

## 2023 LEIRA Training Conference Benefits Worksheet

Although you might understand the benefits of a conference that interests you, your manager may not. Therefore, to be most effective in justifying your attendance at the conference, you need to clearly articulate the connection between your organization's knowledge requirements and the conference program. Included below are sample responses; please customize the needs and sessions to be specific to your organization.

Your Organization's Benefits	Specific Needs and the Conference Sessions that Meet those Needs
Networking Benefits	Structured networking opportunities at this conference will allow me to network with other professionals and vendors in the industry face-to-face for the first time in two years. We will be able to take the pulse of what is happening related to technologies, best practices, and trends in records management; hearing ideas and identifying resources we weren't even aware of.
Team Development	Techniques and information gleaned at this conference will help me to build up our team. Upon return, we'll have innovative ideas regarding processes and resources, and we'll be able to apply them in our organization to improve our communications and efficiency.
Current Practices	Records managers in different jurisdictions and at various levels of government play very different roles. Conference sessions will provide insight into the similarities and differences between jurisdictions and help us better understand our relationship with our providers and our fellow records managers.
Future Practices Exploration	Considering the role records managers may play in the future will help us set up plans and practices anticipating trends and needs and leading to a better future for government records.
Current Tools and Technologies	With a wide array of records management service vendors at the conference, I'll have the opportunity to meet with current vendors as well as new companies and return with information about innovations in records management technology and tools.
Future Tools and Technologies Exploration	Understanding the emerging trends in records management issues like freedom of information, privacy digital records management, access, and preservation, will better equip our organization to offer effective and efficient service to our stakeholders.
Current Processes	Sessions sharing research into current best practices will help me identify ways to improve the good processes we already have in place.
Future Processes Exploration	Various conference sessions will cover the administrative processes and policies other records managers have found to be successful for discipline, communications, dealing with stakeholders, etc. Bringing back this information can help to inform and improve our organization's processes moving forward.
Vendors with Tools and Resources to Explore	The opportunity to meet with current and potential future vendors face-to-face will enhance our relationships and increase understanding of the services provided. I will be able to provide detailed information about what services and tools may be valuable for our organization; saving time responding to vendor calls and inquiries throughout the year.