

This workbook was adapted with permission from one Todd Zakrajsek¹ created for attendees of the Lilly Conference in Bethesda, MD. Five Lilly Conferences on College and University Teaching and Learning are offered each year. To learn more, visit <http://lillyconferences.com>.

We look forward to attending conferences with a wide variety of sessions, facilitated by talented educational developers and faculty members who seem to have no end to their wisdom and experiences. We always leave such conferences exhausted from extensive networking and learning, and at that same time energized, with a feeling of hope and renewal. For all their value, and it is extensive, conferences do have a decided drawback. Time and again we have returned from conferences with many handouts, resources, web references, and business cards; these are often put into a pile with the expectation of things to come, yet all too often the valuable information is not put into practice. This “workbook” is an attempt to help each of us to better organize such information and to create an “action plan” for change. Essentially, consider this conference a short course in pedagogy in which there are notes, homework, outcomes... and even a take-home exam.

Below you will find the following “assignments”:

- One Minute Paper
- Personal goals for the conference and the resources (including individuals) to support those goals
- Networking
- Daily reflections
- Action items
- “Thank you” note to be sent to the individual who made it possible for you to attend
- Your take home final exam to be completed one-two months after conference

One Minute Paper

Set your phone to the stopwatch function or find a clock with a second hand. Give yourself one minute to write a response to the following questions: What do you hope to gain by attending this POD Network Conference?

¹ If you have interest in adapting this workbook for your own work, please contact Todd Zakrajsek at Todd_zakrajsek@med.unc.edu.

Identify three goals or objectives you hope to explore at the conference that you can apply within the next six months. These can be challenges you currently face with respect to educational development, programs that you have heard of that interest you, or a desire to find colleagues who share a common interest/passion for a specific topic. Space is also provided to note when resources and individuals are found at the conference pertaining to these items.

- a. List titles of any sessions that might directly address this goal. You may wish to contact the facilitator of the session at a later time for additional information.
- b. Quick notes about new information gained or the titles of sessions that specifically relate to this goal.
- c. Record the names of any attendees you talked to related to this item and a few key words or phrases of what was discussed.

Goal #2

- a. List titles of any sessions that might directly address this goal. You may wish to contact the facilitator of the session at a later time for additional information.
- b. Quick notes about new information gained or the titles of sessions that specifically relate to this goal.
- c. Record the names of any attendees you talked to related to this item and a few key words or phrases of what was discussed.

Goal #3

- a. List titles of any sessions that might directly address this goal. You may wish to contact the facilitator of the session at a later time for additional information.

b. Quick notes about new information gained or the titles of sessions that specifically relate to this goal.

c. Record the names of any attendees you talked to related to this item and a few key words or phrases of what was discussed.

Networking

With whom did you speak and wish to have a follow-up conversation at a later time? If you get the person's name and institution, e-mails will be easy to secure online. Try for 10 new contacts at this conference. Use the space below to organize information about the contacts you have exchanged business cards, with during the day. Simply transfer the contact information from the business card to this worksheet. Tip: when you acquire a business card with the intent of contacting that individual, jot a quick note on the back of the card pertaining to the issue.

Name	Institution	Issue or Reason for Follow-up

Reflections

Quick Reflections for Day 1

Aside from notes listed above pertaining to your application responses, list here any new ideas formed, concepts considered, musings, or anything else that might prove helpful to you in the future.

Quick Reflections for Day 2

Aside from notes listed above pertaining to your application responses, list here any new ideas formed, concepts considered, musings, or anything else that might prove helpful to you in the future.

Quick Reflections for Day 3

Aside from notes listed above pertaining to your application responses, list here any new ideas formed, concepts considered, musings, or anything else that might prove helpful to you in the future.

Quick Reflections for Day 4

Aside from notes listed above pertaining to your application responses, list here any new ideas formed, concepts considered, musings, or anything else that might prove helpful to you in the future.

Action Items

To build on the momentum from the conference, consider the specific things will you do within 2 weeks of the conclusion of the conference. These actions can be based either from your application exercise responses or from your reflections. List at least 5 things you will do upon your return. These may include individuals to contact, resources to order, or materials to develop.

To Do List

1.

2.

3.

4.

5.

Overall Quick Reflection and Metacognition Check

Consider what you felt was the best information you learned over the past few days. If you were to facilitate a workshop on your campus that summarizes the best information you learned at this POD Conference, what would be the title of your session? There is a strict 15-word limit on this title.

Thank You Note

In fiscally restrictive times, it is important that funds are used in ways that best benefit the institution. To encourage future travel to teaching conferences and to acknowledge financial support provided for this conference, we encourage participants to send a quick note of thanks to the individual(s) responsible for your attendance. It is particularly helpful to include one or two very specific changes that will be made in the near future and any anticipated benefits to your work. A quick example follows:

Thank you for the support you provided that allowed me to attend the annual POD Network Conference in [city]. I was able to network with colleagues from [list one or two peer or aspiration institutions here]. Among many things learned at the conference, I discovered [insert achieved personal conference objective; the following sentence is included as an example]. Thank you again.

Take Home Final Exam

(To be completed one-two months after the conference.)

Review your One Minute Paper, Application Items, and Reflections from above.

1. What have (or will) you change in your educational development work this coming year as a direct result of the POD Conference? What impact do you anticipate these changes will have on work?

2. Who have you contacted since the conference and what has resulted from those interactions?

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