

2023 National Convention Learning Lab Proposal

Learning lab content request and proposal submissions must be made by June 30, 2023 for consideration. Partial or incomplete submissions will not be considered. For more information about learning labs at the 2023 National Convention, please visit www.apo.org/national-convention.

Presenter Information

Name

Frank

Horton

Email

example@apo.org

Phone

(123) 456-7890

Initiating Chapter Name

Alpha Phi Omega

Do you have a co-presenter?

Yes No

Tell us More!

Please review the [Learning Lab Proposal Guidelines](#) before completing this form.

Learning lab content for the 2023 National Convention will be reviewed and selected by a learning lab task force. Please complete all fields below to tell us more about the content you wish to present at the 2023 National Convention.

- Learning labs will be in 60-minute, 75-minute and 90-minute increments, per session.
- Proposals must be complete and submitted by June 30, 2023 for consideration.
- Proposals will be reviewed through July 2023; Decisions will be communicated July 2023.
- Presenters whose content was selected for the 2023 National Convention must register by September 4, 2023.

Session Details

Title

Effective Officer Transition Tactics and Solutions

Description

Have you ever been asked to complete a task without any instruction? It can be frustrating, challenging and time-consuming, to say the least. In APO, we are dedicated to being good stewards of knowledge. Join us to explore the tactics and solutions that create effective officer transition plans so tomorrow's leaders of your chapter can take advantage of what you learned today!

The description should align with your content, focus on learning outcomes and provide information to help participants decide if they wish to attend this session.

Learning Objectives

- Understand and explain the value and purpose of an officer transition plan
- Be able to identify the fundamentals of an effective officer transition plan
- Develop and implement an improved transition plan among officers
- Understand the characteristics of a good officer transition plan

What is the purpose of this session? Provide **up to 5 bullet points** expressing the objectives.

Content Outline

Upload or drag files here.

Provide an outline that describes the content and process of this session.

Choose the audience type that is most suited to your session.

Chapter Officers



Ideal Audience Size

No Maximum



Targeted Session Length

75 minutes



Alternative session lengths (Select all that apply):

60 minutes 75 minutes 90 minutes

My proposal falls under the following content category (select all that apply):

Advisor Development

Diversity, Equity and Inclusion

Alumni Development

Professional Development

Alumni Associations

Recruitment and Retention

Brotherhood

Chapter Operations

Please do not include requests for APO LEADS courses. APO LEADS courses will be offered separate from learning labs.

Are there scheduling conflicts to keep in mind when reviewing this proposal? If so, please select the timeslots to avoid below.

Avoid December 28, 2023 (morning)

Avoid December 29, 2023 (morning)

Other

Avoid December 28, 2023
(afternoon)

Avoid December 29, 2023
(afternoon)

While we cannot guarantee preferred dates and time slots for learning labs, we will do our best to accommodate the request above.

Have you given a presentation on this content or on this topic before?

Yes, I present on this topic regularly

Yes, I have presented this material to an audience at least once

I have not presented this content to an audience but have trained others in this area

I have not presented this before but am knowledgeable on this topic.

Other

Describe how this session benefits members beyond their experience in Alpha Phi Omega.

This session helps members develop the skills needed to be effective stewards of knowledge personally and professionally.

Describe how this session will be made accessible for learners with different backgrounds and abilities.

There will be opportunities to learn through discussion and listening. Attendees will be educated on practices that apply to all chapter sizes and leadership roles.

Describe how this session will engage the audience.

The session will allow attendees to idea-share with other campus and community leaders; learn what has/has not worked for their peers.



Please share what experience and/or expertise qualifies you as a content expert and facilitator for this session.

I have 12 years of experience with training, development and retention in a professional setting.



After attending the session, what actions could participants realistically implement immediately upon returning to their chapter, alumni association, community, job or campus?

Attendees will have the tools needed effectively review, revise and plan an officer transition plan that works best for their chapter and shows results year over year.



Is there anything else you'd like to share about this session?

While the content is ideal for chapter officers, alumni association officers could benefit from this session as well.



Affirmation of Understanding

Submission of this proposal confirms understanding that, if selected for the 2023 National Convention, the presenter will register for the event on or before September 4, 2023 **OR** notify the National Office of their absence on or before September 4, 2023.

Signature

⊗ *Frank R. Horton*

draw type

Submit

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