

**2007 SBO/SBEAP NATIONAL CONFERENCE
TRAINING SESSION -- June 18, 2007**

AGENDA

PLUG IN AND POWER UP – RESOURCES AND CONTACTS FOR SMALL BUSINESS ENVIRONMENTAL ASSISTANCE	
12:00 to 12:15 pm Welcome and Overview	
This brief opening session will introduce and provide an overview of the agenda, explanation of the exercises and training materials, and a discussion of training objectives and expectations.	Angela Suber, EPA Bob France, moderator, PRIZIM Inc.
12:15 to 12:45 pm Orientation to Key Roles and Responsibilities – SBO, SBEAP, CAP	
This session will explain key roles and responsibilities, key customers, and interrelationships among the SBO, SBEAP, and CAP components of the overall SBEAP (Program). It will emphasize the importance of working as a team to move the Program forward and enhance its effectiveness. Participants will be provided with a checklist that they can use to conduct a program self-assessment to ensure their program meets legal requirements, and to better understand it.	Dan Nicky, Chair, SBO/SBEAP National Steering Committee
12:45 to 1:30 pm Panel Discussion – Contacts and Resources	
This panel discussion will provide an orientation to the National Steering Committee and key subcommittees. This session also introduces resources and information and helps you to connect with others. Promotional Subcommittee--Chris Lynch Multi Media Subcommittee--Dave Fiedler Technical Subcommittee--Renee Bashel Guidelines Subcommittee--Sally Tarowsky Measurement Subcommittee--Kenya Stump Awards Subcommittee--Phyllis Copeland	Moderated by Annette Fulgenzi, Vice-Chair, SBO/SBEAP National Steering Committee
1:30 to 1:45 pm Q&A and Wrap-up	
1:45 to 2:00 pm Break	
PERFORMANCE MEASUREMENT TRAINING	
2:00 to 2:20 pm Introduction to Measures	
We will cover the objectives of the training, review the agenda, and provide a basic introduction to measures including the benefits of using outcome-based measures, differences between activity and outcome, and types of measures.	Tiffin Shewmake, PRIZIM Inc.
2:20 to 2:50 pm The Logic Model	
This session will show how to use the logic model to identify key inputs, activities, interactions, outputs, and outcomes for your program using an analysis of SBEAPs conducted by the National Steering Committee's Measurement Subcommittee. The logic model is a useful tool whether you are new and just getting oriented to your program, or you are experienced and looking to optimize the performance of your program.	Kenya Stump, Kentucky SBEAP

2:50 to 3:10 pm Guide to Using Measures	
This segment will focus on using outcome measures to improve program performance and management. It will use real life examples to show how to incorporate measures into your program to improve results. Topics include identifying measures, data collection, reporting, the importance of context, and how goals can help you achieve success. The presentation will introduce programs built around effective use of measures such as ERP and also cover effective ways to report measures such as dashboard reports.	Tiffin Shewmake
3:10 to 3:20 pm Break	
3:20 to 3:40 pm Case Study: The Minnesota Technical Assistance Program (MnTAP)	
MnTAP Director, Cindy McComas, will relay her experience with developing and incorporating measures into MnTAP and how the measures are used to promote the program, gain and retain funding, and improve MnTAP's value.	Cindy McComas, Minnesota Technical Assistance Program (MnTAP)
3:40 to 4:25 pm Breakout Groups	
Participants will breakout into smaller groups and work together to identify measures for an SBEAP or a specific technical project and then develop a strategy for how to capture the data and use the measures. The groups may use the logic model to identify the measures and will be given a blank template as a guide.	Participants, with support from moderators.
4:25 to 4:55 pm Group Reports and Discussion	
Participants will reconvene and each group will present the measures and strategy that their group developed. There will be time for participants to discuss the findings and their thoughts.	Group leaders and participants, with support from moderators.
4:55 to 5:00 pm Wrap-Up Tiffin Shewmake, PRIZIM Inc.	