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| Chapter Name | Greater Boston |
| Chapter Number (ex. CH0000) | CH1025 |
| Chapter Location (City, State) | Boston, MA |
| Chapter Membership Size | Medium (100 - 299) |
| Contact Person for this Submission: | Lauren Sullivan |
| Email Address: | laurensullivan09@gmail.com |
| Phone Number: | (508) - 647 - 1806 |
| Chapter Board Position: | Volunteer |
| Chapter Website URL: | https://tdboston.org/ |
| Submission Title: | Rolling Out and Virtualizing a Special Interest Group |
| Submission Description: | Establish new SOPs for virtual events. |
| Need(s) Addressed? Please be specific. | We knew we needed to put standardized processes in place to ensure that chapter events ran smoothly and that our volunteers did not feel overwhelmed. Our new group was just getting to know each other when COVID-19 hit and our plans for in-person brainstorming sessions and chapter events had to change. |
| What is your chapter's mission? | The Chapter's purpose is to support the ATD mission and vision of providing local networking and professional development opportunities for Training, HRD and Performance Improvement professionals. |
| How does this effort align with your chapter's mission (Please provide specific examples)? | Running successful professional development events supports our members. |
| 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. | Running successful professional development events supports our members, and also the mission of ATD. |
| Target Audience: (Who will benefit/has benefited from this effort?) | ATD Greater Boston Chapter 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) | Volunteer and board member hours. |
| How did you implement: (please give a brief description) | To help with organization, we created a streamlined process that uses Google Drive to manage and organize our event information. We collaborate on descriptions, social media blurbs, and event activity ideas using Drive and then push content to our website, social media platforms, and our community once drafts are finalized. With our move to virtual events, we've also incorporated Zoom into our virtual portfolio and have quickly standardized the process for creating and facilitating our virtual events. |
| 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.) | Since going virtual and implementing our new SOPs, our SIG membership has more than doubled, with over 80 members, including people from other geographies like Raleigh and even Finland! Because of the success of our program, we plan to add 2 additional events in the Fall. |
| Lessons Learned: (hints and tips for other chapters who may be considering a similar effort) | Be flexible. After implementing our SOPs, our subsequent event generated so much interest that we expanded the offering from one event to a 4-part series. |
| Please list the specific ATD chapter resources that helped guide you in the process of | Nothing in particular. |

completing this best practice (e.g. people, documents, policies, by-laws, etc.):

Please attach any documents that help support this submission: (additional documents and documents over 2MB should be sent to sos@td.org)

 [For SOS - POSTING EVENTS TO ZOOM AND INTRFACE WITH TECHNOLOGY WORKFLOW v4_d7-4-20.docx](#)

additional supporting documents:

additional supporting documents:

additional supporting documents:

additional supporting documents:

How did you become familiar with the Sharing Our Success (SOS) program?

Saw or heard of SOS from another Chapter Leader

If you selected "other", please explain your response.

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. Selected session facilitators receive complimentary registration.

Yes

 Entry Info

Date Created

2020-08-24 16:17:17

Date Updated

IP Address

154.27.112.219