

MFOA/AMO's Asset Management Symposium

- Cement Your Takeaways

Cement Your Takeaways consists of THREE 'parts' where you can participate in a process that will help you cement those wonderful symposium takeaways you have gathered from the inspiring and informative sessions.

Part #1: Share your Takeaways (approximately 10 minutes)

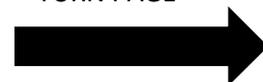
Informal learning? We're big fans! When you share your takeaways with other attendees, you help cement the ones you have in your mind and you are able to gather more from sessions you may have missed or from someone else's perspective. Sounds win-win to us!

1. Find a partner or partners and share your takeaways.
2. Discuss. Debate. Expand. Explain. Ask Questions. Take notes.
3. Smile and laugh.

Part #2: Develop the Process of Implementation (approximately 7 minutes)

1. Write down your 'Top 5' key takeaways you've gathered so far at this symposium.
2. Eliminate any that aren't **relevant** to your business or business objectives (Not everything the speakers said pertained to you, right now.)
3. Eliminate any that aren't **realistic** to your goals or strategies you currently have. (What are you capable of NOW?)
4. Eliminate any that can't be **refined** to be consistent with your current work efforts. (Consider strengths and context of what already exists back at work.)
5. No takeaways left? Think of another takeaway that is relevant, realistic and can be refined, or ask someone to share one that fits YOU and YOUR municipality/organization.
6. After elimination, from the original Top 5, choose the one that you will develop into a process and implement back on the job.

TURN PAGE



7. Answer these questions:
 - 7.1. How will the process be collaborative?
 - 7.2. What resources will I need to carry through with the implementation process?
 - 7.3. What obstacles, real or perceived, may halt the process?
 - 7.4. What can I do to overcome these obstacles?

Part #3: Translate Your Takeaway into Action (approximately 7 minutes)

1. Write down what you can commit to doing differently at work based on this key takeaway.
2. Rewrite the takeaway into an *action* statement.
3. Create a task and reminder in your calendar of the specific day and time when you will start completing this action next week back on the job.
4. Create a task and reminder of the specific day and time when you will complete this action again two weeks from now.
5. Create a task and reminder of the specific day and time when you will complete this action again in June / September / December.
6. Tell someone what you're going to do, and have them help you hold yourself accountable to it.

What Gets Measured Gets Done!