# 2023 National Staff Development and Training Association (NSDTA) Call for Proposals

Guiding information to help submit a strong proposal

*Click here to access the submission portal*

APHSA
American Public Human Services Association

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# Table of Contents


- Intent for the Event and Call for Proposals, Slide 3
- Session Type Definitions, Slide 4
- Session Topics, Slide  5
- Items Needed to Get Started, Slides 6-7
- Important Tips & Reminders, Slide 8
- Timeline of Deliverables, Slide 9
- Contacts, Slide 10

# Intent for the Event and Call for Proposals

The American Public Human Services Association (APHSA) is now accepting proposals for the **National Staff Development and Training Association (NSDTA) Education Conference** on **October 22-25, 2023**. The event will be at the Sheraton Pittsburgh Hotel at Station Square in Pittsburgh, PA. The NSDTA Education Conference is an ideal setting to share our collective work on building capacity for training and organizational development in human services through a national network of membership.

APHSA and its members are committed to advancing race equity. Content also addressing structural inequities in our systems and root causes of racial disparities through policy and practice are strongly encouraged.

The content for the 2023 NSDTA conference will be organized into six topic areas, detailed in the pages that follow:

- **Evaluation, CQI, and Data**
- **Curriculum Development & Facilitation**
- **Human Services Leadership**
- **Organizational Development**
- **Workforce Development & Planning**
- **Advancing Equity, Diversity, Inclusion & Belonging**

We want to encourage submissions which are creative, spark engagement, and generate conversation. Here are suggested formats to consider as you develop your submission(s):

- **60-minute workshop**
- **90-minute workshop**

# Definitions

| Session Type | Definition | Notes |
|---|---|---|
| 60-minute or 90-minute workshop | All workshops should be high-impact sessions where the presenter is able to blend both the theoretical and practical approach through the transfer of learning. Workshops will build connections with the attendees and provide valuables take-aways and resources. We encourage you to explore new training modalities and technologies to increase engagement and participation. | • Multiple presenters can facilitate one workshop.<br>• Clear objectives should be outlined and reviewed at the beginning of each session.<br>• An APHSA Organizational Effectiveness facilitator will work with each presenter(s) to prepare them for their workshop. |

| Topics | Your Session Could Include Information on the Below, but Note That This is Not an Exhaustive List |
|---|---|
| Evaluation, CQI, and Data Utilization | *Using, or learning how to use, data to drive decision making; development of assessment tools; effectiveness of staff/organizational interventions; developing and testing theories of learning; measurement of skill demonstration and transfer of learning.* |
| Curriculum Development & Facilitation | *Design, development, and facilitation of training curriculum through innovative strategies and tools including the use of new technologies that enhance teaching and learning in classroom, blended, and e-learning environments* |
| Human Services Leadership | *Leading in workforce development, training, and OD/OE (e.g., improving management structures and processes, linking training and development with other organizational units, monitoring contract activities, staff performance)* |
| Organizational Development | *Facilitating organizational improvement, including but not limited to assessing needs, diagnosing organizational problem areas, OD and OE strategies, and capacity building* |
| Workforce Development & Planning | *Predicting future staff needs of an agency, planning for the attraction, selection, development, and retention of the current and future workforce* |
| Advancing Equity, Diversity, Inclusion, & Belonging | *Advancing racial equity outcomes and collectively informing EDI practices in health and human services systems across the country* |

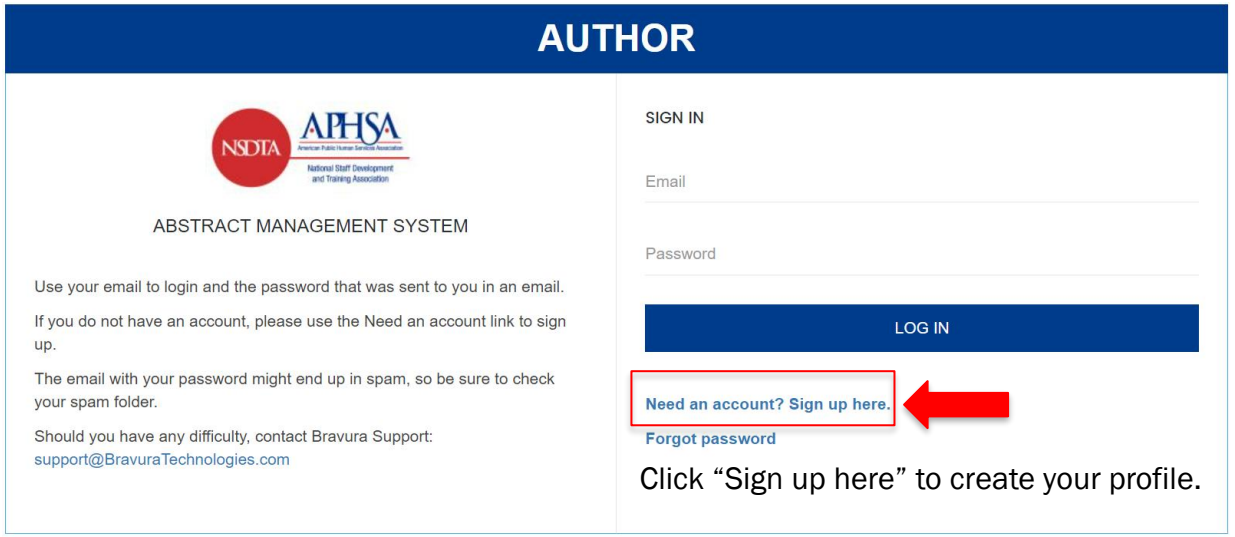
# What you need to start your submission

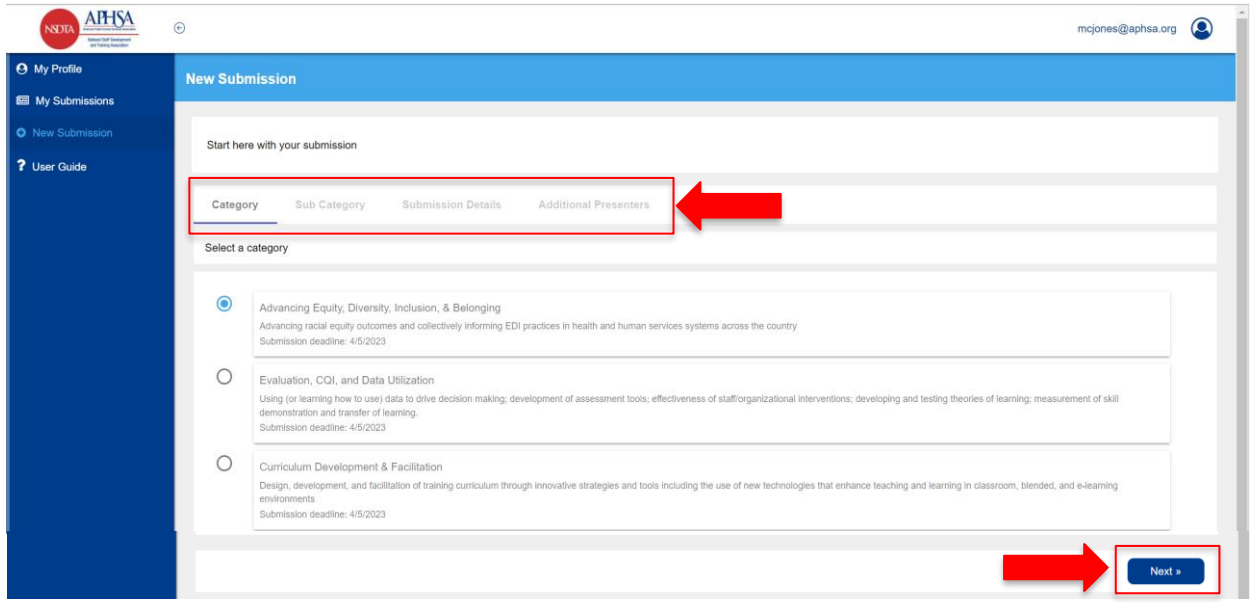
*Gathering this information prior to starting each submission will be helpful*

- Primary presenter's full name, title, organization, email, cell phone, bio
- Co-presenter(s) full name, title, organization, email, cell phone, bio
  - After adding a co-presenter's name and email, the primary presenter can invite them to complete their own profile and sign speaker permissions and acknowledgments.
- Session title – no more than 10 words in title format
- Summary of your session – no more than 350 words (2100 characters)
- Up to three (3) learning objectives

*All fields marked in the portal with a red asterisk (*) are required*

# Getting Started: Use this *link to enter* the NSDTA Call for Proposals portal




- You will receive an email including your username and password.
- Individual emails are required for each presenter.
- You cannot use the same email for all presenters.

- Follow each step to complete your proposal submission.
- Click “Next” to proceed to the next step.
- You will have the opportunity to return to the previous screen if you need to make any changes.

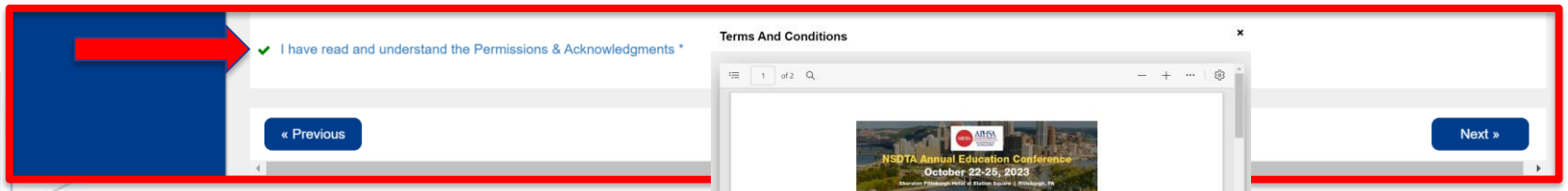
Once all required fields are completed, you will be able to complete your submission by clicking “Submit For Review”. You can also save your work as a draft and come back to edit, as needed, until **Wednesday, April 5th**.

# Important Tips & Reminders

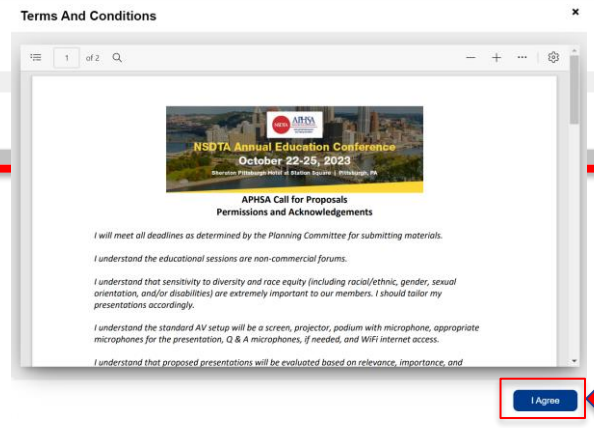
- Please make sure all required fields are completed before proceeding to the next page. The system will not allow you to submit your proposal until all items are completed.

- Phone numbers should be listed without any dashes (ie. 2025554321)

- Do not forget to review and agree to the Permissions and Acknowledgments document link at the bottom of the page within you Submission Details.




Click on the link and the document will open.




You must click “Agree” once you scroll through to the end of the document

# Timeline of Deliverables

| Deliverable | Deadline |
|---|---|
| Open Call for Proposals | Monday, February 27 |
| Close Call for Proposals | Wednesday, April 5 |
| Review and Selection by Planning Committee | Friday, April 7 – Thursday, April 20 |
| Notification to Accepted Presenters | Friday, April 28 |
| Speaker and Moderator Training | Thursday, August 17, 4:00 PM EST |
| All Materials Due to Events Team | Friday, September 8 |
| First Day of Event | Sunday, October 22 |

# Questions or Need Assistance?

Throughout the submission process, you will find a "**Support**" button at the bott right of the screen for assistance with the submission platform.

For questions on content, deadlines, required materials, etc., you may reach out directly to a member of the Planning Committee. Our information is listed below:

- Maurine Jones, mcjones@aphsa.org
- Alex Figueroa, afigueroa@aphsa.org

For information on registration, hotel reservations, and other important updates, visit the NSDTA website.