

Tips for Writing a Successful Proposal and Learning Objectives

Presenting at the Minnesota Prevention Program Sharing Conference is an excellent way to share your knowledge, skills, and expertise to contribute to the learning exchange and professional development in substance misuse prevention and adoption of best practices in Minnesota. It's also an excellent opportunity to develop your speaking and presentation skills, to gather feedback on your work, and to develop networks of others who share an interest in your work.

Consider submitting a proposal to present at our upcoming prevention conference in October. You do not have to be an expert writer or researcher to submit a proposal. We encourage anybody who has new and exciting ideas to apply. Writing a proposal may not come easy to some, so we hope you'll find these tips useful!

There are two parts to submitting a strong proposal: session description and learning objectives.

Preparing to write a proposal

- What do I have to present?
- Is my topic relevant to the audience? The audience at the MN Prevention Program Sharing Conference is broad, and includes community coalition leaders, prevention specialists, substance misuse & mental health professionals, parents & youth, college students, educators, public health professionals, law enforcement, researchers, faith leaders, and MORE!
- Is my topic timely, strategic, provocative, important?
- Is my topic related to the primary prevention of substance misuse?
- What can I present in the timeframes allowed? What is the optimal time frame for my content and participant discussion?
- **Session descriptions for the Prevention Program Sharing Conference should be 2000 characters or less.**





A strong session description can follow this outline:

- **Background:** What's the issue? What is the aim of your project?
- **Methods:** How was your project conducted?
- **Results:** What was the outcome of your project? This is a great place to include evaluation data!
- **Conclusions:** What are the takeaways? How did your project address what it aimed to address? Ideas for how the the outcomes of you project could be used by other conference attendees.

A strong proposal should cover:

- **The issue:** Why is this topic/work important?
- **Description** of the work, research, project, experience, innovative idea, etc.
- **Lessons learned:** conclusions/outcomes/learnings and implications of the research, program or project that you perceive important for the audience.
- **Practical applications:** how might the audience be able to implement strategies; bringing your learning into their every day practice?

General guidelines for writing learning objectives:

Learning objectives are what you want the attendees to learn or achieve from your presentation. What kind of change do you want your presentation/training to make?

Learning objectives should be in this format:

- **Audience:** Typically “participant”, “attendee”, or “learner”.
- **Behavior:** This will include an action verb such as those listed in the chart on the next page.
- **Condition:** What the audience will learn.

Example Learning Objectives

- *“Participants will learn to identify new tools for assessing community strengths and needs.”*
- *“Attendees will be able to recognize and get excited about the role that public health professionals can play in ramping up their tobacco prevention policy work to ensure that tobacco use in Minnesota declines.”*
- *“Participants will develop ideas on how communities can intentionally add in suicide prevention into their substance abuse prevention strategies.”*





Active verbs for learning objectives:

Knowledge	Understand	Apply	Analyze	Evaluate	Create
define	explain	solve	analyze	appraise	create
describe	defend	apply	break down	arue	compose
identify	distinguish	choose	calculate	assess	design
list	explain	demonstrate	categorize	choose	develop
match	express	employ	compare	conclude	formulate
name	give example(s)	illustrate	contrast	defend	generalize
order	infer	interpret	criticize	describe	hypothesize
outline	locate	modify	differentiate	estimate	integrate
recall	paraphrase	practice	distinguish	evaluate	modify
recognize	classify	predict	illustrate	judge	organize
state	recognize	prepare	model	justify	plan
select	relate	relate	outline	interpret	prepare
memorize	associate	show	question	rate	produce
label	contrast	solve	relate	select	rewrite
reproduce	compare	use	test	summarize	role-play

action verbs based on Bloom's Taxonomy

Ready to submit your proposal? [CLICK HERE!](#)

Proposals due by May 30, 11:59 PM CST.

Need extra assistance in writing a proposal or learning objectives? Connect with our team or get paired with a member of our conference planning committee to provide one-on-one assistance. Email Madeline Bremel at madeline@ansrmn.org.

MPRC is funded by the MN Department of Human Services Behavioral Health Administration.

Based on Ontario Society of Occupational Therapists' "Tips for Writing a Successful Abstract for a Presentation" & "5 Steps to Writing Clear and Measurable Learning Objectives" from The Bob Pike Group.