

## Tuesday, July 16<sup>th</sup> – Day 1

8:00 am – 9:00 AM

### **Registration and Breakfast**

**Grand Theater Room**

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8:30 am – 9:00 AM

### **Plenary – Opening Remarks**

**Grand Theater Room**

Introduction: TBD

Speaker: **Chris Chiles**, Vice President, DDAA

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9:15 AM – 10:30 AM

### **Breakout Track Sessions**

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#### **Educating partners about the value of your LDD: *Facilitated Roundtable***

**Pennsylvania Room**

Learn how best to market your LDD to local, state, and federal partners. Whether it's supporting federal and state programs to fund economic development, or providing local insights about your community, LDDs have a lot to offer. This session will focus on marketing those services to best serve your community and state.

Instructor: **TBD**

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#### **Everyone is affected by the emerging future of work: *HR Training***

**Virginia Room**

Summary: This session kicks off by engaging participants in a team brainstorming activity to identify significant changes impacting their work, community, and personal lives. Teams share their findings and discuss trends and their implications. The session concludes with reflections on the potential impacts on various aspects of work.

Instructor: **Andrea Hodson**, Human Resources Consultant

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#### **ARC 101 An Introduction to ARC: *About Partners***

**Ohio Room**

Newer LDD staff members will be introduced to the Appalachian Regional Commission so that they can become more familiar with its goals, opportunities, and resources.

More seasoned staff will come away with updated information on newer funding programs or initiatives, current trends, and upcoming

events.

- Background, Mission, Goals
- Funding Opportunities
- Capacity Building Programs
- LDD Administrative Program
- Other Areas of Interest
- ARC's Website - Where to find the information you need
- Newsletter, Social Media

Instructor: **ARC Staff**

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10:30 AM – 10:45 AM

**Networking Break**

**Kentucky Room**

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10:45 AM – 12:00 PM

**Breakout Track Sessions**

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**Workforce Training:** *Facilitated Roundtable*

**Pennsylvania Room**

Perhaps the number one challenge facing LDDs today is lack of staff. As experienced staff members retire or follow other opportunities, LDDs are trying to keep up. In this session, you will learn how to attract and keep staff members, so you can begin building capacity in your organization.

Instructors: **TBD**

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**Be prepared, not surprised: Meet the future workforce:** *HR Training*

**Virginia Room**

Participants explore the evolving nature of the workforce by predicting changes over different timeframes. They discuss national and regional trends and are introduced to avatar composites representing potential future hires. Teams brainstorm questions to prepare for these changes and share insights, leading to reflections on readiness for the future.

Instructor: **Andrea Hodson**, Human Resources Consultant

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**ARC Project Development Basics:** *About Partners*

**Ohio Room**

Session attendees will come away with a better understanding of what ARC considers "Project Fundamentals", what ARC looks for in strong projects, and hear of project examples from throughout the Region.

- ARC's "Economic Development Lens"
- Core Elements in all ARC Projects
- Strong and Innovative Project Examples (see what's trending)

Instructor: **ARC Staff**

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12:00 PM – 1:00 PM

**Lunch**

**Grand Theater Room**

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1:00 Pm – 2:15 PM

**Breakout Track Sessions**

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**Revolving Loan Funds: *Facilitated Roundtable***

**Pennsylvania Room**

RLF's are excellent tools used to fund our basic infrastructure. In this session, learn the ins and outs of RLF's – how they work, how to administer them, and how to maintain fund sustainability. Join this session to make the most of your loan funds!

Instructor: **TBD**

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**Hybrid Work: *HR Training***

**Virginia Room**

This session focuses on the concept of hybrid work, with participants sharing their interpretations and experiences. Teams analyze trends and identify similarities and differences in hybrid team dynamics. Discussions extend to challenges and solutions for supporting remote team members, including considerations for employer support and policy adjustments.

Instructor: **Andrea Hodson**, Human Resources Consultant

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**ARC Applications: How to Produce Clear, Concise, Comprehensive, and Consistent Proposals: *About Partners***

**Ohio Room**

Presenting staff will take attendees through the application checklists for the vast majority of all funded projects and will zero in on the technical requirements therein.

- An overview of the most useful guides/reference material
- Standard Forms/ARC Forms
- Project Narrative: Key Components

Instructor: **ARC Staff**

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2:15 PM – 2:45 PM

**Break**

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2:45 PM – 4:00 PM

**Breakout Track Sessions**

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**Agencies on Aging: *Facilitated Roundtable***

**Pennsylvania Room**

Agencies on Aging are a vital component of any local or regional community development network. These agencies are great partners for LDDs. This session will review the myriad ways in which LDDs and Agencies on Aging can collaborate to create local and regional prosperity.

Instructor: **TBD**

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**Performance conversations: *It's not just an annual appointment!*: *HR Training***

**Virginia Room**

Participants explore the importance of ongoing performance conversations in the workplace. They discuss current performance support and issues, followed by examples of effective performance conversations. Teams engage in role-playing exercises to address performance issues, emphasizing continuous improvement and feedback.

Instructor: **Andrea Hodson**, Human Resources Consultant

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**ARC Applications Continued: *About Partners***

**Ohio Room**

- Project Narrative: Key Components Continued
- Budget and Match
- Case Studies

Instructor: **ARC Staff**

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**Wednesday, July 17<sup>th</sup> – Day 2**

8:00 am – 9:00 AM

**Breakfast**

**Grand Theater Room**

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8:30 am – 9:00 AM

**Opening Session**

**Grand Theater Room**

Introduction: TBD

Speaker: TBD

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9:15 AM – 10:30 AM

**Breakout Track Sessions**

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**Recruitment and Retention: *Facilitated Roundtable***

**Pennsylvania Room**

Perhaps the number one challenge facing LDDs today is lack of staff. As experienced staff members retire or follow other opportunities, LDDs are trying to keep up. In this session, you will learn how to attract and keep staff members, so you can begin building capacity in your organization.

Instructors: **TBD**

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**Managing conflict: It's an art, embrace it!: *HR Training***

**Virginia Room**

This session delves into conflict management within organizations, with participants sharing their experiences and perceptions. Strategies for managing conflicts are discussed, with teams matching strategies to relevant scenarios through role-playing exercises. The session emphasizes the importance of embracing conflict as an opportunity for growth and resolution.

Instructor: **Andrea Hodson**, Human Resources Consultant

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**CFR, Audits, Risk Management: *About Partners***

**Ohio Room**

This session will focus on federal award regulations, ARC policy requirements, a general overview of audit processes, and measures one can take to reduce the risk of findings.

- CFR Basics
- BABA/Domestic Preference/Davis Bacon
- Internal Management Systems
- Risk Reduction Best Practices

Instructor: **ARC Staff**

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10:30 AM – 10:45 AM

**Networking Break**

**Kentucky Room**

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10:45 AM – 12:00 PM

**Breakout Track Sessions**

**Braiding Funding and Match: *Facilitated Roundtable***

**Pennsylvania Room**

It is difficult to stay up to date on what funding sources are available for projects, and harder still to know how to combine them. This session will include a discussion with an experienced leader to teach you the basics of leveraged and combined funding. Learn how to bring in multiple programs to ensure your projects are well-funded.

Instructor: **TBD**

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**Strategies for finding the next great new hire: *HR Training***

**Virginia Room**

Participants examine their current staffing processes and explore best practices for recruitment. Teams collaborate to create resources for each step of the recruitment process, aiming to source, evaluate, and select candidates effectively. The session concludes with reflections on optimizing recruitment strategies for future workforce needs.

Instructor: **Andrea Hodson**, Human Resources Consultant

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**Performance Measures: *About Partners***

**Ohio Room**

This session will provide a more in-depth look at one of the more nuanced topics associated with ARC applications. Attendees will come away with an understanding of how to identify appropriate measures for their project, tips on tracking and reporting, common pitfalls, and more.

- PM Video
- Demonstrating Impact Using ARC's Measures
- Common Issues/Hurdles

Instructor: **ARC Staff**

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12:00 PM – 1:00 PM

**Lunch**

**Grand Theater Room**

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1:00 Pm – 2:15 PM

**Breakout Track Sessions**

**Balancing Workload and Project Management Software: *Facilitated Roundtable***

**Pennsylvania Room**

Find ways to manage your workload effectively. Explore techniques for prioritizing tasks, setting boundaries, and maintaining work-life balance. Learn how to streamline processes, delegate responsibilities, and avoid burnout, so you can stay productive and maintain well-being.

Instructor: **TBD**

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**Does your benefits program need an overhaul?: HR Training**

**Virginia Room**

Participants evaluate the effectiveness of their current benefits programs and discuss potential areas for improvement. Teams explore trends and practices in benefits administration, brainstorming changes required for an overhaul. The session encourages reflection on aligning benefits with evolving workforce needs.

Instructor: **Andrea Hodson**, Human Resources Consultant

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**Partnerships and Sustainability: About Partners**

**Ohio Room**

A final session will delve into best practices and innovative approaches as they relate to partnerships and sustainability.

- Partnership Development
- Project spotlight - Great examples of collaboration
- Ideas for Sustainability, why it matters, how to demonstrate or describe in a narrative
- Creative ideas for sustainability

Instructor: **ARC Staff**

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2:15 PM – 2:45 PM

Break

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2:45 PM – 4:00 PM

**Breakout Track Sessions**

**LDD Themes: Facilitated Roundtable**

**Pennsylvania Room**

Explore the unique themes of Local Development Districts (LDDs) across different states. From addressing challenges like aging populations to fostering business growth, uncover the diverse priorities and opportunities LDDs face nationwide. Gain insights into innovative approaches and best practices from various regions, shaping your understanding of LDD capabilities.

Focus Groups: MPO, Business Development, and Marketing Strategies

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**Succession Planning: HR Training**

**Virginia Room**

Participants assess their organization's current succession planning practices and learn about the purpose and qualities of effective succession planning. They explore connections between succession planning, hiring decisions, and retention



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Seminar  
July 16 - 17, 2024  
Hilton Doubletree - Huntington, WV**

strategies, working to develop a local framework. Challenges and stakeholder considerations are discussed, concluding with reflections on planning for future talent needs.

Instructor: **Andrea Hodson**, Human Resources Consultant

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**Learning about Other Federal Partners:** *About Partners*

**Ohio Room**

Learn how you can work with other federal partners to build economic prosperity in your region.

Instructor: **Representatives from EDA, ARC, and USDA**

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