, Tallahassee, FL. Dissertation: *The design, development, implementation and evaluation of a plan of action to control turnover of security specialists in a state psychiatric hospital*. Committee Chair: Dr. Roy Ingham. Academic Concentration: Human Resource Development

M.S. Human Resource Management - 1975
Graduate School, St. Thomas University (Miami, FL).

College of Law (attended 1966 – 1968)
College of Law, Florida State University, Tallahassee, FL.

B.S. Social Welfare (Criminology and Corrections) 1965
Department of Criminology, Florida State University, Tallahassee, FL.

Professional Certifications

- Senior Professional in Human Resources (SPHR), Human Resource Certification Institute (HRCI), 1996 to present; SHRM-SCP, Society for Human Resource Management, 2016 to present.
- Stay Interview Expert Certification, Finnigan Institute, 2017 to present
- Senior Registered OD Consultant (SRODC), Organization Development Institute. 2003- to present)
- Federal Emergency Management (FEMA) continuing education courses.

PROFESSIONAL EXPERIENCE

2012-2016
Courtesy Professor, Askew School of Public Administration and Policy, Florida State University
- PAD 4936 Leadership in International Workplaces
- PAD 4414 American Public Service (Human Resource Management).
- PAD 5417 Human Resource Management
- PAD 5335/4335 Strategic Leadership for Communities

2005-2009
Associate Professor, College of Education, Florida State University.

- Program Coordinator, online master's degree in Adult Education with Specialization in Human Resource Development.

- Coordinated conversion and development of face-to-face courses for distance learning application using funding ($200,000) from the Florida State University Office for Distributed and Distance Learning.
- Maintained a normal teaching load (two courses per semester, fall, spring, one or two during summer).
- Graduate courses taught (1) online: Human Resource Development, Program Leadership and Development, Analytical Applications Human Resources, Processes HR and OD, and (2) traditional classroom: Adult Learning and Development, Staff Training and Development, Program Leadership Development.
- Served as a committee member on doctoral dissertation committees in the College of Education and College of Business.

2004-2005
Director of Marketing and Graduate Recruitment, Half-time appointment to the Office of the Dean as Florida State University, College of Education (Tallahassee, FL, 2004-2005).

- Coordinated the development and marketing efforts for six graduate level online master's degree programs.
- Coordinated the marketing efforts for all graduate degree programs in the FSU College of Education.

2003-2005
Visiting Assistant Professor, Adult Education and Human Resource Development program, College of Education, Florida State University. (Tallahassee, FL).
- Developed and coordinated a college-wide service learning project using College, Higher Education, and Schools Program (CHESP) funding for two years, including a comprehensive evaluation ($100,000).
- Secured funding from the Florida State University Office for Distributed and Distance Learning to convert the master's degree in Adult Education to a distance learning format ($183,000).
- Maintained a normal teaching load (two courses a semester, fall, spring, one or two during summer).
- Served as a committee member on doctoral dissertation committees.

1998-2003
Director, School of Adult and Continuing Education, Barry University. (Tallahassee, FL).
- Directed marketing efforts in Tallahassee, Panama City, and Fort Walton Beach, conducted adjunct faculty selection and evaluation, managed registration and logistics of all three sites.

1995-1998
Director of Professional Education & Training, Center for Professional Development and Public Service. Florida State University. (Tallahassee, FL).
- Developed, marketed, and coordinated continuing professional education opportunities for business and governmental agencies.

1986-1988
Associate for Research, Center for Needs Assessment and Planning (Dr. Roger Kaufman), Florida State University (half-time). (Tallahassee, FL).
- Developed and managed a $250,000 needs assessment for the Florida Department of Children and Welfare using Roger Kaufman's organizational elements model.

1986-1988
Director, Human Resource Development and Training, Florida Center for Productivity, Florida State University (half-time). (Tallahassee, FL).

1985-1986
Development Coordinator, Instructor Development and Certification Project, Organizational Development and Training and Nuclear Energy Department Florida Power and Light, Inc. (Juno Beach, FL).

1984-1985
Coordinator, Human Resources Development Program, College of Education, Florida State University (half-time). (Tallahassee, FL).
- As a doctoral student, coordinated the development of the Human Resource Development Certificate Program.

1983-1984
Staff Aide to Dean, Office of the Dean, College of Education, Florida State University (half-time). (Tallahassee, FL).

1981-1983
Assistant Professor, Division of Business and Economics, St. Thomas University. (Miami, FL).
- Director, Graduate Admissions and Coordinator, Graduate Programs (1 year).
- Master's of Business Administration Program Development Coordinator (1 year prior to SACS review).
- Coordinator of the Master of Science in Human Resources Program.

1975-1981
Program Development Specialist/Instructor, Teacher Corps Project, Division Educational Leadership and Human Resources Development, School of Education, Florida International University (Miami, FL).

1975-1981
Coordinator/Instructor, Graduate Program in Human Resources Program, Biscayne College (Miami, FL)

1972-1975
Training Director, Bureau of Staff Development, Florida Division of Youth Services, Department of Health and Rehabilitative Services (Tallahassee and Miami, FL).

1971-1972
District Supervisor, Bureau of Field Services, Florida Division of Youth Services, Department of Health and Rehabilitative Services (Gainesville, FL).

1970-1971
Assistant Court Administrator and Intake Supervisor, Volusia County Juvenile Court (Daytona, FL).

1968-1970
Juvenile Court Counselor, Brevard County Juvenile Court (Cocoa, FL).

1965-1966
Adult Supervisor, Florida Probation and Parole Commission, (Titusville, FL). Resigned to attend law school.

COURSES TAUGHT

Florida State University, Tallahassee, FL
College of Education
- ADE 5083 Human Resource Development (online and face-to-face versions)
- ADE 5080 Foundations of Adult and Continuing Education
- ADE 5186 Program Leadership and Development in Adult Education (online version)
- ADE 5189 Staff Training and Development

- ADE 5280 Problems in Organization and Administration of Adult Education Agencies
- ADE 5380 Processes Human Resource Development/Organizational Development (online version)
- ADE 5385 Adult Learning and Development
- ADE 5832 Analytical Applications of Human Resource Management, Training and Development (online version)

Nova Southeastern University, Ft. Lauderdale, FL
Fischler School of Education and Human Services
- ECD 8008 Human Resources Development. Taught in multiple sites around USA and Canada.

Florida Agricultural and Mechanical University, Tallahassee, FL
College of Arts and Sciences, Economics Department
- EGC 4962 Labor Relations Problems

Barry University, Tallahassee and Orlando Centers
School of Adult and Continuing Education
- HRD 648 Work Group Behavior in Organizations
- HRD 530 Organizational Change
- ADM 312 Training and Development
- ADM 410 Recruitment and Selection
- MGT 305 Organizational Behavior and Management
- MGT 352 Human Resource Management
- PUB 406 Human Resources in the Public Sector
- BUS 353 Leadership and Performance Development

St. Thomas University, Miami, FL
Division of Business and Economics
- MAN 700 Cultural and Behavioral Factors in Organizations
- MAN 703 Human Resources Management
- MAN 727 Organizational Development
- MAN 722 Adult Learning and Development

Florida International University, Miami, FL
School of Education
- ADE 5385 Developing Adult Education/HRD Programs

Embry-Riddle Aeronautical University, Miami Campus
Aviation Management
- MS 620 Managerial Psychology
- MS 665 Public Administration
- MS 965 Special Projects

PROFESSIONAL DEVELOPMENT EXPERIENCES

Stay Interview Certification, Finnigan Institute (C-Suites Analytics), 2017.

Myers-Briggs Type Indicator Certification Training. Center for Application of Psychological Type - Dr. Mary McCaulley (Certification program held at St. Thomas University) and recertification December 2016 at CAPT in Gainesville, FL.

Immunity to Change. Harvard University. A five-day certification workshop with Dr. Robert Kegan and Dr. Lisa Lahey (intense practice using the four-column change analysis process from their book, *How the Way We Talk Can Change the Way We Work).*

Interaction Management and Targeted Selection (three-day training program). Development Dimensions International (DDI).

Teacher Corps Associates Training Program. University of Wisconsin, Madison WI. Five-week program.

Models for Management. Teleometrics, Inc.

Management Work Conference. National Training Laboratories (NTL).

PROFESSIONAL ASSOCIATIONS

Current Membership
>International Society for Organization Develop and Change (ISODC)
>American Society for Public Administration (ASPA)
>Society for Human Resource Management (SHRM)

>Past Membership
>Future Search Network (FSN)
>American Association for Adult and Continuing Education (AAACE)
>Association for Psychological Type (APT)
>International Society for Performance and Instruction (ISPI)
>American Society Law Enforcement Trainers (ASLET)
>American Society for Training and Development (ASTD)

PUBLICATIONS

Book, Manuscript, and Psychological Test Reviewer:

Organization Development Journal, peer review of manuscripts.

Book reviewer: Hamlet, H. Leadership in Social and Mental Health Counseling Through Collaboration, Consultation and Advocacy (for SAGE Publishers, 2013).

Manuscript review: 2006 Academy of Human Resource Development International Research Conference Planning Committee.

Manuscript reviewer: *Organization Development Journal* (2005*)* – blind review of manuscripts

Manuscript reviewer**:** *Management Decision Journal* **(**2005) **–** blind reviewer of manuscript.

Book review: reviewed Kegan and Lahey's book *How the way we talk can change the way we work* for *Adult* Learning (October 2005).

Book review and jacket endorsement: Robert Brinkerhoff's (2006) *Telling Trainings Story* (Berrett Kohler).

Book review and jacket endorsement: Mel Siberman's (2006) *Active Training* (Wiley).

Books

Sample, J. (2007). *Avoiding legal liability for adult educators, human resource developers, and instructional designers*. Malabar, FL: Krieger Publishing.

Sample, J. (1993). *InfoLine # 9309 Legal liability & HRD: Implications for trainers*. Alexandria, VA: American Society for Training and Development.

Peer Reviewed Publications

Sample, J. A. (2017). Human resource management in state and local government in the United States: Avoiding liability for discrimination under Title 42 U.S.C. § 1983. *International Journal of Huan Resource Studies,* 7, 3, 131-147. doi:10.5296/ijhrs.v7i3.11427
URL: https://doi.org/10.5296/ijhrs.v7i3.11427

Sample, J. A. (2016). A review of the Myers-Briggs Type Indicator® in public affairs education. *Journal of Public Affairs Education*, 23,4, xx-xx.

Sample, J. A. (2015). Compliance and ethics programs and the federal sentencing guidelines for organizations in the United States: implications for international hrd specialists. *Human Resource Development International,* 18, 4. DOI # 10.1080/13678868.2015.1071991

Sample, J. A. (2015). Mitigating the planning fallacy in project forecasting: an od perspective. *Organizational Development Journal, 33, 3, 51-65.*

Sample, J. A. (2013). Legal liability and the od practitioner. *Organization Development Journal*, 31, 4, 15-26.

Sample, J. A. (2010). Psychological test reviewer: Situational Outlook Questionnaire. *The Eighteenth Mental Measurements Yearbook*. Lincoln, NE: The University of Nebraska Press, 548-550.

Sample, J. (2004). The Myers-Briggs Type Indicator and od: Implications for practice. *Organization Development Journal, 22,* 67-75.

Sample, J., Johnson, J., & Jones, W. (1988). Self-directed learning and personality type in adult degree students. *Psychology: A Journal of Human Behavior, 25*, 32-36.

Sample, J., & Hoffman, J. (1986). The MBTI as a management and organizational development tool. *Journal of Psychological Type, 11*, 47-50.

Sample, J. (1984). A model for the collaborative development and use of BARS in appraising the performance of rehabilitative counselors. *The Journal of Rehabilitative Administration, 8*, 105-110.

Book Chapters and Contributions to Annuals

Sample, J. A. (2008). Using the Myers-Briggs Type Indicator® to develop managers and leaders. In R. C. Preziosi (Ed.), *The 2008 human resource management annual*. San Francisco, CA: Pfeiffer/Jossey-Bass, pp. 75-87.

Sample, J. A. (2008). Human resource development liability indicator. In *The 2008 Pfeiffer annual: Training* (pp. 123-133). New York: Jossey-Bass/Wiley.

Sample, J. (2007). HR's other legal nightmare: Liability and the training & development function. In R. C. Preziosi (Ed.), *The 2007 human resource management annual*. San Francisco, CA: Pfeiffer/Jossey-Bass., pp. 205-234.

Sample, J. (2006) Developing and using behaviorally based rating scales: A tool for appraising human resources. In R. C. Preziosi (Ed.), *The 2006 human resource management annual*. San Francisco, CA: Pfeiffer/Jossey-Bass., pp. 245-261.

Sample, J. A. (2005). Developing trainers: A self-Assessment and observer feedback process. In E. Beich (Ed.), *The 2005 Pfeiffer annual: Consulting* (pp. 117-133). New York: Jossey-Bass/Wiley.

Sample, J. A. (2004). Learning vs. performance: Implications for human resource development. In E. Beich (Ed.), *The 2004 Pfeiffer annual: Training* (pp. 191-197). New York: Jossey-Bass/Wiley.

Makela, J. P., Chen, P D., & Sample, J. A. (2004). Career choice: Building self-knowledge. In E. Beich (Ed.), *The 2004 Pfeiffer annual: Consulting* (pp. 27-32). New York: Jossey-Bass/Wiley.

Sample, J.A. & Yopp, M. (2004). Organization frames analysis: A tool to enhance leadership. In E. Beich (Ed.), *The 2004 Pfeiffer annual: Consulting* (pp. 147-150). New York: Jossey-Bass/Wiley.

Sample, J. (2003). Effort and performance: Outcomes linking them to valued outcomes. In M. Silberman (Ed.), *The consultant's big book of organizational development tools* (pp. 76-83). New York: McGraw Hill Publishers.

Sample, J. (2003). How to reduce liability for ineffective diversity training. In M. Silberman & P. Phillips, Ed, *The 2003 Training and Performance Sourcebook*, Princeton, NJ: Active Training, 313-318.

Sample, J. (1998). Managerial perceptions: What do employees really want? In J. W. Pfeiffer (Ed.), *1998 Annual: Developing human resources* (pp. 87-94). San Diego, CA: Pfeiffer/Jossey-Bass Publishers.

Sample, J. A. (1998). How to give on-the-job instruction: A nine-step approach. In K. V. Linde and E. Biech (eds.), *Building high performance*. Fairfax, VA: Pricewaterhouse Coopers, 4-42-4-45.

Sample, J. (1997). Liability and the HRD practitioner. In J. W. Pfeiffer (Ed.), *1997 Annual: Developing human resources* (pp. 321-330). San Diego, CA: Pfeiffer/Jossey-Bass Publishers.

Sample, J. (1996). Keep-it-simple problem solving. In E. Biech & J. E. Jones (Eds.), *The HR handbook* (pp. 283-285). Amherst, MA: HRD Press.

Sample, J. (1996). Liability and the technical trainer: Recent cases and comments. In L. Kelly (Ed.), *Supplement 1 to the ASTD technical and skills training handbook* (pp. 131-147). New York: McGraw-Hill.

Sample, J. (1995). Liability and the technical trainer: An overview of issues and prevention strategies. In L. Kelly (Ed.), *ASTD technical & skills training handbook* (pp. 176-210). New York: McGraw-Hill Book Company.

Sample, J. (November 1995). An i. o. u. for training. *Training and Development,* 49, 11, 11-13.

Sample, J. (January 1990). May governmental agencies be liable for failure to train their employees to standard? *Performance and Instruction,* 29-31.

Carbonell, J., Higginbotham, J., & Sample, J. (1990). Sexual harassment in the workplace: Managerial strategies for understanding, preventing and limiting liability. In J. W. Pfeiffer (Ed.), *1990 Annual: Developing human resources* (pp. 225-240). San Diego, CA: University Associates.

Sample, J. (January, 1990). Tina Carlan: Resolving sexual harassment in the workplace. In J. W. Pfeiffer (Ed.) *1990 Annual: Developing human resources* (pp. 45-47). San Diego, CA: University Associates.

Sample, J. and Johnson, J. (1987). Self-directed learning and professional development for public managers. In *1987 Professional and organizational development yearbook* (pp. 67-70). Athens, OH: American Society for Public Administration.

Farrow, D., & Sample, J. (1986). BARS - Developing behaviorally-anchored rating scales. In J.E. Pfeiffer

& L.D. Goodstein (Eds.) *1986 Annual: Developing human resources* (pp. 73-78). San Diego, CA: University Associates, Inc.

Sample, J. (1986). An HRD approach for the development of a performance appraisal system. In J.E. Pfeiffer & L.D. Goodstein (Eds.). *1986 Annual: Developing human resources* (pp. 191-200). San Diego, CA: University Associates, Inc.

Sample, J. (1984). Expectancy theory - Implications for training and development. In J.E. Pfeiffer & L. D. Goodstein (Eds.), *The 1984 annual: Developing human resources* (pp. 257-261). San Diego, CA: University Associates, Inc.

Sample, J. (1984). A bibliography of applications of the Myers-Briggs type indicator (MBTI) to management and organizational behavior. In J.E. Pfeiffer & L.D. Goodstein (Eds*.). The 1984 annual: Developing human resources* (pp. 145-152). San Diego, CA: University Associates, Inc.

Non-refereed Publications

Sample, J. A. (2007). The compelling argument for harassment prevention training: Implications for instructional designers. *Performance and Improvement*, 46, 7, 18-26.

Sample, J. (1997, July). Training programs: How to avoid legal liability. HR Briefing. *Bureau of Business Practice Newsletter*.

Sample, J., & Pantel, D. (1996). Sergeants as on the job trainers. *The Law Enforcement Trainer, 11*(4), 4-7.

Sample, J., & Hylton, R. (1996). Falling off a log and--landing in court. *Training, 33,* 5, 66-69.

Sample, J. (January, 1996). Liability and the technical trainer. *Technical and Skills Training*, 17-20.

Sample, J. (1995). Using subject matter experts to identify high liability tasks. *Performance & Instruction*, 34, 5, 34-37.

Sample, J. (1994, April-May). How experiential training can land you in court! *Training Today*, 4-9.

Sample, J. (1993). INFO-LINE: Legal liability & HRD--implications for trainers. INFO-Line Series. Washington, D.C.: American Society for Training and Development.

Sample, J. (March/April, 1993). Moving from training activities to training impact in law enforcement: The trip is necessary! *The ASLET Journal*, 25-27.

Sample, J. (October, 1992). Florida sheriff uses experts to identify high liability tasks. *Sheriff*, 10-12.

Sample, J. (December, 1990). Eluding the activity trap. *Police Technology and Management*, 24, 52-53.

Sample, J. (November, 1990). High stakes gambling: Failure to train to standard. *Police Technology and Management*, 24, 52-53.

Sample, J. (October, 1990). When training is not the cure for performance. *Police Technology and Management*, 10-11, 42.

Sample, J. (September, 1990). The competency connection. *Police Technology and Management*, 9-11.

Sample, J. (1990). May governmental agencies be liable for failure to train their employees to standard? *Performance and Instruction*, 29-31.

Sample, J. (1989). Civil liability for failure to train to standard. *Educational Technology*, 29, 23-26.

Sample, J. (1989). Youth developers in search of a future. *New Designs for Youth Development, 1*, 9-11.

Kaufman, R., & Sample, J. (1986). A holistic program development model for adult educators: Part 1. *Lifelong Learning: An Omnibus of Practice and Research, 9*(4), 18-23.

Sample, J. (1986). An HRD approach to performance appraisal. *Performance and Instruction, 25* (3), 29-31.

Kaufman, R., & Sample, J. (1986). Defining functional competencies for training and performance development. *Educational Technology, 26* (3), 16-21.

Kaufman, R., & Sample, J. (1986). A holistic program development model for adult educators: Part 2 *Lifelong Learning: An Omnibus of Practice and Research, 9*(5), 14-16.

Sample, J. (1986). [Review of the book *Managing staff development programs in human services*]. *New Designs For Youth Development,6*(6), 21.

Sample, J. (1985). Techniques to assess and develop individualized staff development plans. *New Designs for Youth Development, 5*(6), 26-27.

Sample, J. (1985). An hrd approach to performance appraisal. *Performance and Instruction Journal*. 25(3), 29-31.

Sample, J. (1985). A leadership decision-making model for the program development and management of adult education agencies. *Lifelong Learning: An Omnibus of Practice and Research,9* (3), 6-10.

Sample, J. (1985). [Review of the book *Synergogy*] *Lifelong Learning: An Omnibus of Research and Practice*, 9 (1), 24-25.

Sample, J. (1984). Nominal group technique: An alternative to brainstorming. *Journal of Extension, 22*, 4-5.

Sample, J. (1984). Exploring management development roles for educational administrators: Coach, mentor and sponsor. Florida Council on Educational Management. (ERIC Document Reproduction Service No. ED248584)

Sample, J. (1984). Analyzing staff performance problems. *New Designs for Youth Development*, 5, 24-26.

Sample, J. (1983). The vroom and yetton normative leadership model applied to public school case examples. School Improvement Network. Gainesville, FL. (ERIC Document Reproduction Service No. ED229871).

Sample, J. (1983). Police performance problems--Are they training or supervision issues? *The Police Chief, 50*(10), 56-58.

Sample, J. (1983). The adult educator as manager of human resources: Developing and using BARS. *Lifelong Learning: An Omnibus of Practice and Research, 7* (2),

Sample, J. (1983). A performance appraisal system for youth services agencies. *New Designs for Youth Development, 4* (1), 3-6.

Sample, J. (1983, Summer). The correctional manager as educator and developer of human resources. *Correctional Training*, 7-8.

CONFERENCE PRESENTATIONS

Sample, J. *Are You At Risk? Potential Liabilities and the Legal Side of Training*. Learning 2007. 2007. American Society for Training and Development International Conference, Orlando, FL.

Sample, J. *The Compelling Argument for Harassment Prevention Training: Good Faith Effort, Avoiding Punitive Damages and ROI*. 2006 Southern Management Association Conference, Clearwater, FL).

Sample, J. *Learning vs. Performance: Implications for the Adult Learner*. National Adult Learning Conference. 2002. Orlando, FL.

Sample, J. *May Government Agencies Be Liable For Failure to Train to Standard?* State Human Resource Development/Personnel Management Conference. 1992. St. Petersburg, FL.

Sample, J. *The Legal Environment and HRD: An Overview*. American Society for Training and Development. 1991. Region IX Conference, Atlanta, GA.

Sample, J. Training Liability & Instructional Design. National Society for Performance and Instruction. 1990. Toronto, CA..

Sample, J. *The HRD Practitioner and Civil Liability for Failure to Train to Standard.* Human Resource Development Conference. 1989. Tallahassee, FL.

Sample, J. *State Agency Liability for Failure to Train Selected Employees on High Liability Tasks to Standard.* Florida State Personnel Management Conference. 1989. Orlando, FL.

Sample, J. *The Trainer as a Reflective Practitioner*. Human Resource Development Conference. 1988. Tallahassee, FL.

Sample, J. *Writing and Presenting Learning Objectives and Test Items*. Human Resource Development Conference. 1988. Tallahassee, FL.

Sample, J. *Analyzing Performance Problems: When to Train and When to Supervise*. Human Resource Development Conference. 1987. Tallahassee, FL.

Sample, J. *Management and Personality Type*. Florida Association of Community Education. 1985. Annual Meeting, Tallahassee, FL.

Sample, J. *Understanding the Present by Thinking about the Future*. American Society for Training and Development. 1984. Region IX Conference, Ft. Lauderdale, FL.

Sample, J. *Personality Type in Organizational Settings: A State of the Art Update*. Association for Psychological Type. 1984. Southeast Conference, Boone, NC.

Sample, J., Sweeney, M., & Mondin, G. *Leadership Training*. Florida Staff Development Leadership. 1982. Annual Meeting, Daytona Beach, FL.

Sample, J. *Training and Organizational Development: Married or Just Living Together?* National Drug Abuse Conference. 1978. Seattle, WA.

Sample, J. *You Really Oughta/Wanna Revisited*. American Society for Training and Development. 1978. Region IX Conference, Hollywood, FL.

Sample, J. *Basic OD Interventions*. American Society for Training and Development. 1977. Region IX

Conference, Miami, FL.

Sample, J. *Human Resources Administration*. American Society for Public Administration. 1976. Southeast Regional Conference, Miami, FL.

Invited Presentations

Sample, J. Avoiding Legal Liability. Suncoast Chapter American Society for Training and Development. 2007. Tampa, FL.

Sample, J. Are You at Risk? Potential Liabilities and the Legal Side of Training**.** Miami Chapter American Society for Training and Development. 2007. Miami, FL

Sample, J. HR's Other Legal Nightmare: Liability and the Training and Development Function. **St. Lucie** County Human Resource Association. 2007. Port St. Lucie, FL.

Sample, J. Diversity Training: How to Avoid Liability. Northeast Florida Chapter ASTD. 2006. Jacksonville, FL.

Sample, J. Liability and Training. Tallahassee Chapter ASTD. 2004. Tallahassee, FL

Sample, J. Negligence in Training. Greater Pensacola Chapter SHRM. 1998. Pensacola, FL.

Sample, J. (1998). Mastering Copyright in an Age of Electronic Media. Central Florida Chapter ASTD. 1997. Orlando, FL.

Sample, J. (1997). Liability in Training – Falling Off a Log! Gator Trainers ASTD. 1997. Gainesville, FL.

Sample, J. An Overview of Liability and the Training and Development Function. Central Florida Chapter ASTD. 1997. Orlando, FL.

Sample, J. Liability and Training. Southwest Florida Chapter ASTD**.** 1997. Ft. Meyers, FL

Sample, J. *A Modelfor All Occasions: Mager/Pipe Flowchart For Analyzing Performance Problems*. Credit Union Executive Society (CUES). 1996. Tallahassee, FL.

Sample, J. Liability for Failure to Training to Standard. **Human Resource Association of Tallahassee**. 1995. Tallahassee, FL.

Sample, J. *Can Governmental Agencies be Liable for Their Failure to Train Their Employees to Standard?* National Society for Performance and Instruction, North Florida Chapter. 1989. Tallahassee, FL.

Sample, J. *Leadership and Group Dynamics*. Florida Association for Staff Development. 1984. Clearwater, FL.

Sample, J. Panel moderator. American Society for Public Administration. 1976. Southeast Regional Conference, Miami, FL.

Sample, J. *Youth and Alcohol Workshops*. Florida School of Alcohol Studies Presented for Florida Technological University 1971-1973 and University of South Florida. 1975.

EDITORIAL APPOINTMENTS

- Reviewer, *Human Resource Management Review* (1999-2005).

- Reviewer, *Organization Development Journal* (2006 – present).

- Reviewer for special edition*, Management Decisions* (2005).

- Reviewer, *Management Development Forum* (2000-2006).

- Reviewer*, Public Administration Education* (1996-2000).

- Consulting Editor*, New Designs for Youth Development* (1985 to 1995).

- Reviewer, *Human Resource Development Quarterly* (1989-1994).

CONSULTING AND TRAINING

Recent Projects

Florida Developmental Disabilities Council. (2009). Lighting the Way Guardianship Training Project (curriculum developer to design workshop book and instructors guide for attorneys and family members) .

College of Medicine, Florida State University. (2008). Coordinated and developed the strategic plan for the STRIDE program.

Business and Industry

Premium Assignment/Sun Trust Bank, Tallahassee, FL. Executive team building.

North Florida Education Credit Union, Tallahassee, FL. Supervisory development program.

Sprint-Centel, Northern Division of Florida, Tallahassee, FL. Management team building.

St. Joe Forrest Products Company, Tallahassee, FL. Designed and delivered three day basic supervisory program for 150 supervisors and managers.

Florida Chamber of Commerce, Tallahassee, FL. Developed and implemented three-day teambuilding and problem-solving program using total quality improvement techniques; delivered supervisory training program focusing on selection, discipline, performance appraisal.

Blue Cross Blue Shield, Jacksonville, FL. Catalytic Instructor program with Scott Parry, Training House.

Berg Pipe and Steel, Panama City, FL. Implemented three-day general supervision program through Florida State University--analyzing performance problems, principles of human relations, performance appraisal, leadership and motivation.

Stolt-Neilson, Panama City, FL. Implemented three-day general supervision program through Florida State University.

Goldco, Dothan, AL. Implemented three day general supervision program through Center For Professional Development, Florida State University, Panama City, FL. Goldco owns 18 Burger King restaurants in Alabama and Florida.

American Bankers Insurance Group, Human Resources Department, Miami, FL. Designed and implemented several corporate training modules; consultant to ABIG Management Institute for three years.

Teleometrics International, Inc., Houston, TX. Co-facilitated three-day Models For Management Public Seminar with Jay Hall.

Motorola Incorporated, Ft. Lauderdale, FL. Designed and implemented six-hour workshop, "Management Skills--Conflict Management."
General Electric Corporation, Ft. Lauderdale, FL. Designed and implemented 6-hour crisis and conflict resolution workshop.

Education

Florida Department of Education, Tallahassee, FL. Consultant to Department of Education Task Force that developed a comprehensive human resources management model and performance appraisal model.

Desegregation Assistance Center, University of Miami, Miami, FL. Lead trainer with three other trainers for three-day residential human relations and problem solving workshop.

Florida Council on Educational Management, Tallahassee, FL. Researched and prepared report, "Exploring Management Development Roles for Educational Administrators: Coach, Mentor and Sponsor" and assisted the design team on the development of a two-day workshop for area superintendents.

Leon County School System, Management Development Center, Tallahassee, FL. Modular instructional design, management development materials on various topics, including selection, orientation, performance appraisal.

Leon County School Board and Office of the Superintendent, Tallahassee, FL. Teambuilding workshop at Wakulla Springs and review team, Killearn Lakes murder incident.

Broward County School System, Ft. Lauderdale, FL. Designed and implemented 40-hour pre-service leadership program; consultant and trainer for career development retreat. Designed and implemented eleven 3-hour modules for "Intern Principal Program" on various topics (e.g., politics and leadership, appraising faculty, leadership and motivation, etc.).

Monroe County School System, Key West, FL. Facilitated two-day team building retreat, Horace O'Bryant Junior High School.

Teacher Education Centers, Florida State University, Florida International University, Florida Atlantic University. Designed, implemented and evaluated various topics for teacher inservice training.

Federal, State and Municipal Government

Coastal Systems Station, Naval Research Facility, Panama City, FL. Senior consultant and lead instructor, executive development program for research engineers.

Center for Professional Development, Florida State University, Tallahassee, FL. Designed and implemented Interagency workshop for Florida Department. of Administration, "Managerial Communication and Productivity Improvement," "Improving Productivity Through Situational Leadership," and "How To Write Performance Standards".

Florida Department of Business and Professional Regulation, Tallahassee, FL. Wrote guidelines for developing essential functions, task, and performance standards, and designed and delivered two-day workshop on how to write tasks and standards for 150 supervisory personnel.

Florida Department of Insurance, Tallahassee, FL. Wrote guidelines for developing tasks and performance standards, and trained 300 supervisors and managers on how to write standards and conduct performance appraisal.

Florida Public Service Commission, Tallahassee, FL. Wrote supervisory handbook on various topics (selection, EEOC, grievance, discipline, performance appraisal) and trained 75 supervisors and managers.

Florida Department of Labor and Employment Security, Tallahassee, FL. Trained 90 supervisors and managers in writing performance standards and conducting performance appraisals.
Florida Department of Natural Resources, Tallahassee, FL. Trained 45 supervisors and managers in how to write tasks and standards, and how to conduct performance appraisals.

Florida Department of Environmental Regulation, Tallahassee, FL. Trained 40 managers and supervisors on how to write performance standards, and how to conduct performance appraisals.

State Board of Administration, Tallahassee, FL. Developed management assessment program for improving individual and group performance; provided general supervision training on various topics (e.g., motivation, leadership, performance appraisal).

Center for Public Affairs and Governmental Services, Florida Agricultural and Mechanical University, Tallahassee, FL. Developed and implemented three workshops, "Managing Your Supervisory Personality."

Leon County Commission, Tallahassee, FL. Two organization development workshops with commissioners and management staff of Leon County.

Florida Department of Community Affairs, Tallahassee, FL. Assisted the Policy Studies Clinic, Florida State University College of Law, in the design and implementation of three regional and one statewide workshop on the topic, "State and Local Relations."

Maine Executive Institute, Orono, ME. Situational leadership and other topics.

Health and Human Services

Florida Alcohol and Drug Abuse Association, Tallahassee, Fl. Facilitated teambuilding retreat.

Florida Department of Health and Rehabilitative Services, Staff Development and Training, Tallahassee, FL. Presentation to district HRS training coordinators on needs assessment and strategic planning.

Center For Professional Development, Florida State University, Tallahassee, FL. Project Director for HRS Alcohol, Drug Abuse and Mental Health contract to provide training to HRS Client Managers and their supervisors, and HRS Planning Councils.

Florida Department of Health and Rehabilitative Services, Alcohol, Drug Abuse and Mental Health Program Office, Tallahassee, FL. Designed and delivered two statewide planning conferences.

American Hospital, Miami, FL. Completed needs assessment on continuing medical education.

Veterans Administration Hospital, Miami, FL. Designed and implemented teambuilding workshops for nurse supervisors and head nurses.

Area Agencies on Aging, Dade, Broward and Pinellas Counties. Designed and implemented management development and teambuilding retreats.

Florida Department of Health and Rehabilitation Services, Dade, Broward and Pinellas Counties. Designed, coordinated and implemented several Title XX training events.

Indiana Department of Mental Health, Division of Addiction Services, Indianapolis, IN. Designed, implemented and evaluated five 40-hour supervisory and organizational development programs.

Switchboard of Miami, Inc., Miami, FL. Facilitated teambuilding retreat.

Management Development Institute, Florida International University, Miami, FL. Designed and facilitated management skills and team building workshop for HRS Management Development Institute and Management Fellows program.

Salvation Army, Men's Social Services, Indianapolis, IN. Designed, implemented, and evaluated two leadership and management training programs for all levels of management staff.

Youth Service Bureaus, State of Connecticut, Hartford, CT. Designed and implemented family therapy and crisis intervention training.

Criminal Justice/Law Enforcement

Florida Department of Law Enforcement, Tallahassee, FL. Senior Leadership Program presenter.

Maitland Police Department, Maitland, FL. Executive team building and communication training.

Leon County Sheriff's Department, Tallahassee, FL. Developed audit process for identifying high liability tasks, developed task-based performance appraisal system for non-sworn and sworn personnel, supervisory training.

City of Tallahassee Police Department, Tallahassee, FL. Coordinated the selection of three majors and assistant chief of police using structured oral interviewing and assessment center exercises.

Ocala Police Department, Ocala, FL. Supervisory training program.

Florida Department of Law Enforcement, Center for Advanced Law Enforcement Studies, Tallahassee, FL. Assisted in the design, implementation and delivery of 80-hour curriculum for experienced investigators; consultant and trainer for 80-hour Professional Law Enforcement Trainers program.

Florida Department of Law Enforcement Academy, Tallahassee, FL. Designed and implemented one day workshop on "How To Write Instructional Objectives and Test Items."

Organized Crime Institute, Tallahassee, FL. Designed and implemented goal setting and effectiveness training for Command Seminars.

Criminal Justice Standards and Training, Tallahassee, FL. Consultant to committee that developed guidelines/specifications for instructor guidelines.

Dade County Public Safety Department, Training Bureau, Miami, FL. Consultant and trainer for various programs, including "Metropolitan Police Institute," "Performance Analysis," and team building for crime lab supervisors.

U.S. Department of the Treasury, Customs Service, Inspection and Control Division, Miami, FL. Designed, implemented and evaluated 40-hour human relations workshop for customs inspectors.

Public Safety Department, Florida International University, Miami, FL. Consultant for training needs assessment.

Institute of Government, University of Georgia, Athens, GA. Delivered training on "The Intake Process" and "Techniques in Training.

St. Thomas University Center for Continuing Education, Region 14 Executive Skills Development Program, Miami, FL. Trainer in the following topics: planning, management by objectives, management philosophy, organizational behavior, leadership and motivation.

Southeast Institute For Criminal Justice, Miami-Dade Community College, Miami, FL. Researched and wrote $240,000 LEAA grant, "Dade-Miami Model Criminal Justice Assessment Center."

Graduate Courses Completed

Instructional Systems, Adult Education and Human Resource Development

FIU	ABE 5081	Principles and Practices of Adult Education
FIU	EDA 616	Staff Development Programming
FIU	EDF 5481	Analysis and Applications Adult Education
FSU	ADE 5080	Adult Education in America
FSU	ADE 5670	Community Adult Education
FSU	ADE 6920	Adult Education Colloquium
FSU	ADE 6930	Research Seminar
FIU	ADE 5925	Workshop Adult Education
FSU	ADE 5186	Program Evaluation Adult Education
FSU	ADE 5389	Staff Training and Development
FSU	ADE 5280	Problems in Organization and Administration Adult Education
FSU	ADE 5915	Supervised Research
FSU	ADE 5932	Special Topics Adult Education
FSU	EDF 5461	Introduction to Program Evaluation
FSU	EME 5403	Computer Applications Education
FSU	EME 5603	Design In-service Personnel Development
FSU	EDG 6347	Performance System Planning
FSU	EME 5603	Introduction Systematic Instruction
FSU	EME 6691	Performance System Analysis
FSU	EDP 5216	Theories Learning and Cognition
FSU	EdDF5400	Descriptive and Inferential Statistics
FSU	EDF 5410	Nonparametric Statistical Analysis
FSU	EDF 5449	Survey Research Methods
FSU	EVTS 5761	Design Research for Educational Research

Management/Human Resource Management

FSU	BSA 507	Management Concepts
FSU	BSA 508	Behavioral Science for Business
FSU	BSA 591	Independent Study
FSU	GOV 560	Seminar Administrative Theory
FSU	EDA6101	Organization Theory
FIU	EDA 616	Staff Development
FIU	MAN 662	Organization Development and Renewal
FIU	MAN 5930	Seminar Personnel Management
FIU	MAN 6321	Personnel Selection and Placement
STU	HUR 500	Orientation to Human Resources
STU	HUR 510	Seminar HR Programming
STU	HUR 550	Communications in Management
STU	HUR 588	Pro Seminar in Human Resources
STU	HUR 598	Significant Project
STU	HUR 512	Research Statistics