



TENTATIVE PRIORITY 2 TRAINING AGENDA

TIME	DAY ONE
8:00 – 8:30 am	WORKSHOP REGISTRATION CONTINENTAL BREAKFAST FOR PARTICIPANTS ONLY
8:30 – 9:00 am	Opening Session; Workshop Overview
9:00 – 10:30 am	What’s Legislation and HEOA Got To Do With It?
10:45 am – 12:15 pm	Understanding the Statutory & Regulatory Language that Affects My TRIO Program
12:15 – 1:45 pm	LUNCH FOR PARTICIPANTS ONLY
2:00 – 3:15 pm	CYA: Cover Your Audit (Documentation & Recordkeeping)
3:30 – 3:45 pm	BREAK
4:00 – 4:30 pm	What Would You Do?: Scenario Assignments
4:45 – 5:30 pm	TRIO 101 (For Newcomers Only)
DAY TWO	
8:30-9:00 am	CONTINENTAL BREAKFAST FOR PARTICIPANTS ONLY
9:00 - 10:30 am	It’s All About Compliance: Uniform Guidance
10:45 am – 12:00 pm	Budget 101 (For New Personnel—2 years or less in TRIO)
	Developing & Maintaining a Real Time Budget (For Seasoned Personnel)
12:00 – 1:15 pm	LUNCH FOR PARTICIPANTS ONLY
1:30 –2:45 pm	Internal Controls & Best Practices for Financial Management (For Seasoned Personnel)
	Developing & Maintaining a Real Time Budget (For New Personnel—2 years or less in TRIO)
2:45 – 3:00 pm	BREAK
3:15 – 4:30 pm	Prevention and Resolution of Audits
4:45 – 5:30 pm	What Would You Do?: Group Work
DAY THREE	
8:30 – 9:00 am	CONTINENTAL BREAKFAST FOR PARTICIPANTS ONLY
9:00 – 10:00 am	Everything You Wanted to Know, But Didn’t Want to Ask (No Judgement Zone!)
10:15 – 11:30 am	What Would You Do?: Group Presentations
11:45 am – 12:15 pm	Evaluation & Closing Session

