

# 5 Steps to Better Learning Events in 2024

Emily Walker

# Your Presenter



**Emily Walker**  
Global Learning Event  
Manager

# Agenda

## 5 Steps to Better Learning Events in 2024

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- 01 Planning for the Planning
- 02 Learning Event Agreed: Now What?
- 03 Risk Planning and Mitigating
- 04 Event Support and Staffing
- 05 Event Apps and Data-Driven Insights





# Planning for the Planning

- Know what you're planning for.
- Take an expensive holiday without planning? No way!
- Fail to prepare, prepare to fail.
- Set the scene for success.
- Identify which activities and expenses are in scope.
- Set up all your teams for success.

# Learning Event Agreed: Now What?

- Structure the team for success.
- Complete project planning.
- Keep reflecting on the planning for the planning stage.
- Set your expectations.
- Maintain partnerships.
- Follow forward-thinking ways of working.





# Risk Planning and Mitigating

- Look at all possible outcomes of an action.
- Remain calm—it's all going to be okay!
- Have plans A, B, C, and D ready.
- Avoid risk aversion.
- Get comfortable with being uncomfortable.
- Build in status updates and reporting.
- Use the right technology.

# Event Support and Staffing

- Prepare your onsite support capabilities.
- Take each event personally.
- Adopt a mindset of onsite support.
- Staff appropriately for onsite support.
- Sustain those partnerships.
- Keep planning!





# Event Apps and Data-Driven Insights

- Use event apps wisely—they can go wrong unless you plan.
- Benefit from an event app done right.
- Understand the learner experience.
- Take events into the digital world.
- Gain data-driven insights from an app.





# Thank you

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