

# Armed Forces ISPI Newsletter

## Special Edition – AFC Workshop Submittal Process

### AFC to Submit Workshop Proposals for ISPI Conferences

The idea to submit AFC Workshop Proposals to ISPI grew out of a brainstorming session at the Las Vegas ISPI Conference in Aug 05. Board members Kim Williams, Sandra Ogden, and Jim Craumer discussed ways to increase AFC's income. One idea was to conduct workshops at ISPI Conferences. Why would we want to do that? Pre-conference workshops are specific learning opportunities that participants pay extra to attend. Workshop presenters receive a stipend from ISPI and while government and military personnel cannot accept money from ISPI for conducting workshops, the AFC can. The number of attendees at the workshop determines the amount of the stipend.

Why does AFC want to do workshops? First, we know that our members conduct very stimulating and professional training and human performance projects as a part of their jobs. There are projects going on having to do with submarines, aircraft, new types of transport vehicles, emergency response teams, first responder situations, high risk weapons training, medical procedures and improvements, and explosive ordinance training, just to name a few. AFC members are involved with interesting and exciting subject matter!

Second, ISPI offers a small stipend for conducting workshops. Since most of our membership cannot accept any stipend, that stipend can go to the AFC. This in turn allows us to offer professional development activities and keep our membership fee very low. We are inviting you to share your knowledge with your peer group and gain experience presenting at an ISPI conference.

### Workshop Abstract Submittals Due 17 Jan 06

The Fall 2006 ISPI Conference will follow the dual track pattern of the ISPI Fall 2005 Conference. There will be an Instructional Systems track and an Organizational Development track. Your abstracts should align with one of these tracks.

What is an abstract? An abstract is a high-level summary briefly covering the crucial information of a project. An abstract should include the purpose, goal, objective, description, importance or value, and if there was any ROI for project. An abstract sample is included on page 4 of this Special Edition Newsletter.

Your abstract serves as the means by which a reviewer determines if the project would be interesting enough for people at a conference to pay extra to learn about your topic. The workshop should improve attendees' abilities to do something ...conduct training/education courses or performance improvement projects. Also, a reviewer makes the decision whether to ask for more information based on the abstract alone. Thus, because of these needs your abstract must convey the essential information and results of the project.

Please submit your one-page abstract that can be shared with other armed services and industry communities. Name the abstract submittal using this convention: Your\_Name\_Abstract.doc. Attach your AFC Workshop Abstract Submittal Form to an email and send it to [sandra.ogden@navy.mil](mailto:sandra.ogden@navy.mil) by **17 Jan 06**. A blank abstract form (using a MS Word table) is attached to the email conveying this Special Edition Newsletter.

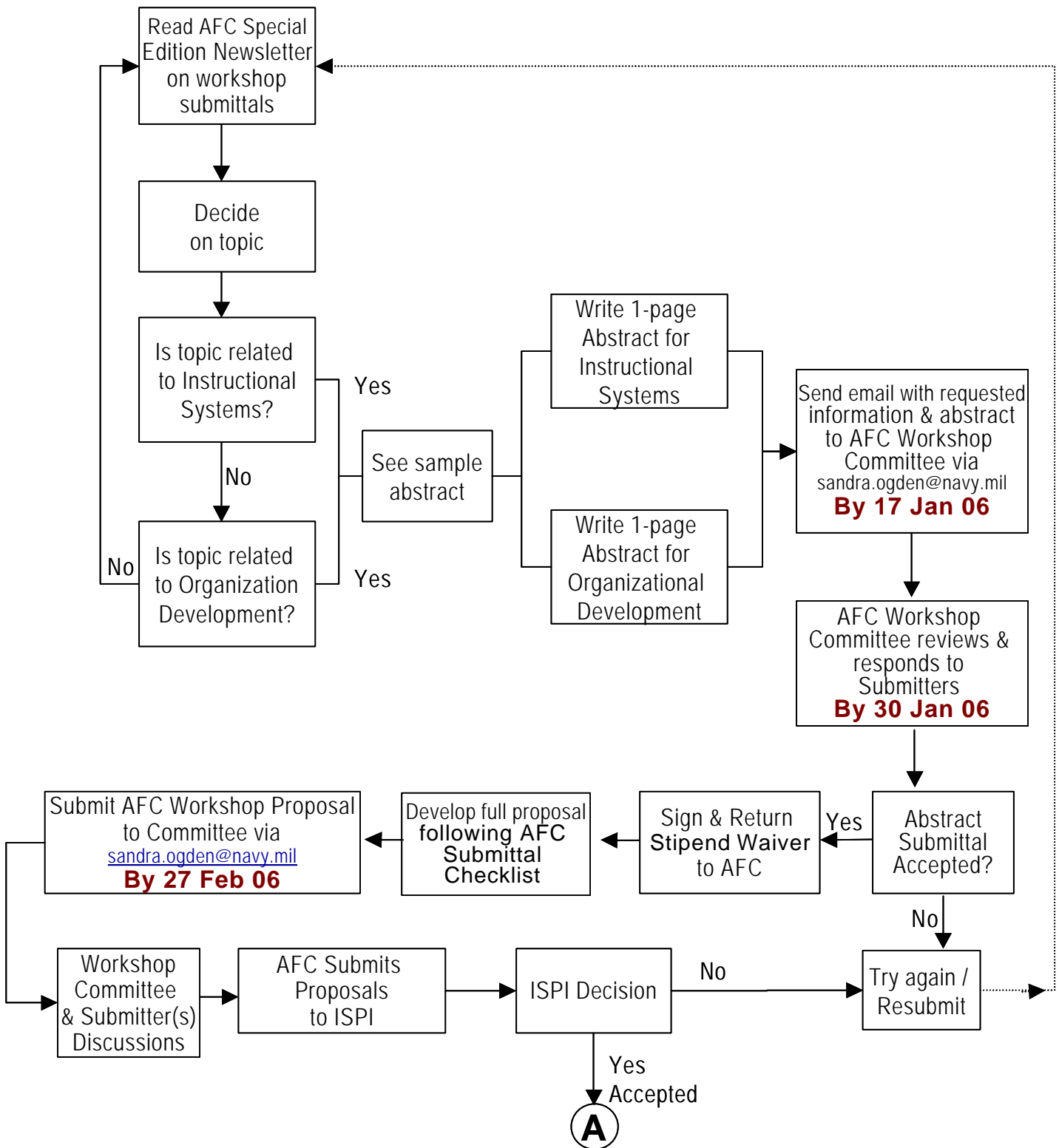
If your abstract is accepted by the AFC Workshop Committee, you will be notified by **30 Jan 06**, asked to sign the Stipend Waiver, and to submit a full proposal following the Workshop Submittal Checklist by **27 Feb 06**. The Workshop Submittal Checklist will be posted on the website in the near future.

This is an exciting opportunity for each of you and your organizations to gain visibility with your contemporaries at an international conference. The AFC Board and Workshop Committee are looking forward to your submittals!

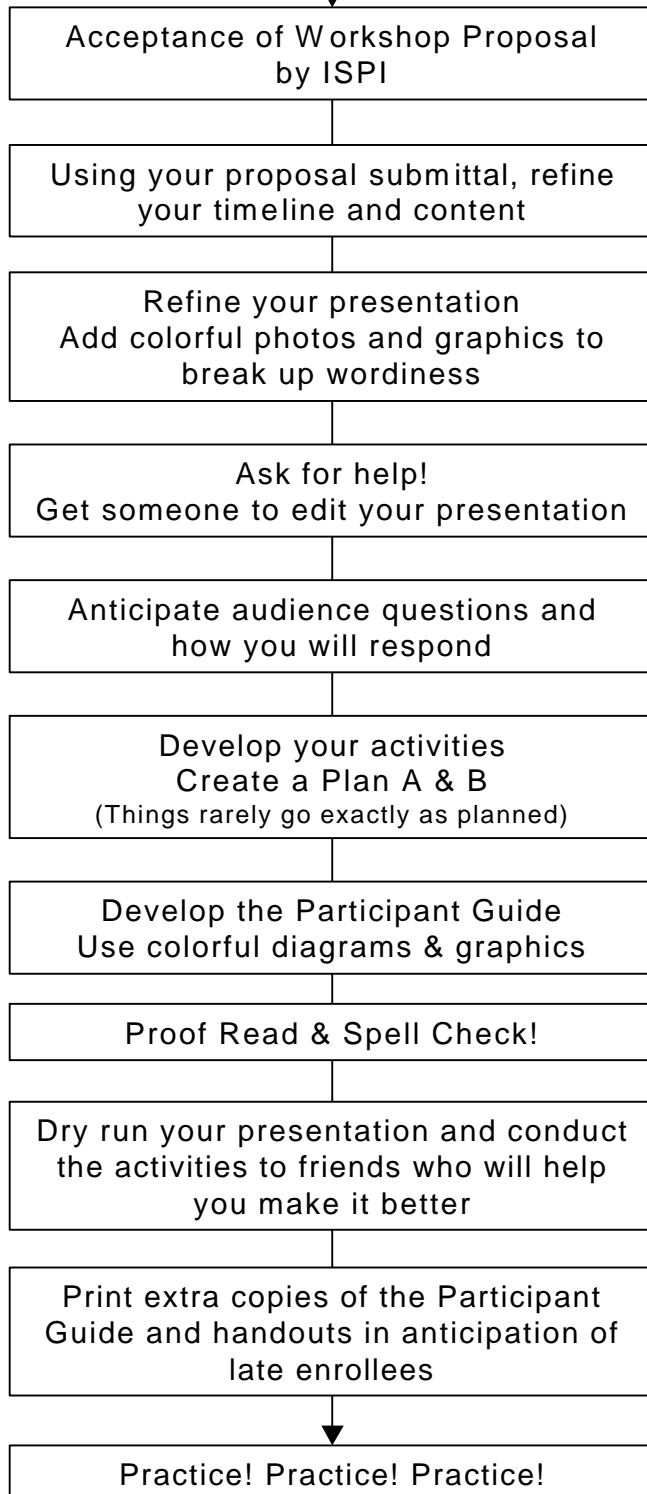
### INSIDE THIS ISSUE

<u>Page</u>	<u>Title</u>
1	<b>AFC to Submit Workshop Proposals for ISPI Conferences</b>
1	<b>Workshop Abstract Submittals Due 17 Jan 06</b>
2	<b>AFC Workshop Submittal Flow Chart For September 2006 ISPI Conference</b>
4	<b>AFC Workshop Submittal-Abstract Sample</b>

## AFC Workshop Submittal Flow Chart For September 2006 ISPI Conference



**A**



**AFC Workshop Submittal  
Abstract Sample**

<b>Submitter(s) Name</b>	Email	Phone
Associated Service	DoD – Applicable to all Training & Education	
Project Name or Suggested Workshop Title	Facilitation Skills - <b>Quescussion: The Art &amp; Science of Questioning</b>	
Preferred Length of Workshop	<input checked="" type="checkbox"/> ½ Day	<input type="checkbox"/> 1-Day <input type="checkbox"/> 2-Day
Workshop Area	Instructional Systems	
Purpose of the Presentation	<b>Questioning</b> , as well as many other instruction skills, is both an <b>art</b> and a <b>science</b> . In this workshop, we will explore the skills of asking and responding to questions in the classroom and in building discussions around the topic.	
Goal	To sharpen facilitation skills in areas of critical importance by encouraging participant involvement and learning.	
Objective	Using the model presented in the workshop, participants will classify, ask, and respond to questions during a classroom presentation. The presentation activity will be videotaped.	
A Description of the Project	<p><b>Quescussion</b> - “A questioning technique which bans the use of non-questions in building learning of the discussion topic; or using questions and discussions as a teaching/learning tool.”</p> <p>Questions in a classroom (or a discussion, meeting, or an interview) have some important and meaningful effects. The old adage, “<i>The proof of the pudding is in the eating</i>” is also true in instructional settings. If participants go to class in order to know <i>something</i> or <i>do something</i> they didn’t know or couldn’t do before, or to do it better, quicker, smarter, or safer, <u>how</u> does an instructor know that it has been achieved?</p> <p>Asking questions in a classroom is one way to find out. People have become used to using questions for testing and examining. As a result, the power of effective questioning as an aid to learning is sometimes overlooked. Good questioning techniques will keep a class on its toes and will assure that they are alert and mentally active.</p>	
Why the project was / is of importance?	Improvement in Instructor questioning increases transfer of learning	
Was there any Return on Investment (ROI) achieved?	TBD	
Comments	Participants should come to the workshop with a topic in mind to demonstrate the questioning techniques. While presentations can be on any topic, to achieve the maximum transfer benefit, choose something familiar.	

