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| **Chapter Name**  | Maine |
| **Chapter Number (ex. CH0000)**  | CH1150 |
| **Chapter Location (City, State)**  | Maine |
| **Chapter Membership Size**  | Small (Less than 100) |
| **Contact Person for this Submission:**  | Katie Vaillancourt  |
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| **Phone Number:**  | (207) - 712 - 8897 |
| **Chapter Board Position:**  | Past President |
| **Chapter Website URL:**  | [http://tdmaine.wildapricot.org](http://enotification.td.org/track/click/30530608/tdmaine.wildapricot.org?p=eyJzIjoiSjhVbEhzTlVORWxMVEhYSXJHcGJtOElRSkFjIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvdGRtYWluZS53aWxkYXByaWNvdC5vcmdcIixcImlkXCI6XCI4ODNiYWQ1YTAwODA0MDRlYTRiOTNmOWM3ZGE2MTE3YlwiLFwidXJsX2lkc1wiOltcImYwYjBhMmZmODVhMThiYjBmYzM3Njg3M2M4MzNkMGE5MjA5Y2M5ZWZcIl19In0) |
| **Submission Title:**  | Professional Development and Networking for Consultants |
| **Submission Description:**  | Our aim is to bring together Maine ATD members who are solo practitioners delivering learning and development programs and consultation to businesses and worksites. The goal of our SIG is to learn what others do, share best practices and to find future areas for collaboration. Various activities provided are useful for all consultants, both those attached to a business and those working independently. |
| **Need(s) Addressed? Please be specific.**  | The chapter realized there was a need for people who are not connected to companies to discuss, learn, and network. The SIG also provides a place for collaboration and sharing of resources. Consultants can also reach out to one another for help when their business/workload grows. There was also a need to create a directory where the public and other ATD Chapter members could go to find consulting services, areas of expertise and other L&D services.  |
| **What is your chapter's mission?**  | Our mission is to assist individuals and organizations to increase/achieve their potential through work-related training and development.The Maine Chapter of ATD is a non-profit organization for those professionals actively engaged in or interested in the fields of training and development of adults. Its purposes are:To provide means for statewide development of formal and informal networks;To provide and encourage opportunities for the professional development of its members;To establish and improve standards of professional service in the training and development field and the community;To provide members with a support structure of training and development professionals who will assist members in developing skills and knowledge. |
| **How does this effort align with your chapter's mission (Please provide specific examples)?**  | The SIG connects consultants with each other and with companies who might need them. It also allows consultants to improve the standards of service area, grow areas of expertise and provides a forum for consultants to talk about L&D items with each other.  |
| **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 SIG provides a forum for consultants to: Share best practices for running a businessShare best practices as L&D practitionersExplore challenges Work to solve challenges in a collaborative mannerGrow one’s networkConnect with new leads and new opportunities for work |
| **Target Audience: (Who will benefit/has benefited from this effort?)**  | Consultants who are ATD Maine or ATD New England MembersIndividuals who are interested in learning more about becoming a consultant Businesses who are ATD Maine or ATD New England Members that need consultants or want to work better with consultants. A normal gathering size is 5 to 15 people.  |
| **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)**  | The only resources needed are: A few dedicated volunteers to organize the schedule and communicate with the Chapter Board to include gatherings in the event calendar and member communications.Volunteer(s) to lead each meeting/gatheringA space to gatherThe ATD Maine Chapter is fortunate to have the meeting space donated by one of the SIG leaders so they do not need to rent a space. The few times that the office space has been unavailable an alternate location was found to use free of charge. Communications to members follow the standard Maine Chapter communication process for any chapter event (newsletter, event announcement email, event reminder emails, etc.). The Consultants SIG also has a Board liaison who is closely involved and attends the gatherings regularly. A board liaison is highly recommended.  |
| **How did you implement: (please give a brief description)**  | The first step was to pick a date and set up the event in Wild Apricot and on the Chapter’s main event calendar. The organizers secured a space (donated by an organizer). For the first meeting there were 10 attendees. The group (and the organizers) set a goal to meet four times a year. The meeting time and day of the week was determined based on the availability of the space and members’ schedules. Consultants in this area of practice tend to be in their offices (not on a client site) and in town on Fridays, so Fridays are an ideal time for a meeting. A peer coaching model is used during each gathering. The organizers typically meet prior to each meeting to set up a topic/flow to the meeting. |
| **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 include: Increased consultant satisfaction with the chapterGreater consultant awareness of the resources available within ATD and other chaptersParticipation by other New England Chapter membersIncrease to membership numbersStrong collaborative spirit among the groupThere are usually about 5-15 people who meet in person each quarter. There is also a core group that shares and/or refers business to one another. Additionally, a consultants’ directory has been established on the Maine ATD website. This is a true member benefit!  |
| **Lessons Learned: (hints and tips for other chapters who may be considering a similar effort)**  | Biggest suggestion is to just start it. When securing a space, make sure there is a back-up for either accessing the space or an alternate location when the space is not available. Also ensure you have participant contact information in case of cancellations (especially due to weather). Start small and build. Do what is manageable (4 meetings a year versus monthly, etc.).  |
| **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.):**  | Wild Apricot online resources and the Help Desk to develop an online directory  |
| **How did you become familiar with the Sharing Our Success (SOS) program?**  | Saw or heard of SOS from another Chapter Leader |
| **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=eyJzIjoiMkJ4Nk41bjlFdEViLVZhemlnNnJ6cUVpR0pvIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvdGQub3JnXFxcL2FsY1wiLFwiaWRcIjpcIjg4M2JhZDVhMDA4MDQwNGVhNGI5M2Y5YzdkYTYxMTdiXCIsXCJ1cmxfaWRzXCI6W1wiNTYzOWQ5MmYyNjI4ZmQ3YjQ3YmRjNDRhNzYxY2IwMDliZWVkYzA3ZVwiXX0ifQ)**. Selected session facilitators receive complimentary registration.**  | No |