

Colorado County Treasurer and Public Trustee Association Conference and Seminar Outcomes Guidelines for Presenters

The Colorado County Treasurer and Public Trustee Association (CCTPTA) and strives to ensure the most recent and educational topics are presented at their conferences and seminars. This goal provides members with the educational tools necessary to perform their duties as Treasurers and Public Trustees.

Our association adheres to a strict certification program, administered by Colorado Mesa University, which then provides opportunities for members to become a Certified County Treasurer/Public Trustee. In order to provide these high-quality presentations, a syllabus is required for each presentation given at these meetings. The purpose is to provide CMU with the description of the class and learned outcomes expected.

Below are some guidelines to assist in completing your speaker presentation syllabus:

List of helpful words when stating what an attendee will learn:

Define	Choose	Construct
List	Demonstrate	Design
Recognize	Perform	Organize
Describe	Analyze	
Explain	Compare	
Identify	Differentiate	
Recognize	Critique	

Words to avoid:

Understand	Appreciate
Know about	Become familiar with
Learn about	Become aware of
Tell	

Sample sentences:

- At the end of my presentation on Current Investment Strategies, attendees will be able to recognize and critique rates of return that will best suit their cash flow needs.

- Treasurers will be able to analyze resumes of potential employees and differentiate the qualities needed for their office.

- Treasurers and Public Trustees will be able to explain how amendment 42 is applied to their position as an elected official.
Describe what the limit of a gift is before needed to report.
Describe how to report gifts to the Secretary of State.