

# ***52.219 Consulting Services***

## **Supplier Diversity Professional (SDP) / SMALL BUSINESS LIAISON OFFICER (SBLO)**

### **Training Workshop Agenda**

#### **Day 1 (Tuesday)**

7:30am - 8:00am - Breakfast/Registration  
8:00am - Workshop Begins / Intro  
8:30am - Small Business Program - Supplier Diversity Program / Federal Requirements  
10:00am - Break  
10:15am - SBLOs Role / Job Duties / CEO Policy Letter / Templates  
12:00pm - 1:00pm - Lunch  
1:00pm - Mandated Laws / Legislation / Policy / FAR – DFAR  
Types of Subcontracting Plans / Elements / Calculating Goals / Templates  
3:00pm - Break  
3:15pm - 4:30pm Breakout Session – Develop SB Plan processes

#### **Day 2 (Wednesday)**

7:30am - 8:00 am - Breakfast / Networking  
8:00am - Mentor Protégé Program / Agreement Templates / Reporting Forms  
10:30am - Break  
10:45pm - Federal Customer Reviews / DCMA - SBA / Forms and Examples  
12:00pm - 1:00pm – Lunch  
1:00pm - Small Business Reporting  
2:30pm - Break  
2:45pm - 4:30pm ISR / SSR Reports / Reporting in eSRS

#### **Day 3 (Thursday)**

7:30am - 8:00 am - Breakfast / Networking  
8:00am - Small Business Classification / Verification Form Template  
Application for SBA awards (i.e. Dwight D. Eisenhower Award Excellence)  
9:00am - Data Record Keeping Methods  
10:30am - Break  
10:45am - 12noon RECAP: Questions and Review on Subjects of Choice / Conclusion