

2006 MANDATORY PROGRAM TRAINING
“FOLLOWING THE FOOTSTEPS OF INTERNATIONAL LEADERS
TO TAKE YOUR PROGRAM INTO THE FUTURE”

March 27, 2005

Agenda

9:00 to 9:10 AM – Welcome and Overview

Moderators – Karen Brown, USEPA SBO & Leigh Leonard, PRIZIM Inc.

This brief opening session will introduce what will be covered during the training session, including the agenda overview, explanation of the exercises and training materials, and discussion of training objectives and expectations.

9:10 to 9:35 AM – Orientation to Key Roles and Responsibilities (SBO, SBEAP, CAP)

Moderators – Bob France & Leigh Leonard, PRIZIM Inc.

This orientation session will explain key roles and responsibilities, key customers, and inter-relationships among the SBO, SBEAP, and CAP components of the overall SBEAP Program (Program). It will emphasize the importance of the three components' members working as a team to move the Program forward and enhance its overall effectiveness.

9:35 to 9:50 AM – Self Assessment

Moderator – Mike Welch, PRIZIM Inc.

During the self-assessment, participants will be provided with a checklist that they can use to determine if their program meets legal requirements and to otherwise assess the health of their program. The results of this strategic self-analysis will provide the jumping off point for participating in and obtaining useful results from the small group session.

9:50 to 10:00 AM – Break

10:00 to 10:20 AM – Working Together to Promote the Program – Some Basics

Moderator – Tiffin Shewmake, PRIZIM Inc.

This promotional overview session will review proven methods to increase awareness of and build support for your Program. It will highlight the importance of teamwork to maximize promotional opportunities and invest promotional efforts wisely.

10:20 to 11:00 AM – Building Your Action Plan - Interactive Session

Small Group Moderators – As Assigned

This interactive session will be a small group team-building exercise to reinforce the roles of each component of the Program (SBOs, SBEAPs, and CAPs) using Program promotion as a focal point. Participants will be provided with a template for developing state-specific promotion plans. Guided group discussion will provide grist for each participant to use in shaping their own state-specific plan.

11:00 to 11:10 AM – Break

11:10 to 11:50 AM – Group Reports – Panel Format

Moderator – Bob France, PRIZIM Inc.

Small group moderators will present a summary of the most compelling ideas from their small group's discussion in a panel format. New program members will have an opportunity to ask specific questions of their more experienced counterparts.

11:50 to 12:00 Noon – Wrap-up

Moderators – Bob France, PRIZIM Inc. & Karen Brown, USEPA SBO

A brief review of key highlights and action items from the training session with input from participants.

Noon – Adjourn