

Creating a Bright Future!

Project Steno and State Associations Working Together to Build Awareness

Webinar on Saturday, October 3, 2020 (.40 CEU)

10:30 Eastern to 4:30 Eastern

AGENDA

10:30 – 11:30 – Ed Varallo – .10 CEUs

Write Clean, Write Fast. All Day? No Sweat!

11:30 – 12:00 - Break

12:00 – 1:00 – Nancy Varallo – .10 CEUs

Preparing for a Bright Future

1:00 – 2:00 – Lunch Break

2:00 – 3:00 – Glyn Poage - .10 CEUs

Developing a High School Program in Your State

3:00 – 3:30 – Break

3:30 – 4:30 – Tiva Wood - .10 CEUs

How to Conduct a Basic Training Class

(Session tests to be given throughout the webinar)





Project Steno
9 Hammond Street
Worcester, MA 01610
508-438-0314
info@ProjectSteno.org
www.ProjectSteno.org

Course Descriptions and Presenter Bios

Title: Write Clean, Write Fast. All Day? No Sweat!
Presenter: Ed Varallo, RMR, CRR, FAPR
Board Member - Project Steno
Duration: 1.0 hours

We live in the Age of Realtime, and that requires that we write clean, and fast, for hours on end. How do you accomplish that without exhausting yourself every day? Write smarter and write shorter! Six-time NCRA Speed Contest Champion Ed Varallo will show you how to streamline your system so writing clean comes naturally **and** how to create briefs you can actually remember!

Ed Varallo - Bio

Ed has six times been NCRA’s National Speed Champion, winning three years consecutively, 1974-1976, ten years later in 1986, again in 1996, and again in 2006 – a unique Speed Contest record. Ed is a CRR, an RMR, and a Fellow of the Academy of Professional Reporters. He is the recipient of two Distinguished Service Awards, in 1994 from the Massachusetts Court Reporters Association, and in 2007 from NCRA. He’s the author of two books: “The Realtime Writer’s Manual” and “Ed’s Steno Pro.”



Title: Preparing for a Bright Future
Presenter: Nancy Varallo, RDR, CRR, FAPR
Executive Director - Project Steno
Duration: 1.0 hours

Marketing is a must in business today for firm owners, freelancers, captioners, and even officials. Reporting and captioning communities have traditionally marketed externally to prospects to grow their book of businesses. Today we see ever-increasing demands for our services, often in areas where reporters are in short supply. Have you wondered how to promote yourself or your business in the face of stenographic reporter shortages? Do you wonder if there is a better way to spend your marketing budget? Is social media an effective remedy? Nancy Varallo will share with you her research results and strategies for marketing internally to find (and keep!) the best stenos on your roster, to get the choice assignments, and to assure we will have access to a steady pipeline of stenographic reporters and captioners for the future. Do not miss this informative hour with Nancy Varallo, a long-time firm owner and Project Steno’s Executive Director, and come away with fresh ideas for building a bright future for yourself and for our profession.

Nancy Varallo - Bio

Nancy is the owner of The Varallo Group, a non-traditional agency in Worcester, Mass., which manages reporting firms nationwide. Nancy has a passion for court reporting education and has worked with students formally and informally over the years to lend her expertise and support in their development. Nancy is an RDR, a CRR, and a Fellow of the Academy of Professional Reporters. She is a past president of the NCRA and, in 2017, received its highest award, the Distinguished Service Award. She is the author of “Nancy Varallo’s Basic (Steno) Training”.





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Title: Bringing Steno to High Schools
Presenter: Glyn Poage, RDR, CRR, FAPR
Treasurer - Project Steno
Duration: 1.0 hours

High school programs are a great place to reach a younger demographic in order to recruit the next generation of stenographic reporters. Project Steno has delivered successful high school programs in Texas and Massachusetts, both introductory (Basic Training) and beginning machine shorthand theory. In this session, you will discover how easy it is to bring a steno program to your local high school. Project Steno has all the tools you will need to approach your local high school – intro letters, handouts, and a Power Point presentation. Bring awareness to your high school of “The best profession you never heard of.”

Glyn Poage - Bio

Glyn is a retired official court reporter from the 166th District Court in San Antonio, Texas. Glyn’s passion for court reporting education led him to operate two court reporting schools in Texas along with his wife Marilyn for many years. Glyn served on the board of the National Court Reporters Association for several years. He is an RDR, a CRR, a Fellow of the Academy of Professional Reporters, and in 2013 was TCRA’s recipient of the Distinguished Service Award.



Title: Basic Training
Presenter: Nativa Wood, RDR, CRM
Board Member - Project Steno
Duration: 1.0 hours

Basic Training is a six-session introduction to stenographic writing – offered by Project Steno free of charge to those interested in the court reporting and captioning professions. This seminar will explain how the entire program works, including registration, review of the Realtime Coach platform utilized, and the importance of having trained, enthusiastic volunteers as instructors. The importance of raising awareness of stenographic reporting as a career choice and how Basic Training is beneficial to court reporting and captioning schools will be discussed.

Nativa Wood - Bio

Tiva, a freelance reporter in Harrisburg, PA, served as 2016-2017 president of NCRA. Previously, she served for 37 years as an official reporter with the Dauphin County Court of Common Pleas, the final 12 years as its chief reporter. Tiva has held a multitude of leadership positions within NCRA and served as chair of the National Court Reporters Foundation. Tiva is also past president of the Pennsylvania Court Reporters Association. She is an RDR, a Certified Manager of Reporting Services (CMRS), and a Fellow of the Academy of Professional Reporters.