

Inter-Agency Workshops Recommendations

The following provides an outline of the key considerations for developing an Inter-Agency Workshop strategy and implementation plan.

Mission: Provide an interactive forum for education and networking of certification professionals working in the federal market

Target Audience: Program leads for federal certification programs and federal employees that are involved with managing a certification program

Tactical Execution Plan:

- Identify list of targeted federal agencies that have certification programs
- Create an Inter-agency workshop *steering committee*
 - At least 50% Agency representation
 - Identify which government agencies, vendors, consultants we want on steering committee
 - First steering committee members should be handpicked to ensure initial success
 - Ask for an initial one to two-year commitment
 - After the first year, committee can be made up of those that volunteer
- Conduct a *survey* to those targeted for workshop participation about the workshop
 - Assess educational needs and survey for suggested topics
 - Workshop logistics:
 - Frequency (2/year?)
 - Duration
 - Location
 - Suggested registration fees & expenses
 - Format, such as single or multi-track, depending on content interest
 - Use survey results and expertise of steering committee to determine first workshop agenda and logistics
 - Identify and invite possible speakers
 - Choose dates and locations
 - Establish a budget
- Consider creating additional opportunities for generating additional revenue or interest in future workshops through delivering a well received workshop session in a webinar for broader ongoing reach and education
- Steering committee investigates additional roles for vendors and other partners in the form of sponsorships, content, speakers, venues, etc.