



## Training Officers Consortium 2012 Annual Institute Call for Proposals

We invite you to share strategies, tools, skills, experiences, and insights on human resources and training in the federal government by submitting a proposal to present at the Training Officers Consortium (TOC) **2012 Annual Institute**, to be held **April 22-25**, in **Ocean City, Maryland**. The theme of the 2012 Institute is **“TOC @ OC: Navigating the Ocean of Change”**. We welcome a wide variety of topics and encourage you to submit a proposal that speaks to our theme but especially proposals that reflect best practices in dealing with issues facing Federal Agency Training and HR components such as:

- Career Transitioning
- Changes in Federal Regulations, Hiring Reform, Recruitment, On-boarding, Telework, etc.
- Cyber Security
- Defining and Identifying Competencies and Competency Assessments
- Effective Performance, Knowledge and Talent Management
- E-Learning
- Emotional Intelligence
- Fiscal Responsibility
- Integrated Talent Management Systems
- Introduction to Executive Core Qualifications (ECQS)
- Keeping up-to-date with the wave of Technology (social Media, gaming, web technologies, wikis, blogs, Facebook, etc.)
- Learning Management Systems
- Leveraging Mandatory Training across Government
- Moving Beyond Diversity: Embracing Differences
- Multi-Generational Workforce Issues
- Organizational Skills for the HRD Professional
- Professionalizing the Human Capital Community
- Project Management
- Putting Success back into Succession Planning for Leadership, Management and Supervisory Development
- Resume Writing
- Retirement Decision-Making
- Strategies for meeting Senior Executive Service (SES) Continuing Professional Development Requirement
- Time Management
- Virtual Learning Using Simulations
- Wellness and Stress Reduction Strategies

We are especially interested in hearing from practitioners in Federal Agencies, who can share successful best practices.

Concurrent sessions are 60 and 90 minutes long.

If you have recently implemented a successful learning or human resources program or have knowledge or experience that adds value to the federal workplace, we want to hear from you! Share your knowledge so that many might benefit.

Proposals must be received no later than **Friday, January 6, 2012**. Please see the attachments for all the other details you will need. You can do it all with one e-mail.

*\* - The Training Officers Consortium is a nonprofit organization of federal trainers and other professionals from industry and academe who are interested in contributing to the knowledge and practice of human resources and training.*

## General TOC 2012 Proposal Information

**Target Audience** - The TOC Annual Institute expects to attract approximately 250 attendees. About 75% are Federal agency training personnel; the balance consists of external practitioners (e.g., academicians, consultants and providers of products and services to Federal agency training personnel). Attendees value sessions that are highly interactive.

**Selection Process** - The Program Committee will review all proposals received by **Friday, January 6, 2012**.

The following criteria will be considered:

- Fresh ideas, new perspectives
- Usefulness of information presented (how well it is targeted to the audience)
- Clear objectives
- Clear and interesting session description
- Subject matter expertise, presentation skills, and participant involvement
- Relevance to Institute theme/topics

### **If your proposal is accepted, you will be required to:**

- Agree not to market your products/services during the session.
- Cover your travel and living expenses at the Institute. (If you are a TOC registrant, your room and meals during the conference are provided. You must be a registrant to attend other sessions.)
- Provide copies of your handouts at your presentation, if needed.
- Provide your own laptop, LCD projector and any other AV or IT device, or rent such from the hotel.
- Agree to present in either a 60- or 90-minute session (we will make every effort to honor your preference). If relevant, allow TOC to publish session content to TOC registrant website to increase exposure to conference participants.
- If your presentation is selected by the committee, agree to have it recorded and placed on the TOC website for viewing by registrants.

**Notification** – You will be notified of the Program Committee's decision by **Friday, February 17, 2012**.

**Institute Schedule** – About 35 concurrent sessions will be scheduled. Speakers may present one (1) concurrent session as the sole or primary presenter (with an option to repeat that session later in the conference) and one (1) additional session as a co-presenter. Presentations will be either 60 or 90 minutes and may occur on any day of the Institute. There may be opportunities to act as facilitator for table top discussions. If there is specific interest in this, please contact the Program Chair listed below.

**Conference Room Setup** – Each conference room will be set up theater style with tables and holds 50 participants.

**You must bring your own laptop, LCD projector, and any other AV or IT device you need, or rent such from the hotel.**



## Required Features of Proposal

Email to [TOCinstitutes@gmail.com](mailto:TOCinstitutes@gmail.com) by Friday, January 6, 2012.

**Proposal documents will be submitted via the TOC website.** All four (4) proposal documents must follow the same file naming convention beginning with your last name.

**Example:**

Smith\_Proposal  
Smith\_Bio  
Smith\_Mini At-a-Glance Summary  
Smith\_Checklist

**Format for Proposal:**

Please follow the example in the *Sample Proposal* exactly in content and style. Use the same margins we used; boldface where we boldfaced; capital letters where we used capitals; left or center justified where we did so; and upper and lower case where we used upper and lower case. Use the same format for the presenter bio and your summary.

**Proposal:** One page only. Please **INCLUDE A SESSION TITLE** and session objectives. Also indicate in your session description how your presentation relates to the Institute theme or topics. List multiple presenters side-by-side whenever possible.

**Presenter Bios:** Include one for **EACH** presenter. Please limit each bio to 150 words.

**Proposal Summary:** A brief description for an at-a-glance program. (50-word maximum)

**Margins:** All margins (top, bottom, left, and right) — 1 inch.

**Font:** Use Arial 11 point.

**Acronyms:** Please spell out all acronyms the first time they are used.

**Session Title:** Clearly state your session title

**Bibliography:** A bibliography is not needed for the proposal. If appropriate, include it in your presentation handouts.

**Footnotes and Appendices:** Do not include footnotes or appendices.

**What to Submit:**

Please submit the following in Word format\* to the TOC website by **Friday, January 6, 2012.**

1. Proposal (**1 page ONLY**)
2. Presenter bio include one for EACH presenter (**150 words maximum** for each presenter)
3. Mini At-a-Glance program: (50 words max)
4. Proposal Checklist

**\* PDFs are NOT acceptable**

**PLEASE NOTE:** Any proposal that does not follow the proper formatting (as detailed in the Sample Proposal) may be returned to the owner for reformatting and possible resubmission.

## Sample Proposal

### PRESENTATION TITLE (ALL CAPS)

Presenter's Name / Organization (fully written out)

Presenter's Office Phone (with area code) / Presenter's Cell Phone (with area code)

Presenter's E-mail Address

Presenter's or Organization's Web Site (optional)

Co-presenter's Name/ Organization (include the Office Phone, Cell Phone, Email address)

### Introduction

This session will . . . (or words to this effect). It is appropriate to include the background and context, the format of the presentation, the degree of attendee participation, the underlying inspiration, and perhaps a quote or statement that gives the flavor of the presenter's style.

### Objectives

As a result of attending this session, participants will be able to...

1. Use, demonstrate, apply, etc.
2. List all of the learning objectives, etc.

### Main Ideas

State all key ideas. If your presentation has a main idea and supporting ideas, state the main idea, then the supporting ideas. If you have a few key ideas, list them in the order you will present them. Include enough information so that anyone who sees a copy of the Institute Program Book can benefit from your insights. Give actual information, not just a description of it. The main ideas may be in list or paragraph style.

### Methodologies

Indicate the methodologies you will use in your presentation (lecture, case study, games, etc.).

### Conclusion

What final thoughts do you wish to leave with your audience?

## **SAMPLE BIO FOR PRESENTER**

### **Presenter(s): Sanders, Ethan**

Ethan Sanders is a Fellow in ICF's Human Capital and Management Consulting Division where he serves as a thought-leader in the practice of Human Performance Improvement. He has provided human performance consulting services to clients in the public, non-profit, military, and private sectors for nearly 20 years. Prior to joining ICF Mr. Sanders was president and CEO of Sundial Learning Systems and Director of Organizational Development for the US Navy's Human Performance Center. He is the co-author of Handbook for Workplace Learning, Models for Learning Technologies, Models for Workplace Learning and Performance, Performance Intervention Maps, HPI Essential, and ASTD Distance Learning Yearbook, Mr. Sanders is also an Associate at UMBC. He holds a master's degree in applied behavioral science from Johns Hopkins University.

## **SAMPLE BIO FOR MULTIPLE PRESENTERS**

### **Presenter(s): Scanga, Carol and Meyer, Ron and Kasper, Will**

As Director of Learning Strategy for PTG International, Carol advises clients on how to assess the effectiveness of training evaluation processes and tools. Prior to PTG, her experience was in the private sector within the financial services industry. Ms. Scanga held the title of Dean of SECU University/Learning and Development Manager, Senior Instructional Designer and Training Specialist. She holds a M.A. from the University of Maryland, with emphases on Organizational Communication and Training and Development. She has experience in developing and delivering courses using instructional system design and accelerative learning methodologies. She is a member of ASTD and is on Measurement and Evaluation Track Program Selection Committee for the 2011 ASTD national conference. Carol consults with Jim and Wendy Kirkpatrick as part of Kirkpatrick Partners.

Ronald J. Meyer, Sr. Vice President, Strategy and Markets, PTG, Inc.

Ron joined PTG following 28 years in marketing and sales with General Electric, plus two "mini-careers". He operated his own consulting business (Electronic Commerce Consulting Services, LLC.) for three years, then joined an eCommerce startup (Metiom, Inc) in 1999, before joining PTG in 2001 as VP-Operations, becoming President/CEO in 2005, following an employee buyout. Ron served as Program Manager of IRS' ITEMS (Integrated Training, Evaluation and Measurement System) and was Program Manager for the Customs and Border Protection National Training and Evaluation Program and TSA's Automated Multilevel Training Evaluation Program. Ron received a BS degree from Georgetown University (Foreign Trade) and an MBA degree from Georgia State University (Finance).

Will Kasper brings a unique knowledge in both the management of training and in the design and implementation of business intelligence systems for monitoring performance outcomes. Prior to joining PTG he worked at The Advisory Board Company, where he planned dashboards and data analytics for hospitals and health systems. His experience as a government contractor includes management of technical training for numerous clients, including Los Angeles County

Human Resources, Raytheon Corporation, California Department of Transportation and a number of Federal Agencies.

## **SAMPLE**

### **Brief Description for Mini At-a-Glance program:**

#### **Got a situation? Get a Situational Mentor!**

For more than 10 years, Kathy Wentworth Drahosz and Susan Porter Beffel have been implementing formal, facilitated mentoring relationships at the Department of State. Based on the changing demographics of a geographically dispersed audience, they have found it necessary to incorporate a variety of mentoring options to their programs. This session will give mentoring program designers an opportunity to learn best practices for designing a situational mentoring program that crosses career fields, locations and time zone differences.

#### **CHECK LIST (next page)**

## TOC Checklist

### 2012 TOC Proposal Checklist

Please complete this document and submit it along with your 2012 TOC Annual Institute Proposal in Ocean City, Maryland in April 22-24, 2012. Please type your name and the title of your presentation and place an x near the appropriate boxes to indicate your presentation preferences, save this document and include it with your email submission.

**Name:** [Click here to enter text.](#)

**Topic:** [Click here to enter text.](#)

#### This submission includes:

- **1-page (maximum) proposal with document name as follows: “*your last name Proposal*”**
- **150-word (maximum) presenter bio with document name as follows: “*your last name Bio*”**
- **50-word (maximum) proposal summary with document name as follows: “*Your last name Summary*”**

This is my first time presenting at TOC  I have presented at TOC in the past   
\_\_\_\_\_ (When?)

I would like to conduct a: 60 minute session  90 minute session   
(We will make every effort to honor your preference, but please be prepared to present for either 60 or 90 minutes.)

I am willing to conduct this session twice: Yes  No

**I agree, that if selected by the committee, TOC may record my presentation and publish to the website for TOC registrants: Yes  No**

In order for TOC organizers to schedule your session and book its location at the conference, we ask you to indicate on the scale below the activity and noise level you expect during your session:

1  2  3  4  5   
*Quiet, Little Participant Movement*                      *Moderate Interaction & Movement*                      *Extremely Interactive & Participant Movement Enthusiastic Exchanges*

### EQUIPMENT

**Each conference room will be fitted with a flip chart and flip chart paper. You must bring your own laptop, LCD projector, and any other AV or IT device you need, or rent such from the hotel. Unauthorized equipment will be charged to the Presenter.**

**What to Submit:**

Please submit the following in Word format\* to the TOC website by **Friday, January 6, 2012**.

1. Proposal (**1 page ONLY**)
2. Presenter bio include one for EACH presenter (**150 words maximum** for each presenter) using format provided in sample
3. Mini At-a-Glance Summary (**50 words max**)
4. Proposal Checklist
5. Email your complete package to: [TOCinstitutes@gmail.com](mailto:TOCinstitutes@gmail.com)