



## Best Practices in Impact Tracking Agenda

DAY 1   Tuesday, October 8   8:30 am to 4:30 pm			
TIME	TOPIC	LEARNING OBJECTIVE	TRAINING NOTES
8:30 – 9:00 am	<i>Breakfast and Registration</i>		
9:00 – 9:30 am	<b>Welcome, Introductions, &amp; Expectations</b>		
9:30 – 10:30 am	<b>Impact Measurement 101</b> <ul style="list-style-type: none"> <li>Useful definitions</li> <li>What is an impact measurement system?</li> <li>Case study example</li> </ul>	#1	<ul style="list-style-type: none"> <li>PowerPoint</li> <li>Table discussions and report outs</li> </ul>
10:30 – 10:45 am	<i>Break</i>		
10:45 – 11:15 am	<b>Scenario, Best Practices, and Challenges</b>	#2	<ul style="list-style-type: none"> <li>Presentation by WIBA partner</li> <li>PowerPoint</li> <li>Facilitated peer sharing discussion</li> </ul>
11:15 – 12:30 pm	<b>Goal Setting</b> <ul style="list-style-type: none"> <li>What is an impact goal?</li> <li>What are your impact goals?</li> <li>Impact Goal Idea Bank</li> <li>Your Impact Goals Worksheet</li> </ul>	#1	<ul style="list-style-type: none"> <li>PowerPoint</li> <li>Facilitated table working sessions</li> <li>Facilitated peer sharing discussion</li> </ul>
12:30 – 1:30pm	<i>Lunch</i>		
1:30 – 2:45 pm	<b>Organizing Your Efforts</b> <ul style="list-style-type: none"> <li>NCDFI impact matrix               <ul style="list-style-type: none"> <li>How was it made and how to use it</li> </ul> </li> <li>Impact Matrix Repots</li> <li>Building from the matrix, what can you use for your organization?</li> </ul>	#1 & #3	<ul style="list-style-type: none"> <li>Handout</li> <li>PowerPoint</li> <li>Table discussions and report out</li> <li>Facilitated table working sessions</li> </ul>
2:45 – 3:00 pm	<i>Break</i>		
3:00 – 3:45 pm	<b>Scenario, Best Practices, and Challenges</b>	#2	<ul style="list-style-type: none"> <li>Presentation by WIBA partner</li> <li>PowerPoint</li> <li>Facilitated peer sharing discussion</li> </ul>
3:45 – 4:00 pm	<b>Workplan</b> <ul style="list-style-type: none"> <li>SWOT Work Plan</li> </ul>	#2 & #3	<ul style="list-style-type: none"> <li>PowerPoint</li> <li>Facilitated table working sessions</li> </ul>
4:00 – 4:30 pm	<b>Wrap-up, Reflections</b>		

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DAY 2   Wednesday, October 9   8:30 am to 4:30 pm			
TIME	TOPIC	LEARNING OBJECTIVE	TRAINING NOTES
8:30 – 9:00 am	<i>Breakfast</i>		
9:00 – 9:30 am	<b>Welcome Back, Recap, Preview</b>		
9:30 – 10:30 am	<b>Defining Outcomes and Indicators for Goals</b> <ul style="list-style-type: none"> <li>• What are outcomes?</li> <li>• What are indicators?</li> <li>• Build outcomes and indicators for your impact goals</li> <li>• Impact Matrix Worksheet</li> </ul>	#1	<ul style="list-style-type: none"> <li>• PowerPoint</li> <li>• Facilitated table working sessions</li> <li>• Facilitated peer sharing</li> </ul>
10:30 – 10:45 am	<i>Break</i>		
10:45 – 11:30 am	<b>Scenario, Best Practices, and Challenges</b>	#2	<ul style="list-style-type: none"> <li>• Presentation by WIBA partner</li> <li>• Facilitated peer sharing discussion</li> </ul>
11:30 – 12:30 pm	<b>Defining Metrics and Tools</b> <ul style="list-style-type: none"> <li>• Metrics</li> <li>• Outputs, Outcomes, Baseline, and Follow-up</li> <li>• Impact Matrix Worksheet</li> </ul>	#1	<ul style="list-style-type: none"> <li>• PowerPoint</li> <li>• Facilitated table working sessions</li> <li>• Facilitated peer sharing</li> </ul>
12:30 – 1:30 pm	<i>Lunch</i>		
1:30 – 2:30 pm	<b>Defining Metrics and Tools, Cont.</b> <ul style="list-style-type: none"> <li>• Recommended Tools</li> <li>• Importance and Best Practices of Follow-ups</li> <li>• Impact Matrix Worksheet</li> </ul>	#1 & #2	<ul style="list-style-type: none"> <li>• Table discussions and report out</li> <li>• Facilitated table working sessions</li> <li>• Facilitated peer sharing</li> </ul>
2:30 – 3:15 pm	<b>Scenario, Best Practices, and Challenges</b>	#2	<ul style="list-style-type: none"> <li>• Presentation by WIBA partner</li> <li>• Facilitated peer sharing discussion</li> </ul>
3:15 – 3:30 pm	<i>Break</i>		
3:30 – 4:00 pm	<b>Workplan</b> <ul style="list-style-type: none"> <li>• Action Work Plan actionable strategies from best practices and case studies</li> </ul>	#2	<ul style="list-style-type: none"> <li>• Facilitated table working sessions</li> </ul>
4:00 – 4:30 pm	<b>Wrap-up, Reflections</b>		

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DAY 3   Thursday, October 10   8:30 am to 4:30 pm			
TIME	TOPIC	LEARNING OBJECTIVE	TRAINING NOTES
8:30 – 9:00 am	<i>Breakfast</i>		
9:00 – 9:30 am	<b>Welcome Back, Recap, Preview</b>		
9:00 – 10:30 am	<b>Collecting Data, Reporting Data, and Effective Communication with Stakeholders</b> <ul style="list-style-type: none"> <li>• Data collection methods</li> <li>• Data analysis techniques</li> <li>• Database and software considerations</li> <li>• Stakeholders</li> <li>• Effective communication to stakeholders</li> <li>• Reporting Work Plan</li> </ul>	#1, #2, #3	<ul style="list-style-type: none"> <li>• Table discussions and report out</li> <li>• Facilitated peer sharing discussion</li> <li>• Facilitated table working sessions</li> </ul>
10:30 – 10:45 am	<i>Break</i>		
10:45 – 11:15am	<b>Finish Impact Tracking Matrix and Evaluation Workplan</b> <ul style="list-style-type: none"> <li>• Work plan actionable strategies from course content.</li> <li>• Complete impact tracking matrix if not finished.</li> </ul>	#1, #2 & #3	<ul style="list-style-type: none"> <li>• Facilitated table working sessions</li> </ul>
11:15 – 12:00 pm	<b>Scenario, Best Practices, and Challenges</b>	#2	<ul style="list-style-type: none"> <li>• Presentation by WIBA partner</li> <li>• Facilitated peer sharing discussion</li> </ul>
12:00 – 12:30 pm	<b>Wrap-up, Course Evaluation</b>		
12:30 – 1:30 pm	<i>Lunch</i>		
1:30 – 4:30 pm	<b>Optional Technical Assistance Sessions</b>	#1, #2 & #3	