

**UF/IFAS EXTENSION  
County Program Review Workshop  
Wednesday, April 15, 2009  
2108 McCarty B, University of Florida**

12:45 – 1:00	Test Polycom connections
1:00 – 1:10	Welcome and Opening Comments
1:10 – 1:20	Introductions
1:20 – 2:00	Overview of the County Program Review Process <ul style="list-style-type: none"> <li>○ Purpose and intended outcomes</li> <li>○ Overview of the Review Booklet <ul style="list-style-type: none"> <li>○ Review agenda</li> <li>○ <i>New for 2009</i>: Survey results</li> </ul> </li> </ul>
	Questions for the Review <ul style="list-style-type: none"> <li>○ Suggested Format</li> <li>○ Conducting a SWOT analysis</li> <li>○ <i>New for 2009</i>: Updates to suggested questions</li> </ul>
2:00 – 2:15	Developing the Final Report <ul style="list-style-type: none"> <li>○ <i>New for 2009</i>: <b>Mandatory</b> format requirements</li> <li>○ Developing consensus for the final report</li> <li>○ Deadlines for final reports</li> </ul>
2:15 – 2:45	Interviewing and listening techniques
2:45 – 3:00	Finals Thoughts and Questions <ul style="list-style-type: none"> <li>○ Team tasks <ul style="list-style-type: none"> <li>○ Select a chair</li> <li>○ Designate programmatic responsibilities</li> </ul> </li> <li>○ Recommendations for learning more about Extension in the review counties prior to the review date</li> </ul>
3:00	Adjourn

**Polycom Participants**

A bridge will be set up for the Polycom conference. My understanding is that this should enable the main hub to dial out; you should not have to dial in. Please bear with any technological issues we may experience at this time.