

**ASTD TechKnowledge® Conference & Exposition  
Materials Guide—Concurrent Sessions**

***Concurrent Session Template: Cover Page***

**ASTD TechKnowledge® 2010 Conference & Exposition  
January 27-29, 2010  
Las Vegas, Nevada**

**Speaker Orientation Webinar**

**Session Number 1**

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ASTD TechKnowledge® Conference & Exposition  
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**Concurrent Session Template: Slides with Notes**

**Sample:**

Slide 1



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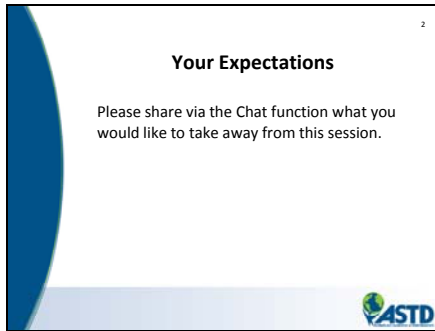
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Slide 2



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Slide 3



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# ASTD TechKnowledge® Conference & Exposition Materials Guide—Concurrent Sessions

Slide 4

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### Speaker Orientation Resources

- Speaker Video—interviews with seasoned speakers and attendees
- Learning Transfer video—Call to Action
- Resource links and downloadable documents



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Slide 5

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### Four Key Areas

- Applicable Content Knowledge
- Interactive Learning
- Enthusiastic Delivery
- Build on the Learner's Knowledge



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Slide 6

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### Resource Links and Documents

- Resource links and documents are organized according to the Four Key Areas.
- New materials will be developed from time to time.
- Please give us your input on materials and other resources you'd like to see or could share.



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# ASTD TechKnowledge® Conference & Exposition Materials Guide—Concurrent Sessions

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### Learning Transfer

ASTD is committed to the concept of Learning Transfer and asks all speakers to make it a priority in developing and delivering their conference sessions.



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Slide 8


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### ASTD Attendees Expect....

To be able to apply session content back on the job in a tangible way.

**Tip:**  
Write your Learning Objectives to clearly show how the learner will be able to use your session content to make a difference in their organizations.

**Resource:**  
Application-Focused Objectives PDF



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Slide 9


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### The ASTD audience is.....

From the field and expects a learning experience, not a "talking head."

**Tip:**  
Design your session with the learner in mind. What will engage them and help them learn?

**Resource:**  
Ideas for Interactive Sessions document



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# ASTD TechKnowledge® Conference & Exposition Materials Guide—Concurrent Sessions

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**Learners respond to.....**

Speakers who are passionate about their subject and clearly knowledgeable.

**Tip:**  
Choose session content that matches the program overview and that fits your expertise and interests.

**Resource:**  
Facilitation Skills document



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Slide 11


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**The first rule of adult learning is....**

Adults bring a wealth of previous knowledge to the table.

**Tip:**  
Build upon what they already know. Make sure your content is going to add to their knowledge base.

**Resource:**  
Adult Learning Models document



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**Learning Transfer Discussion**

- Why is Learning Transfer important?
- How can we achieve it in a conference session?
- What tips and tricks do you have to share?



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***Concurrent Session Template: Worksheet 1 (or use this page for related content)***

***Sample:***

<p style="text-align: center;"><b>WHAT I PLAN TO LEARN/BE ABLE TO DO</b></p>	<p style="text-align: center;"><b>HOW I'LL DO IT</b> <i>(What is the best way for you to achieve this goal?)</i></p>	<p style="text-align: center;"><b>CHALLENGES TO SUCCESS</b> <i>(What do you need to overcome to succeed?)</i></p>	<p style="text-align: center;"><b>BY WHEN</b> <i>(What is a realistic date you can truly commit to?)</i></p>
<p><b><i>Example:</i></b> <i>I want to ensure Learning Transfer occurs for my session participants.</i></p>			

**ASTD TechKnowledge® Conference & Exposition  
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***Concurrent Session Template: Worksheet 2 (or use this page for related content)***

In lieu of the worksheet you may use this page for content specific to your session; perhaps a glossary of terms, or a list of books or website resources. Keep it simple and easy to use for best results.

**ASTD TechKnowledge® Conference & Exposition  
Materials Guide—Concurrent Sessions**

***Concurrent Session Template: Worksheet 3 (or use this page for related content)***

In lieu of the worksheet you may use this page for content specific to your session; perhaps a glossary of terms, or a list of books or website resources. Keep it simple and easy to use for best results.

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***Concurrent Session Template: Job Aid 1***

***(The Job Aid should capture the highlights of your session which could be steps in a process, a model, a checklist, etc.)***

***Sample:***

**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.**

<b>Five Key Steps</b>	<b>Ask...</b>	<b>Requirements</b>
<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.

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***Concurrent Session Template: Job Aid 2***

Use this page as a second page for Job Aid 1 or as a separate Job Aid. If your Job Aid is only one page, you may use the previous page for session content or reduce the handout by one page. Your Job Aid(s) should be the last page(s) of the handout.