

SELF-ASSESSMENT WORKSHOP PROGRAM SCHEDULE

Tentative

Session 1 - Overview

8:00 a.m. Registration

8:15 a.m. Introductions and Welcome

- Who are you, why are you here, what do you need to know?

Session 2 - Organizing for Self Assessment and Getting Started

8.45 a.m.

- “The Manual”
- “Self Assessment”
- Conducting Self Assessment

10:00 a.m. Break

Session 3 - Tracking Your Progress

10:15 a.m. Demonstration of the Software Capabilities

Session 4 - The Self Assessment Process

10:30 a.m.

- Building your team
- Overcoming Problems
- Review of Practices (4th Edition)
- Determining Jurisdiction
- Preliminary Documentation
- Determining Compliance
- Summary of Findings
- Presenting the Findings to your Elected Officials

Session 5 - Here’s how we did it and what it’s done for us

11:30 a.m.

- Comments from the host agency

12:00 p.m. Box lunch provided on site, followed by brief tour of host agency

Session 6 - Here’s how it works

1:30 p.m.

- Hands-on group exercises to develop sample practices
- Report back on assigned practices

3:00 p.m. Break

Session 7 - Compliance Evaluation and Documentation

3:15 p.m.

- Compliance Assessment Definitions
- Documentation

Session 8 - Accreditation Process

3:30 p.m.

- Preparing for Accreditation
- Individual Practice Status Report
- Review Phase
- Preparing for the site Evaluation Visit
- Site Visit Report

4:00 p.m.

- Details of APWA's Accreditation Requirements

4:15 p.m. Wrap up and Participant Evaluation

4:30 p.m. Adjourn