

Title: Sustainable Utility Management of Rural and Small Systems

Location: Online training course

Date: Various

Trainers: Jason Carman, Matt Kennedy

Start Time	Topic	Time (Minutes)	Contact Hours	CEUs	Notes	Contact Point?
9:00 AM	Open Room on GoToTraining	60			Moderator/Trainer open room, moderate assist with any attendee new to online trainings.	
10:00 AM	Introduction	25	0.42	0.04	RCAC Introduction, Trainer Intro, Platform Overview, Intro Poll.	Poll
10:15 AM	Pre-Test	5	0.08	0.01	6 Q Pretest, GoToTraining Quiz	Test
10:30 AM	10 Key Management Areas	65	1.08	0.11	Discuss 10 Key Management Areas, utilize 4 polls throughout, encourage participant discussion.	4 Polls
11:30 AM	Plotting Results overview	25	0.42	0.04	Example plotting using drawing tool, have attendees rank on own.	
12:00 PM	Lunch Break	60			Hour lunch break on own, keep webinar open. Have moderator and trainer back after 30 minutes to answer questions.	
1:00 PM	Recap and Priority Poll	10	0.17	0.02	Get people back in the room, poll to determine room priorities.	Poll
1:10 PM	Improving Outcomes Breakout Rooms	20	0.33	0.03	Use of breakout rooms to have group discussion on 2 priority areas.	
1:30 PM	Resources Available and Improving Outcomes	50	0.83	0.08	Select 3-5 areas for deep dive, possibly bring up live links to online resource. Poll on asset management.	Poll
2:20 PM	Action Planning	20	0.33	0.03	Discuss action planning, utilize quiz to gauge knowledge of planning.	Test
2:40 PM	Closing Discussion/Recap	10	0.17	0.02	Review of day, next steps, discussion.	
2:50 PM	Post Test	10	0.17	0.02	6Q Post Test.	Test
3:00 PM	Evaluations	0	0.00	0.00	Done at the end of the training with close out of GoToTraining.	
Total time:			4.00	0.40		