

2016 CORD Academic Assembly



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Lecture Title: Adult Learning 560: Organizing Learning Resources into an Accessible Location in Order to Maximize Preparation for Conference

Principle- having all the resources the learners will need (that we already were providing) at the tip of their fingers, and integrating these into the technology format that they already use, will help maximize learners preparation for conference. This is minimal work for significant return of “preparation” of your learners.

Set up Steps

1. **Open a Google account (Drive) or another file storage account**
2. **Create a Google or iCloud calendar**
3. **Share the calendar URL with students, residents, faculty (get it on their devices)**
4. **You are ready to create appointments on the calendar**

Weekly/Monthly Steps

1. **Find/curate educational resources you want the learners know**
2. **Store the files in Google Drive**
3. **OPTIONAL- Shorten the resource links with BitLy**
4. **Create appointments for each conference/session on the iCal/gCal (speakers, locations, times, ect)**
5. **Paste the links, descriptions, expectations, ect into the individual appointments**
6. **Hold learner accountable for being prepared**

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