

State Traffic Records Coordinating Committee Traffic Records Strategic Planning Guide – Workshop Program Overview

The *State TRCC Traffic Records Strategic Planning Guide* includes a facilitated workshop program with training material for State TRCCs seeking to improve their traffic records system. This program contains five modules we can tailor to the State TRCC's preferences, time, capabilities, and needs. The State can request a workshop through their NHTSA Regional Office using the Go Team technical assistance application.

The following table provides a brief overview of the modules and estimated duration. The remainder of this document provides additional details on module content. If a State wants the full program including help getting through the entire strategic planning process, the TRCC (and other interested stakeholders) should commit to a 2.5-day meeting schedule.

Module #	Title	Estimated Length
1	Introduction and Background *	1 hour
2	Stakeholders	2 hours
3	Strategic Planning Process	2-10 hours
4	Strategic Plan Implementation and Updates	30-45 minutes
5	State Strategic Planning Review	1-2 hours

*Module 1 will be required for all workshops.

Module 1: Introduction and Background

Description: This module introduces key terms and ensure all participants have a common understanding before going forward.

Duration: 1 hour

Instruction Method: In Person/Webinar

Preliminary Work Required: TRCC Coordinator and/or Chair will need to have an up-to-date TRCC roster for the meeting invitation.

Module 2: Stakeholders

Description: This module covers how traffic records stakeholders are involved with the State traffic records strategic planning process, who they are, and potential benefits for their involvement. This module is beneficial for States that want to increase involvement of TRCC members or those looking to enhance existing membership from underrepresented areas.

Duration: 2 hours

Instruction Method: In Person/Webinar

Preliminary Work Required: TRCC Coordinator and/or Chair will need to have an up-to-date TRCC roster. The instructors will also need past meeting attendance lists to assist with filling out the Stakeholder Gap Analysis Tool.

Module 3: Strategic Planning Process

Description: This module covers all eight steps of the traffic records strategic planning process as defined in the *State TRCC Traffic Records Strategic Planning Guide*. This module can be presented piecemeal or as a complete module with all eight steps, as applicable to the State.

Duration: 2-12 hours

Preliminary Work Required: The TRCC Coordinator and/or Chair will need to determine the areas where assistance is required. This will be covered in the State's Go Team technical assistance application.

Suggestion: Identifying the extent of the desired training requires an understanding of the State's challenges. Groupings for the discussion include:

- *Steps 1, 2, and 3 – Define Needs, Establish Mission and Vision, and Establish Goals and Objectives:* Provides the State an understanding of how to determine what is needed to improve the data system, a mission statement and vision to guide the plan, and a high-level approach to making those improvements. (2-3 hours)
- *Steps 4 and 5 – Projects and Prioritization:* This grouping establishes projects from needs and provides information on how to determine the level of effort through a SWOT analysis. Please note, a State should have a good understanding of how to obtain their needs prior to this module. (2-3 hours)
- *Step 6 – Performance Measures:* A more advanced look at how a State can develop targets to determine if the projects result in improvements to the core data systems. (1-2 hours)
- *Step 7 and 8 – Funding, Milestones, and Publishing:* After all the projects are stated and put on paper, this step will help States determine the strategies to fund them and how can a project lead know they are moving forward. (1-2 hours)

Module 4: Strategic Plan Implementation Review and Updates

Description: This module details how a State implements the plan after running through the entire strategic planning process, as defined in the *State TRCC Traffic Records Strategic Planning Guide*.

Duration: 30-45 minutes

Preliminary Work Required: This will vary depending on the process for creating the strategic plan itself. It is suggested that this section be abbreviated if the State already has an active process.

Module 5: State Strategic Plan Review

Description: This module provides an overview of the activities that were performed in relation to the State's current *Traffic Record Strategic Plan*.

Duration: 1-2 hours

Preliminary Work Required: This is a review of the activities done in conjunction with the preceding modules.

Host Agency Responsibilities

The contractor for this workshop, instructors, and host agency, will work together to coordinate the delivery of this workshop.

The contractor will communicate with the host agency to:

- Confirm day and times of workshop.
- Obtain directions to the training facility.
- Discuss host agency requirements (see Section VI).
- Obtain lodging recommendations for the instructors, if needed.
- Check the workshop material.

The requirements below should be carried out by the agency that requests the workshop:

Audiovisual Equipment Requirements

Visual aids for this Workshop consist of PowerPoint presentation, worksheets, and flip charts. The following audiovisual equipment is necessary for delivery of this workshop.

- LCD projector compatible with a notebook computer and cables for proper connection
- Spare projector bulb
- Remote device to advance slides in PowerPoint presentation, if available
- Projection screen (at least 6' x 6')
- Pointer (preferably laser type)
- Twenty-foot or longer extension cord
- Whiteboard with dry erase pens and eraser, if available
- Flip chart with markers, and a way to hang individual sheets on the walls
- Large black markers for participant tent cards

All equipment should be placed in the room for the instructors to check at least 1 hour before the workshop.

Room Requirements

The room should be large enough to accommodate workspace and chairs for all participants and two instructors plus the equipment above (e.g., a large conference room or classroom).

Instructors should be able to arrange the classroom as they deem most appropriate given the exact number of participants. (The ideal arrangement allows participants to interact with the instructors and each other; e.g., a U- or V-shape arrangement, clusters of work areas, etc. Avoid “lecture hall” type of arrangements.) All participants should be able to see the screen and instructors; however, participants and instructors should be able to move about the room without obstruction.

A preparation table and presentation table should be provided for the instructors. The room should be in a quiet area and have a lighting system that permits convenient dimming of the lights, especially where the screen is located.

Local Coordinator’s Responsibilities

The State point of contact is responsible for preparing the site before the instructor arrives. Below is a checklist of the items the local coordinator should prepare before the instructor arrives. The instructor should contact the local coordinator to ensure the site preparation is complete.

Training Site

The local coordinator should verify the following accommodations are in place for the training site.

- Select a training room is critical to the success of the workshop. Select a room that will not be overcrowded, too hot or too cold, or subject to outside distractions.
- Reserve a training room for the scheduled workshop day(s).
- Visit the classroom to make sure it meets the workshop requirements.
- If needed, obtain permission (and the site’s preferred method) for hanging flip chart sheets on walls/windows, etc. They may specify a type of flip chart and/or tape.

Other considerations for the training room:

- Heat or air conditioning; determine if the instructor can control these.
- Adequate shape and size, no poles or obstructions
- Flexible seating arrangements
- Away from the kitchen, construction area, or other noise distractions
- Adequate number and location of electrical outlets

Workshop Invitation

The local coordinator should send the participants and instructors a meeting invitation to the workshop that includes:

- Workshop title and purpose;
- Location information;
- Starting and ending times; and
- Parking information.

Final Arrangements

Two weeks before the workshop:

- Check that all training material is up to date:
 - Update the PowerPoint slide deck with State-specific information (date, time, schedule, instructors).
 - Tent cards and large felt tip markers
 - Evaluation forms
 - Sign-in sheets
- Reconfirm the training facilities.
- Discuss the seating arrangements and who will set up the room.
- Confirm what time the room is unlocked/locked.
- Identify technical point of contact on site.

One week before the workshop:

- Prepare directional signs to the classroom, if needed.
- Telephone meeting with State point of contact:
 - Decide who will welcome the participants and introduce the instructor(s).
 - Identify any last-minute questions or concerns.

One day before the workshop (or in the morning before the workshop begins):

- Set up the classroom.
- Organize the participant material.
- Post directional signs.
- Test all equipment.

After the workshop:

- Make sure the instructor has the sign-in sheets and workshop evaluation forms.