

MEMORANDUM

State of Alaska

Department of Transportation & Public Facilities
Office of the Commissioner

TO: Leadership Team

DATE: June 6, 2024

PHONE NO: 465-3900

SUBJECT: Sharing the Knowledge:
Best Practices for Training and Out of State
Conferences

FROM: Ryan Anderson, P.E.
Commissioner



Sharing the Knowledge:

Sending members of our team to national conferences is an investment in individual employees, and our greater Alaska DOT&PF team as we bring back valuable insights and information that can benefit our sections and the organization as a whole. Over the past several years, knowledge transfer has happened in a variety of ways, with varying degrees of success. With our new tools for sharing information across the Department, we are establishing a set of best practices for traveling staff to ensure they are provided clear expectations of how to share the knowledge upon their return.

For those that participate in these conferences, please plan on completing one of the following upon return:

- Department Lunch and Learn Presentation & Discussion (30 minutes)
- InMotion Article (150-350 words with 1-2 photos or graphics)

In addition, for those that would like to share information with the leadership team, we would like to offer an opportunity for short presentations. (5-10 minutes) at subsequent leadership team meetings.

Thank you for your cooperation and willingness to share your experiences with the DOT&PF team.

Attachments: Best Practices Document

Best Practices:

Prepare for success by working with fellow DOT&PF staff that are attending the conference to establish a schedule and record keeping plan. Identifying a way to share information, take notes, and attend different presentations when possible, to leverage coverage over more subjects. Past efforts have found success working via Teams, Confluence and/or SharePoint.

Pertinent information to gather that could become part of your presentation materials includes:

- Summary of the main points, strategies, or techniques learned at the conference that are directly applicable to current projects or the mission of DOT&PF.
- Highlights of any new industry trends, tools, or technologies that were discussed and how they could impact the team or organization.
- Details about any new contacts made, including potential partners, vendors, or industry experts. Explain the relevance of these contacts to the organization's goals.
- Insights from interactions with peers from other organizations, including shared challenges or innovative solutions that could be adapted.
- Overviews of the most impactful sessions and workshops attended, noting the topic, speaker, and key takeaways.
- Ideas how the content from these sessions can be integrated into existing workflows or inspire new processes or initiatives.
- Specific, actionable recommendations based on the conference learnings that could be implemented in the short or long term.
- Follow-up actions, such as further research, pilot projects, or internal presentations to disseminate knowledge.
- Collection of any relevant materials at the conference, such as brochures, research papers, toolkits, or presentation slides.
- Evaluation the overall experience of the conference, including the quality of content, organization, and networking opportunities.
- Report on other organizations activities observed or discussed at the conference, including new tools or new strategies, including comparing these strategies and what changes we might consider as a department.
- Recommendations on whether the conference should be attended again in the future and which team members could benefit the most from attending.

By taking these measures and following best practices, the state's investment benefits not only the individual staff member but the team in which they work and helps maximize the return on investment of by spreading valuable knowledge throughout the organization.

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