

TEAM IVY WORKSHOPS



Calling all Ivy Tech faculty and staff passionate about sharing knowledge and fostering growth!

The Talent Development Team invites you to lead and create an employee focused workshop centered around your expertise and interests. This exciting initiative offers an excellent platform for professional development, both to build your skills and to offer additional opportunities to your colleagues.



WORKSHOP LOGISTICS

Who:

You! Presenting your knowledge and expertise.

Time:

Any Wednesday, any time between 9:00 a.m. - 5:00 p.m. ET

Cadence:

Workshops will be held once per month.

Participants:

All Ivy Tech employees will be invited to attend your workshop with a cap of 300 participants.



Questions?

Email us at talentdevelopment@ivytech.edu

Moderators:

At least one Talent Development team member will attend your workshop to help moderate the session and troubleshoot any issues that may arise.

How:

Workshops are 60-90 minutes and held via Zoom.

PROFESSIONAL DEVELOPMENT OUTCOMES

As a result of leading a Team Ivy Workshop you will be able to:

- **Reach a wider audience:** Increase your visibility and influence in your field by developing and delivering effective presentations to a wider college audience.
- **Showcase your expertise:** Demonstrate knowledge and skills on a particular topic by creating and delivering an informative and engaging presentation.
- **Create evidence for future promotions, performance reviews, and resumes:** Provide evidence of accomplishments and contributions by developing and delivering presentations highlighting your skills and experience.
- **Work with a team to develop compelling presentations:** Collaborate with the Talent Development Team to create and deliver informative and engaging presentations that meet the specific needs of the audience.

WORKSHOP REQUIREMENTS

- Work with the Talent Development team to develop your workshop content.
- Meet deadlines to review, revise, and reflect on the workshop.
- Workshops should provide clear learning outcomes for participants and incorporate activities to keep learners engaged.

(Guidelines continue on the next page.)

TEAM IVY WORKSHOPS

Read through these guidelines before completing your proposal submission for a Team Ivy Workshop. Proposals will be evaluated using the criteria below.

PART 1: SESSION TITLE

Session titles may include up to 10 words. The title should catch the attention of Ivy Tech employees while accurately reflecting the session topic.

PART 2: SESSION DESCRIPTION

Session descriptions may include up to 150 words. The description is a concise paragraph accurately informing participants about the session, and should follow these guidelines:

- In complete sentences, summarize the topic and session content.
- Make sure to include the significant points to be covered during the workshop.

PART 3: PROPOSAL CRITERIA

The following information **must** be provided as part of the proposal submission process:

- Proposed session should directly apply to Ivy Tech employees and the strategic plan.
 - Identify the specific goal or strategy of the [strategic plan](#).
- Provide one to three learning outcomes for participants.
 - Learning outcomes must indicate how participation in the session will increase, enhance, or otherwise impact participants' knowledge, skills, and/or perspectives related to the session topic.
- Describe the specific activities that will engage participants in learning during the session and describe how each activity contributes to achieving the learning outcomes.
- Provide a minimum of two credible resources where you located your content.
- Your direct manager will need to approve your submission and support you if selected.



[Click here to submit your proposal to present a Team Ivy Workshop!](#)

