

Tips & Tricks

As the deadline to submit your workshops for LTEN 2020 is drawing near, here are some tips to ensure that you create an engaging and relevant experience for your LTEN colleagues as well as meet the LTEN guidelines for workshop submissions.



Experience Matters

- Decide what expertise you need to prepare and conduct this workshop
- Do you have a subject matter expert or industry partner working with you on this workshop?
- Who is going to facilitate the workshop?



Grab Attention

- Provide a learning experience that is different from a typical didactic conference presentation
- Grab your participants' attention at the beginning of the session to encourage them to stay versus finding another session



Create Engagement

- Pick the right delivery format to align with your intended workshop goals (interactive discussion, case study, panel, etc)
- Limit the use of Powerpoint and involve participants through well-targeted, engaging activities



Be Adaptable

- Read the audience and realize adults may prefer to have a say in the flow of the workshop
- Consider versatile activities suited to small to large groups



Be Focused

- Pick the right format for your workshop (60 minutes or 90 minutes, Learning lab, etc)
- Ensure your learning objectives and quantity of content matches the allotted time



Tailor to Your Audience

- Create an LTEN learning experience that is relevant for all learning professionals, from first-timers to experienced members
- Ensure that your workshop reflects the learning objectives, title, and description you originally submitted to LTEN



Take It Home

- Ensure participants have a clear take-away that they can easily put into practice and share with their colleagues



Take the High Road

- Specifically avoid having your presentation come across as a sales pitch. Commit to avoiding direct solicitation for future marketing opportunities (eg, I will not solicit business cards for a novelty draw)