BTE Name of Site/Location

Strategic Planning & The Program Model

February 9- 10, 2023

Address

Meeting Room

**PARTICIPANTS:**

**Johnson & Johnson**

* John Doe, Business Title & BTE Co-Champion
* Jane Smith, Executive Sales Institution Representative & BTE Co-Champion
* Raul Anthony, Franchise Medical Director & Executive Sponsor

 **Site Coordinating Entity**

* Bob Dylan, Department Chair/Professor & BTE Site Coordinator
* Mariah Carey, Business Title & BTE Role (if any)

**FHI 360**

* Amanda McMahon, Director, College & Career Readiness & BTE Program Director
* Cherine Smith, BTE Program Manager

**Secondary School**

* Corey Booker, Principal
* Paul Larsen, Assistant Principal (Math and Science) & BTE Liaison

**MEETING OBJECTIVES:**

By the end of the strategic planning meetings, you will:

1. Feel connected with BTE partner organizations.
2. Understand the components of a Program Model and its benefits.
3. Design the site’s Program Model, including Target Population, End-of-Grant / Short-term Outcomes, Program Activities, Inputs, and Outputs.
4. Know each organization’s role and responsibilities for the BTE program.
5. Understand the links between the Program Model and evaluating the effectiveness of the program.

**DAY 1 AGENDA:**

**February 9, 2023**

9:00 a.m. – 12:15 p.m.

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| Time | Subject/Activity |
| 9:00 a.m. – 10:15 a.m. | DePuy Synthes Tour |
| 10:30 a.m. – 11:00 a.m. | BTE Overview |
| 11:00 a.m. – 12 noon | Introduction to Target Population |
| 12:00 p.m. – 12:15p.m | Closing & Next steps |

**DAY 2 AGENDA:**

**February 10, 2023**

9:00 a.m. – 4:00 p.m.

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| Time | Subject/Activity |
| 9:00 a.m. - 10:00 a.m. | Session 1: |
| Welcome & Introductions  |
| Discussion & Brainstorming:* Determine each organization’s assets, challenges, needs, and potential inputs
* Review & finalize the target population
 |
| Target Population Discussion: * Review the secondary school(s) enrollment & academic data
* Draft the target population
 |
|  |
| 10:00 a.m. – 12:00 noon | Session 2: |
| What is a Program Model?* Introduce the Program Model
* Build a sample Program Model
* Learn the components of a BTE Program Model
 |
| Designing the Program Model* Determine the End-of Grant and Annual Outcomes
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**DAY 2 AGENDA (continued):**

**February 10, 2023**

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| Time | Subject/Activity |
| 12:00 noon – 2:00 p.m. (Working Lunch) | Session 3: |
| Recap * Student Insights
* Identify Potential Program Activities
 |
| Continued Program Design* Identify Potential Program Activities
* Initiate the Work Plan (Years 1, 2 and 3)
 |
| Target Population Discussion: * Review the secondary school(s) enrollment & academic data
* Draft the target population
 |
|  |
| 2:00 p.m. – 3:00 p.m. | Session 4: |
| Solidify Target Population * Confirm Target Population
* Confirm Recruitment, Application & Selection Processes
 |
| Wrap Up & Next Steps |
| 3:00 p.m. – 4:00 p.m. | Site Coordinators’ Meeting (Coordinating Entity and FHI 360 only)**\*For the site coordinator(s) only**  |