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| **Chapter Name**  | Cuyahoga Valley Chapter |
| **Chapter Number (ex. CH0000)**  | CH3042 |
| **Chapter Location (City, State)**  | Akron, Ohio |
| **Chapter Membership Size**  | Small (Less than 100) |
| **Contact Person for this Submission:**  | Amy Edmonds |
| **Email Address:**  | edmondsa@gojo.com |
| **Phone Number:**  | (330) - 414 - 2722 |
| **Chapter Board Position:**  | President |
| **Chapter Website URL:**  | [https://cvatd.wildapricot.org/](http://enotification.td.org/track/click/30530608/cvatd.wildapricot.org?p=eyJzIjoiZlVuY3JBWmEyN0luV3F6VGpyMmFKbnh5elNjIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwczpcXFwvXFxcL2N2YXRkLndpbGRhcHJpY290Lm9yZ1xcXC9cIixcImlkXCI6XCI3MzM4ZGQyMGFlMGI0Yzk3OWE1NWJkZjE1NGQ1NGY1ZFwiLFwidXJsX2lkc1wiOltcIjM2NmMyYzQ1MTkyODBkNzZmNmEzY2IzNzBlNDZiMmNhNTdhNGJiZGFcIl19In0) |
| **Submission Title:**  | Bring Your Own Laptop Workshops |
| **Submission Description:**  | Cost effective way to meet developmental needs of membership as expressed on the survey. Asking members to BYOL reduced total costs of the workshop and opened venue options as well. It allowed chapter to offer hands-on workshop that allowed participants to learn and immediately apply new skills. Courses were very well received by membership. The board added an additional hands-on workshop for the year. These programs pushed the chapter into the black for the year.  |
| **Need(s) Addressed? Please be specific.**  | Cost effective way to meet developmental needs of membership as expressed on the survey. Asking members to BYOL reduced total costs of the workshop and opened venue options as well. It allowed chapter to offer hands-on workshop that allowed participants to learn and immediately apply new skills.  |
| **What is your chapter's mission?**  | CVATD mission is to promote the advancement of training and development by linking the people, learning and performance of its members and the public. |
| **How does this effort align with your chapter's mission (Please provide specific examples)?**  | The BYOL workshop promoted the advancement of training and development by offering hands on training using participant devices that could be utilized in the workplace immediately following the event.  |
| **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.**  | The BYOL workshop empowered professionals to develop talent in the workplace by offering hands on training using participant devices that could be utilized in the workplace immediately following the event.  |
| **Target Audience: (Who will benefit/has benefited from this effort?)**  | CVATD members and non-members |
| **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 to rent the room and provide catering for the breakfast meeting. |
| **How did you implement: (please give a brief description)**  | Planning: Topics selected as a result of the membership survey. Elearning and instructional design were the topics that were of the most interest to the members. Workshop – Storyline Basics (II or 360)Workshop – OneNote BasicsWorkshop – Power PointImplementation: Participants were encouraged download the free-trial if they did not have the software already. Event hosted in conference room at local wellness center that had catering. Center also provided guest wi-fi access. Plenty of power strips. Room setup in a U.  |
| **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.)**  | Outcomes: Chapter offered a refund of the difference of rate if the participant joined the chapter within 2 weeks of the workshop. One participant signed up as a member. Courses were very well received by membership. The board added an additional hands-on workshop for the year. These programs pushed the chapter into the black for the year.  |
| **Lessons Learned: (hints and tips for other chapters who may be considering a similar effort)**  | Breakfast meetings are more affordable for our chapter, and hands-on meetings are more profitable than dinner meetings. Asking participants to BYOL opens up venue options for hands-on workshops.  |
| **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.):**  | CVATD board members  |
| **Please attach any documents that help support this submission: (additional documents should be sent to Samantha Herman,** sherman@td.org**)**  |  [BYOL - Workshop Announcement.pdf](http://enotification.td.org/track/click/30530608/forms.td.org?p=eyJzIjoibElMczBPM21YWk50bC1tVDd6MVQxX3R0T3VNIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwczpcXFwvXFxcL2Zvcm1zLnRkLm9yZ1xcXFxcXFwvZG93bmxvYWQucGhwP3E9Wm05eWJWOXBaRDB4TVNacFpEMHhOek1tWld3OVpXeGxiV1Z1ZEY4eE5nPT1cIixcImlkXCI6XCI3MzM4ZGQyMGFlMGI0Yzk3OWE1NWJkZjE1NGQ1NGY1ZFwiLFwidXJsX2lkc1wiOltcIjJhN2QwMzI0NGE5ZjBjMjk3MjAxOGZjOTcxYWE3Yjc0ZDkzMjdmYTdcIl19In0) |
| **additional supporting documents:**  |  [CVATD 2018 Programming Calendar - 04.29 2.pdf](http://enotification.td.org/track/click/30530608/forms.td.org?p=eyJzIjoic1NQamszc1lRQWZsN29jNjNUZ0NFSVUwcXU0IiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwczpcXFwvXFxcL2Zvcm1zLnRkLm9yZ1xcXFxcXFwvZG93bmxvYWQucGhwP3E9Wm05eWJWOXBaRDB4TVNacFpEMHhOek1tWld3OVpXeGxiV1Z1ZEY4eU1nPT1cIixcImlkXCI6XCI3MzM4ZGQyMGFlMGI0Yzk3OWE1NWJkZjE1NGQ1NGY1ZFwiLFwidXJsX2lkc1wiOltcIjJhN2QwMzI0NGE5ZjBjMjk3MjAxOGZjOTcxYWE3Yjc0ZDkzMjdmYTdcIl19In0) |
| **How did you become familiar with the Sharing Our Success (SOS) program?**  | Found SOS on ATD website |
| **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=eyJzIjoiM2VicDZtTXBMVGV2T3YtdmFMWFlNc3YtVmdzIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvdGQub3JnXFxcL2FsY1wiLFwiaWRcIjpcIjczMzhkZDIwYWUwYjRjOTc5YTU1YmRmMTU0ZDU0ZjVkXCIsXCJ1cmxfaWRzXCI6W1wiNTYzOWQ5MmYyNjI4ZmQ3YjQ3YmRjNDRhNzYxY2IwMDliZWVkYzA3ZVwiXX0ifQ)**. Selected session facilitators receive complimentary registration.**  | Yes |