

## **Return to Work Project**

### **Designing and Managing Business Incentive Compliance Efforts**

The Return to Work Project can help you think through how to apply the discussions from the workshop to your own work. Capture your project ideas in writing using the Return to Work template. You do not need to complete all elements, but they may be helpful in defining your ideas.

You will have the opportunity to share your project ideas for peer feedback on potential challenges and solutions during the final session of the workshop.

#### **To begin**

We will introduce the Compliance Roadmap and describe the Return to Work project during session 1.1. A template for the Return to Work project will be provided. The Roadmap and template are both available on the course website.

#### **Homework to be completed after Day 1**

Decide what your return to work project will be and which portion of the Compliance Roadmap it addresses. Day 2 will begin with an anonymous polling question asking whether your project relates to Data, Procedures, Progress, Results, or overall Transparency and Accountability.

#### **Homework to be completed after Day 2**

Fill in the sections of the Return to Work Template on: Aim of project, Project background, People/groups, and Objectives/desired impacts. We will not be collecting the templates, so it is up to you to use the template as you like. However, we do expect all participants to contribute to the capstone session.

Course advisors Ellen Harpel and Jane Vancil will be available to answer questions or discuss your project ideas Wed-Friday following the first two days of the workshop (Nov. 11-13). You can reach out via email or set up a meeting during “office hours.”

[Ellen@Smartincentives.org](mailto:Ellen@Smartincentives.org) – office hours will be Nov. 11, 1:00-4:00 ET and Nov. 13, 8:30-11:00 ET  
[jane@incentilock.com](mailto:jane@incentilock.com) – office hours will be November 11, 11:00 am to 4 pm. CST and November 13, 2:30 to 5:00 pm CST

#### **Homework to be completed after Day 3**

Finish the return to work template and come prepared to discuss in breakout groups during the final session of the workshop.

#### **Day 4 capstone session**

Share project ideas and give/receive feedback on proposed initiatives. Discuss how projects can enhance the compliance process and help your organization share compliance data in a positive and empowering manner to support businesses appropriately and help improve economic development practices.