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| **Chapter Name**  | COC - Central Oklahoma Chapter  |
| **Chapter Number (ex. CH0000)**  | CH7094 |
| **Chapter Location (City, State)**  | oklahoma city |
| **Chapter Membership Size**  | Medium (101 - 349) |
| **Contact Person for this Submission:**  | Avi Nardia |
| **Email Address:**  | avi.nardia@integrisok.com |
| **Phone Number:**  | (405) - 962 - 9671 |
| **Chapter Board Position:**  | President |
| **Chapter Website URL:**  | [http://tdokc.org/](http://enotification.td.org/track/click/30530608/tdokc.org?p=eyJzIjoiYUg5MjUzNDJzampScmhKcmpwUHotRGxiRWFNIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvdGRva2Mub3JnXFxcL1wiLFwiaWRcIjpcIjI5Y2NmZjA0ZjVkZjRlYTg4ODZkZmQyNWQzZGM2MmNlXCIsXCJ1cmxfaWRzXCI6W1wiNWVkMzdkMjE5MDA3NjVkZmFkZTk4ODkyMzNlNGY2ZDAwOTY2ZDJmOFwiXX0ifQ) |
| **Submission Title:**  | state conference |
| **Submission Description:**  | our conference VP and pervious president gather all of the conference knowledge, information and tasks to a document to share with the next board and the Tulsa, OK chapter for our next state conference  |
| **Need(s) Addressed? Please be specific.**  | Succession planning for conference management.  |
| **What is your chapter's mission?**  | To provide relevant programs, resources and networking opportunities for workplace learning professionals.  |
| **How does this effort align with your chapter's mission (Please provide specific examples)?**  | the knowledge management for the conference will continue to improve this offering for our community of professionals and will save average of 120 hours in conference planning. This will allow the team to continue and add value to the program offering and continue to grow membership and our footprint in our community. |
| **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.**  | This is perfectly align with the atd national mission. Our conference is design to boost the knowledge of our professionals in best practices to understand the workforce develop talent in the workplace. |
| **Target Audience: (Who will benefit/has benefited from this effort?)**  | Our community of professionals, our board, future conference VPs' |
| **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 hours by hour board and conference VP Improving our succession planning and knowledge management were our chapter goals for this year. |
| **How did you implement: (please give a brief description)**  | documented all process steps |
| **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.)**  | largely unknown yet. As we know and understand that conference planning and execution requires 100 of hours for the board and conference volunteers, we estimate this project to reduce an average of 120 hours yearly. |
| **Lessons Learned: (hints and tips for other chapters who may be considering a similar effort)**  | document the process takes time upfront yet the fruit of this labor is well worth the effort.  |
| **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.):**  | Annual planning and the CARE document. in particular to succession planning.  |
| **How did you become familiar with the Sharing Our Success (SOS) program?**  | Other |
| **If you selected "other", please explain your response.**  | We submitted previously  |
| **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=eyJzIjoiVFZMVUJIcEJEbUxvOGktWUNPQ2ZMb2xqOHVRIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvdGQub3JnXFxcL2FsY1wiLFwiaWRcIjpcIjI5Y2NmZjA0ZjVkZjRlYTg4ODZkZmQyNWQzZGM2MmNlXCIsXCJ1cmxfaWRzXCI6W1wiNTYzOWQ5MmYyNjI4ZmQ3YjQ3YmRjNDRhNzYxY2IwMDliZWVkYzA3ZVwiXX0ifQ)**. Selected session facilitators receive complimentary registration.**  | Yes |