

Strategic Planning for Annual BIG National Training Conference

This document provides guidance that is intended for use by Chapter Presidents to facilitate agency support to sponsor employee attendance at the annual BIG National Training Conference. The implementation of this strategic plan is recommended based on its success at several chapters. The guidance provided here may need to be adjusted by each Chapter President to develop a strategic plan that is more effective in addressing specific agency cultures.

January:

- Chapter President should begin assessment of membership and perform analysis of how the membership is distributed among the agency.
- Identify how many members belong to each agency component. By 31 January Chapter President should send e-mail to entire membership soliciting interest in attending the conference.
- Suspense date for responses should be NLT 15 February
- Chapter President and Committee Chairpersons should identify and plan all workshops and other agency wide events/activities that the chapter will sponsor for the year - **very important!!**

February:

- Chapter President should compile responses received from membership and tally the number of members who are interested in attending the conference.
- For each member that expressed interest in attending, identify the agency components that they are assigned to.
- Identify the senior level agency component managers that those members are assigned to and schedule a 30 minute meeting with them individually.
- Sponsor an agency wide activity for African American History Month.

March:

- Chapter President should prepare a draft announcement for eventual agency wide e-mail distribution. See Attachment. At a minimum, the announcement should contain the following:
 - The location and dates of the conference
 - The theme of the conference
 - Selection criteria for conference attendees. If necessary, the criteria should attempt to accommodate selection priority for active BIG members because those are the individuals who are largely responsible for the execution of the chapter's activities and operations. This

will depend on factors such as the number of non-BIG members interested in attending and whether or not the agency's culture supports equal consideration for non BIG members. The major factor is the size of the chapter relative to the amount of funding that the agency is willing to provide for conference attendance.

- A suspense date (NLT 31 March) for responses from those interested in attending the conference
 - A designated Point of Contact (POC) where responses should be sent. In many cases, this person is the designated training officer for a particular agency component.
 - Post conference reporting requirements
- Chapter President should conduct individual meetings with senior level managers and use the draft announcement for discussion and support. Inform each senior level manager of the amount of BIG members that are assigned to him/her and recommend that the manager support the funding for (x) members to attend the conference. If necessary, attendance of non-members should also be discussed at this time.
- *General Guidelines: **BE REASONABLE**.* Ideally, you would like for the manager to fund the attendance of ALL members but depending on the number of members involved, this may not be feasible. If the manager has 10 BIG members assigned to him/her and the conference is not being held in the local area, it is unlikely (depending on the size of the organization) that the manager will agree to fund the amount of TDY expenditures that would be required for that many attendees.
 - Review the wording of the draft announcement and request approval of its contents. Encourage managers to modify any wording that they are not comfortable with but be sure to negotiate a final version that is acceptable to both parties. Once an agreement has been reached, inform managers that you will be sending the announcement directly to them (via e-mail) within 2 days for them to distribute down the management chain.
 - Within 2 business days after the meeting, Chapter President should send the reviewed conference announcement to Senior Managers for distribution to their workforce.

April:

- Chapter Presidents should receive all responses and complete the selection process. Work with immediate supervisors as necessary.
- Chapter Presidents may use the following basic criteria for prioritizing the selection of members to attend the conference:
 - Officers
 - Regional Council Representatives

- Committee Chairpersons
- Other members (actively participating)
- Other members (not actively participating)
- (NOTE: Chapter Presidents should work with chapter members to establish specific criteria to define "active" and "non-active" participation)
- Non-members

- Ensure that all selectees and non-selectees are notified
- Assist selectees with submission of required training request paperwork
- Conduct a group meeting with all that were selected to attend, especially first time attendees. Explain specific conference events, activities, and expectations.
- Select/elect delegates
- Chapter should conduct/sponsor an agency wide activity (workshop, seminar, etc.)

May-June-July:

- Chapter President (or designee) - provide additional planning assistance as necessary to conference attendees
 - Conference registration, hotel reservations, travel, etc.
- Chapter should conduct/sponsor one or more agency wide activities (workshops, seminars, membership drives, etc.) during these months.

August:

- Conduct a final group meeting with attendees to focus on the importance of planning daily conference activities and stress the importance of after conference reporting. If possible, provide attendees with copies of the tentative daily workshop schedule and develop a strategy for maximum workshop coverage.

September:

- **(1st week):** Chapter President should send an e-mail notice to all attendees requesting after conference reports and establish a 30 day suspense date for the submission of reports. Define a specific reporting format that includes a discussion of the **benefits derived** from the various training forums.
- **(3rd week):** Chapter President should send an e-mail to chapter members reminding them to forecast any funding that would be required to attend the next BIG Conference and submit the forecast to their supervisors NLT 30 September.

October:

- Chapter President: Receive and compile all conference reports. Send an overview (highlights) of the 5 day conference activities to Agency Director and Senior Level Managers.
- Chapter President: Schedule a chapter meeting with Agency Director to discuss the various conference training experiences and benefits derived. Actual meeting date scheduled should be sometime in November or early December. This will allow for ample time to develop and rehearse the content of the meeting discussion.
- Chapter President (or designee): Begin developing the format of the discussion.
- Identify/select at least 3 individuals who attended the conference and have them prepare a 5-7 minute presentation on their training experiences. The discussion should begin with the Chapter President providing a brief overview of the daily training conference activities. The overview should be followed by the individual presentations. Recommended format for the individual presentations:
 - Title of specific Workshop or Forum to be discussed
 - Name of Workshop or Forum facilitators/instructors
 - Highlights of the specific workshop/forum subject matter content
 - Summary of the benefits derived from attending the workshop/forum
- Chapter should conduct/sponsor an agency wide activity (workshop, seminar, etc.)

November/December:

- Complete the development of the discussion format and conduct final dry run rehearsal for meeting with Agency Director.
- Conduct chapter meeting with Agency Director to discuss conference training experiences and benefits derived. Highly recommended!!
- Begin planning for the next conference. Include BIG NTC on Individual Development Plan (IDP) and submit projected travel and per diem costs for attending next year's BIG NTC. NOTE: In some agencies, forecasted travel expenditures may be requested in September and/or October.
- Chapter should conduct/sponsor an agency wide activity (workshop, seminar, food/clothing drive, etc.)