

**Hospitality Training Competencies Conference Takeaway Plan**

**{your name here}**

**{your title here}**

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# About the Conference/Organization

# {Info typically available on the conference website, CHART’s suggested copy is inserted below}

# The Council of Hotel and Restaurant Trainers (CHART) is the leading resource for the development and advancement of hospitality training professionals and their organizations.

# With more than 600 members from more than 350 multi-unit restaurant and hotel companies, CHART represents a workforce of almost three million. CHART includes all facets of hospitality training, learning and performance professionals; from entry level to senior executive.

# Each winter, CHART holds the Hospitality Training Competencies Conference, which is the premier learning forum of restaurant, foodservice, and lodging trainers and human resource professionals. At the conference, approximately 200 attendees learn from inspiring keynote speakers, participate in interactive educational break-out sessions, and share best practices. In addition to the formal educational sessions, CHART conferences feature many opportunities for attendees to learn from and network with peers. The unique CHART experience is known for providing life-changing personal and professional development.

# What did I learn?

I will provide a brief set of details for each of the sessions I attended over the XXXX days of this conference.

The goals that I set before attending the conference were as follows:

* {list your conference goals here}
* {list your conference goals here}
* {list your conference goals here}

My participation met all of these goals and also gave me the opportunity to discuss hospitality and training concerns, issues, solutions, and best practices with my peers and colleagues.

# Detailed Session Information

**Session title:** {insert}

**Session speaker/instructor:** {insert}

**Session summary:**

{summarize in your own words}

**My major organizational takeaways:**

* {describe concepts, techniques, and tips that were learned or re-emphasized}

**My major personal development takeaways:**

* {describe concepts, techniques, and tips that were learned or re-emphasized}

**Name and organization of networking partner(s) that I met:**

* {list name and organization}

**Action items(s):**

* {describe actions that you intend to pursue both for your personal development as well as potential organization improvements}

**Timeline(s) for action items:**

* {estimate/propose timeline for both personal development as well as organizational takeaways}