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| **Chapter Name** | ATD Bay Colonies |
| **Chapter Number (ex. CH0000)** | CH1113 |
| **Chapter Location (City, State)** | East Greenwich, RI |
| **Chapter Membership Size** | Small (Less than 100) |
| **Contact Person for this Submission:** | LIsa Robbins |
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| **Phone Number:** | (508) - 272 - 3408 |
| **Chapter Board Position:** | VP Membership |
| **Chapter Website URL:** | [http://atdbaycolonies.org](http://enotification.td.org/track/click/30530608/atdbaycolonies.org?p=eyJzIjoidmVreTVJOVNvbDFPZXpfb3NVR0xEUlhkdTBZIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvYXRkYmF5Y29sb25pZXMub3JnXCIsXCJpZFwiOlwiYTk4ZGI3MGJlYjE4NDgxODk0ZDhjOTJmNzJlYTg4ZWNcIixcInVybF9pZHNcIjpbXCJmMjJlZGU3MzJjNTIzMDJlMGQ4MWE0MTBhMmE5MDk2YTEwZjQyNjE3XCJdfSJ9) |
| **Submission Title:** | Let's Talk About . . . . Chapter event format |
| **Submission Description:** | In order to streamline our event planning process, ATD Bay Colonies is attempting to create a few formats that we can repurpose each year. Our first “standard” format is called Let’s Talk About xx. While we will hold this session each year, the topic will be chosen based on current needs and trends (as determined during our summer strategy session). The format will be consistent allowing for a streamlined, proven process.  The Let’s Talk About event format has three main benefits: • Increase networking for our learning professionals • Allow attendees the ability to choose their adventure • Involve local community members as facilitators and table leaders |
| **Need(s) Addressed? Please be specific.** | This session allows 15-minutes for the leader to share the main topic. The main topic for the event is broken down into 5 discussion areas. Each attendee participates in three table discussions. Upon arriving at the table, there is a brief introduction allowing for networking. Each table leader facilitates the discussion so that all have an opportunity to peer share.   This format allows for learning best practices, meeting new people, showcasing a best practice and plenty of discussion time. |
| **What is your chapter's mission?** | The Association for Talent Development (ATD) Bay Colonies Chapter creates value for professionals in the workplace learning and performance field across southeastern New England. We provide opportunities for southeastern New England professionals in the workplace learning and performance field to network and to enhance their effectiveness on the job. |
| **How does this effort align with your chapter's mission (Please provide specific examples)?** | This was received as a great networking event. As people shared what they do in their organization around inclusion, it allows an opportunity for others to ask questions. There was sharing of contact information so that people could continue the conversation. Best practices can be brought back to enhance each of our organizations. |
| **National ATD's mission is to "empower professionals to develop talent in the workplace". How does this submission align with ATD's mission? Please provide specific examples.** | Inclusion is such a critical part of developing talent in the workplace. By sharing our wins and challenges, we were able to put ourselves in a better position to continue to grow and learn. Knowledge empowers learning professionals to better develop talent at their organization.  We were able to discuss best practices – what worked and what didn’t at various organizations. |
| **Target Audience: (Who will benefit/has benefited from this effort?)** | Professionals in all areas of learning and development. |
| **Costs/Resources Used: (include any details regarding use of resources including monetary, donations, contributions, volunteer hours, people resources, etc. and how you went about getting these resources)** | Cost $280 refreshments for 50 Gift bags ($100) for friends and members who brought friends Citizens Bank sponsored, providing the venue at no charge Volunteers from Citizens Bank acted as greeters Table topics were facilitated by board members and a few leaders from Citizens Bank |
| **How did you implement: (please give a brief description)** | For 2019 our topic was Let’s Talk About Inclusion.  Below is the description for the event: Join us as we hear how Citizens Bank and other local companies are incorporating Inclusion into learning. Hear their perspectives on how they are doing it, how they’d like to do it and how they plan to get there. There will be plenty of time for small discussion groups to discuss your own best practices and overcoming challenges. Let’s talk about inclusion and learn from each other. In the spirit of inclusion, bring a friend to the November event for free! Members may bring a friend that's new to ATD for free and receive a special gift! You may register your friend as a guest during the registration process Agenda was set. (see document attached) Introduction & Welcome by Karen Freedman (ATD president).  15 minute introduction on Inclusion was given by leader from Citizens. Table topics posted at each table: • Diversity in training design (characters, names, etc) Brian Lopes, CVS Health • Unconscious bias Vaness Gerald, Citizens Bank • Diversity awareness in instructional design: Inclusion tools - Jay Letourneau, Citizens Bank • How do we include all in a classroom setting? (quiet person, different types of learners, different roles) - Karen Freedman, FM Global  • Accessibility (learning accessible to all learners) Jaime Millard, Lexington Leadership Partners, LLC Participants began at a table of their choosing. Introductions at the tables. Table facilitator introduced the topic and began to open discussion to the group. Timekeeper gave 3 minute warning, 1 minute warning then direction to move to the next table.  Same steps completed for 3 full rounds. We ended with each of the table facilitators sharing a one takeaway from their table’s discussions. |
| **What were the Outcomes: (Please include hard data regarding financial gains, membership increases, target audience satisfaction levels, publicity for the chapter or for the profession, etc.)** | This event was attended by 49 people (30 members and 19 non-members). This represents 52% of our membership population.  Bring a friend element – 9 members brought a friend who had never attended one of our events.   Satisfaction level: 4.4 out of 5 Some feedback from the survey: • More sessions like this are really helpful --they engage the audience and allow you to "get to know" one another rather than getting spoken to and departing the event. • This chapter has a great friendly, passionate culture. Happy to have attended first time. • I continue to learn about inclusion even after believing I understand  We will be able to follow this format every year at our November event = Let’s Talk About (topic). Each year the format can be the same with the topic varying. |
| **Lessons Learned: (hints and tips for other chapters who may be considering a similar effort)** | We provided directions and table topics upon arrival so participants were prepared to choose their topics.   Our agenda was spelled out to the minute. We utilized a time keeper to keep the session moving along. This was very helpful in controlling the time, allowing time for each table discussion. |
| **Please list the specific ATD chapter resources that helped guide you in the process of completing this best practice (e.g. people, documents, policies, by-laws, etc.):** | NA |
| **How did you become familiar with the Sharing Our Success (SOS) program?** | Other |
| **If you selected "other", please explain your response.** | ALC |
| **Would you be willing to present on this submission at the ATD Chapter Leaders Conference (ALC)? \*Request for Proposals (RFPs) open in May of each year at** [**td.org/alc**](http://enotification.td.org/track/click/30530608/td.org?p=eyJzIjoiSkhZdTdvS2RyY2dVb3N1YzBuYkpoZTUxaVc4IiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvdGQub3JnXFxcL2FsY1wiLFwiaWRcIjpcImE5OGRiNzBiZWIxODQ4MTg5NGQ4YzkyZjcyZWE4OGVjXCIsXCJ1cmxfaWRzXCI6W1wiNTYzOWQ5MmYyNjI4ZmQ3YjQ3YmRjNDRhNzYxY2IwMDliZWVkYzA3ZVwiXX0ifQ)**. Selected session facilitators receive complimentary registration.** | Yes |

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