

## Speaker Orientation Job Aid

To plan your conference session, follow these basic steps to meet ASTD requirements and, most important, provide a good learning experience for participants with solid application (learning transfer) back on the job.

Five Key Steps	Ask...	Requirements
<b>Plan Your Session</b> to ensure application back on the job.	How will the learners be able to apply this content back on the job? How will it make a difference in their work? In their organization?	Learning Objectives should clearly show what the learner will gain from the session. This helps them determine what to attend.
<b>Design Appropriate Interactive Elements</b> to engage the learner and focus their learning.	Within the parameters of a conference session, how can I engage the learners so they take away tangible learning?	Try to limit you talking to 25% with 50% interaction and 25% reflection/application.
Ensure that your content matches the description and is something you can <b>Deliver with Enthusiasm</b> .	What do I need to do to energize my session and my delivery?	When the facilitator is energized and enthusiastic, and the content is solid, learners are engaged and better able to apply the content in a meaningful way to their own circumstances.
<b>Use Learners' Knowledge</b> as a springboard to expand their knowledge and expertise through your content.	What do the session participants already know and how can I build upon that knowledge base?	Respecting the learner's knowledge is a key part of adult learning.
<b>Incorporate Learning Transfer</b> into your session design and activities.	What can I do to ensure that 1) learning takes place; and 2) that it is transferred back to the job/real life?	The session may be short but there is still room to design learning transfer into the session from the beginning. Also, set up ways for learners to ground and apply their learning after the session.