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| **Chapter Name**  | Dallas |
| **Chapter Number (ex. CH0000)**  | CH7017 |
| **Chapter Location (City, State)**  | Dallas, TX |
| **Chapter Membership Size**  | Large (350+) |
| **Contact Person for this Submission:**  | Laurie Lumston |
| **Email Address:**  | llumston@primelending.com |
| **Phone Number:**  | (972) - 743 - 7358 |
| **Chapter Board Position:**  | Director |
| **Chapter Website URL:**  | [http://tddallas.org](http://enotification.td.org/track/click/30530608/tddallas.org?p=eyJzIjoiTkFEc0psV1E3NU4xRWNnMnFaMzEyZlBOLWtBIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvdGRkYWxsYXMub3JnXCIsXCJpZFwiOlwiZDFjZTI0NjNjZGUxNDEyNGE3Mzc5NmI5NzJmNzM4ZGNcIixcInVybF9pZHNcIjpbXCI1NjE2NzAxMDhlZTQxMTgzYTFjN2E3YjBkZjk0NmE3ZmM3MzMxNTQ2XCJdfSJ9) |
| **Submission Title:**  | Round-Robin Risk Assessment |
| **Submission Description:**  | Gathering information for the CARE Risk Assessment can appear daunting. Use this 15-minute, round-robin method to identify potential risks, likelihoods and severities in order to develop effective risk reduction plans. |
| **Need(s) Addressed? Please be specific.**  | To conduct a risk assessment, the Board lists the activities that the Chapter engages in and then identifies the risk associated with each activity and determines the likelihood of the risk occurring. It's important to do it as a Board because of the diversity of the experiences and viewpoints of the various board members. This round-robin approach quickly allows all board member's ideas to be included in the process, resulting in more robust, well-rounded shared vision. |
| **What is your chapter's mission?**  | Our mission is to empower people who are changing their organizations for good. We do that through access, recognition and expertise, so that Dallas becomes the talent development capital of the world. |
| **How does this effort align with your chapter's mission (Please provide specific examples)?**  | This round-robin process allowed us to identify collaborative, detailed risk reduction plans which in turn, allows us to be well-prepared in the event that a risk does occur. This proactive approach protects our reputation, finances, leaders and the overall safety of our members, guests and leaders, thus ensuring that our Chapter has a strong foundation to build on as we focus our time and efforts on achieving our mission. |
| **National ATD's mission is to "empower professionals to develop talent in the workplace". How does this submission align with ATD's mission? Please provide specific examples.**  | The submission aligns with National's mission very similarly as it does to the Dallas Chapter's mission. (See above) |
| **Target Audience: (Who will benefit/has benefited from this effort?)**  | Primarily, the Chapter's Board will benefit from this information as it will streamline the process to gather the activities and risks, making it a manageable process. It can easily be done during a regularly scheduled board meeting. When it doesn't appear so daunting a process, it can become something the board puts more effort and thought into, rather than the heavy sighs of tackling another complicated risk assessment. The time saved gathering the information can then be spent developing the best practices for mitigating the risk and focusing on the Chapter's mission. |
| **Costs/Resources Used: (include any details regarding use of resources including monetary, donations, contributions, volunteer hours, people resources, etc. and how you went about getting these resources)**  | There were no costs involved. We used the Chapter Risk Assessment Guide and the Activity Evaluation Form to complete the process.  |
| **How did you implement: (please give a brief description)**  | Prior to the Board member, I created one Activities Evaluation Form for each activity that our chapter engages in, using the sample list in the Risk Assessment Guide. At the Board meeting, I gave one Activity Evaluation Forms to each Board member. We reviewed the instructions for completing the forms to ensure that the information we gathered was consistent and complete. We set a timer for 2 minutes and during that time, each Board member jotted down risks, likelihood and severity associated with the activity on their form. At the end of the time, we passed the forms to the person on our left. We reset the timer, and repeated the process, with Board members adding additional ideas to the form they received from the person on their right. As the process went on, the lists for each activity got longer and more in-depth, with board members adding additional thoughts to some of the ideas previously included on the form, until each form had circulated through the entire board. At this point, we would repeat the process for any additional forms that weren't handed out in the first round. (You could also consider extending the timer to 4 minutes and have Board members do two forms for each round, spending 2 minutes on each.) After the Board meeting, the forms were typed up and used to develop the Risk Reduction Plan which was presented for approval at the next board meeting. |
| **What were the Outcomes: (Please include hard data regarding financial gains, membership increases, target audience satisfaction levels, publicity for the chapter or for the profession, etc.)**  | Time saved and more collaborative information gathered.We completed the risk assessment data gathering in 15 minutes, with every board member's ideas being recorded. This provided us with more information than if we'd just done it verbally as a group. The written collaboration allowed for even small details and ideas to be fleshed out and made for a more in-depth, effective best practice and risk reduction plan. |
| **Lessons Learned: (hints and tips for other chapters who may be considering a similar effort)**  | Be sure that each Board members clearly understands the instructions so that the information is consistent from board member ot board member. |
| **Please list the specific ATD chapter resources that helped guide you in the process of completing this best practice (e.g. people, documents, policies, by-laws, etc.):**  | Risk Assessment GuideActivity Evaluation Form |
| **How did you become familiar with the Sharing Our Success (SOS) program?**  | Saw or heard of SOS on an area call with my NAC |
| **Would you be willing to present on this submission at the ATD Chapter Leaders Conference (ALC)? \*Request for Proposals (RFPs) open in May of each year at** [**td.org/alc**](http://enotification.td.org/track/click/30530608/td.org?p=eyJzIjoiUVptdmx1TlFZRmtsVlk0QmVHYzJ5N0g3X1ZnIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvdGQub3JnXFxcL2FsY1wiLFwiaWRcIjpcImQxY2UyNDYzY2RlMTQxMjRhNzM3OTZiOTcyZjczOGRjXCIsXCJ1cmxfaWRzXCI6W1wiNTYzOWQ5MmYyNjI4ZmQ3YjQ3YmRjNDRhNzYxY2IwMDliZWVkYzA3ZVwiXX0ifQ)**. Selected session facilitators receive complimentary registration.**  | Yes |