Chapter Learning & Development Guidelines

SCTE Learning & Development provides cable telecommunications industry professionals with the tools and resources necessary to develop and advance in their careers. Since chapters are responsible for fulfilling the SCTE mission at the local level, the following guidelines have been established to assist in creating local level technical training and leadership development.

1. The primary purpose of the chapters is to train SCTE members in cable telecommunications and broadband communications technology.

2. Chapters should choose to provide training that strives to increase the competence and prestige of the profession and aids the professional development of others.

3. Chapters should work towards creating effective meetings by determining the learning needs of the intended audience.

4. Chapters should work towards offering technical training in an open environment where by any SCTE member would be welcome to attend.

5. Chapters should work with key members of the intended audience to determine the best time and day to hold meetings.

6. Chapters should offer training sessions at multiple times/days to meet the schedules of its members. Chapters should actively participate in the promotion of, training and testing for SCTE Certification programs.

7. Chapters should investigate "partnering" educational opportunities with other organizations or other SCTE chapters.

8. Chapters should notify all of their members about any upcoming technical training seminars with a save the date at least 30 days prior to the meeting date.

9. If a meeting fee is charged, the chapter shall establish a delineated fee structure whereby non-members are charged a higher fee for meeting attendance than SCTE members.

10. Chapters should consider communicating the following speaker's guidelines to the speaker in advance of the presentation so the speaker is aware of the chapter's expectations.

Chapter Speaker Guidelines

1. Speakers are strongly encouraged to provide hand-out materials for attendees. Speakers are also strongly encouraged to make the presentation interactive, including hands-on demonstrations, fun games such as Trivia or Kahoot or breakout into roundtable discussions.

2. Speakers should contact the chapter Vice President or the chapter training committee chair leader with any questions about program content, logistics, etc.

3. Speakers should prepare for their presentations well in advance of the meeting date.

4. Speakers should not promote a company's products or services in the context of the presentation. References to products or services should be as generic as possible to communicate the key point (e.g., "some meters are more effective for..." rather than "Company XYX's meter is more effective for...").

5. Speakers shall not speak negatively about their competitors and should avoid mentioning any organizations or individuals from competing companies in their presentations.

6. Speakers are encouraged to participate in the entire meeting so that attendees can discuss the presentation with the speaker.

7. Speakers should share presentation content to the Chapter representative to ensure the speaker requirements are being met.

8. Speaker should provide Chapter representative with presentation requirements such as audio/visual needs, specific room set up, or any other requirements a minimum of one week prior to the meeting date.