

Knowledge Sharing Checklist Innovations for Imaging Symposium

Share What You've Learned!

Capturing and organizing all of the information you gather at an event can be overwhelming. It's hard to track the true value unless you spend time preparing in advance. And it can be time consuming to pull together all of the information gathered after the fact.

Ever wish you could walk away from a learning activity prepared to share what you've learned with your team?

As your education services partner, it is our goal is to support our customers in their ability to improve performance and outcomes in their unique setting. To that end, we are introducing a tool to help all Innovations attendees document their knowledge sharing experience at the Innovations for Imaging Symposium and develop an action plan that directly relates to each individual's goals for the event.



This tool will enable you to:

- Demonstrate to your team how your attendance supports your goals.
- Develop an action plan that you can use to improve performance in your environment.
- Walk away with documentation that is ready to share.

To get the most out of this tool, use the Knowledge Sharing Worksheet and follow this checklist.

Before the event:

- Identify three (3) goals for this event.
- Identify which sessions you plan to attend and why.

During the event—Document Your Experience!

- Use the Mobile App to take notes during sessions, connect with other attendees, and track which Showcase exhibitors you visit.
- Strike up conversations with new acquaintances and share information.
- Complete the worksheet!

After the event:

- Present your completed worksheet to your team and review action items.
- Add action items to your personal and professional plan.
- Congratulate yourself on a job well done!

Note: attendees will be able to view session slides and take notes via the Innovations Mobile App. Instructions on how to download and use the Mobile App will be sent to attendees prior to the meeting.

Share with Us!

Did you discover new, relevant ideas at the Innovations Symposium? Are you willing to share how you applied this knowledge to help us understand if the educational content met your goals and was relevant to your needs?

If yes, please send an overview of your experience or your completed worksheet to the Innovations for Imaging Team at innovationsforimaging.team@siemens-healthineers.com.

Knowledge Sharing Worksheet – Innovations for Imaging Symposium

Use this worksheet to document your knowledge sharing experience at the Innovations for Imaging Symposium and develop an action plan based on your goals that you can share with your team.

My Name	
My Title	
My Department	
My Facility	
<i>Innovations for Imaging Symposium Summary</i>	Innovations for Imaging is an annual education symposium for customers of Siemens Healthineers. This world-class learning event offers educational content designed for imaging professionals: healthcare managers or supervisors, technologists, sonographers, and related clinical professionals. The symposium helps attendees improve the level of care to patients by sharing insights and experiences with their peers and session presenters. Both the Managers Program and the Professionals Program offer opportunities to earn Category A CECs (Continuing Education Credits).
Symposium URL	www.usa.siemens.com/InnovationsforImaging
My Goals for attending the <i>Innovations for Imaging Symposium</i>	Review the educational sessions and networking events offered at the Symposium BEFORE you arrive and identify three main goals for the meeting. Then use the following worksheet to track your thoughts and develop an action plan that you can share with your team upon your return.
1	
2	
3	
My Sessions Attended	Select the top five (5) sessions that provided information most relevant to your particular situation and list three (3) helpful, actionable tips gathered in the sessions.
Session Title	
Session Presenter (s)	
Session Summary	
Key Takeaways	
1	
2	
3	
CECs Earned	

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Session Presenter (s)	
Session Summary	
Key Takeaways	
1	
2	
3	
CECs Earned	
Innovations Showcase	An opportunity to meet with Siemens and industry vendors to gather information on products and services.
Met With (list booth visited)	
Discussion Summary	
Key Takeaways	
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Networking	Highlight two (2) individuals that you met throughout the course of the meeting and the knowledge that you shared with one another.
Name	
Facility/Position	
Contact Information	
Nature of the Discussion	
Name	
Facility/Position	
Contact Information	
Nature of the Discussion	

Impact for Me and My Organization	How does the knowledge learned at this Symposium help me and my organization?
Action Items	What steps do I intend to take as a result of acquiring this new knowledge?

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