Supplier Diversity Training Institute

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April 3 - 5, 2020

UCF Continuing Education, Orlando, FL

Workshop Agenda

Day 1 Agenda

8:30 a.m. – 9:00 a.m.   Registration and Continental Breakfast

9:00 a.m. – 10:30 a.m.  Introduction: Supplier Diversity Overview

In this module, participants will review the history of supplier diversity and its impact on minority communities in the U.S.
• The role of the Nixon Administration and the early days of MBDA, SBA and NMSDC
• Impact of supplier diversity on minority communities in the U.S.
• Organizational Role and Responsibilities – why do organizations create supplier diversity departments?
• Organizational objectives/Individual objectives – why are you here? What do you want to accomplish in your role?

10:30 a.m. – 10:45 a.m.  Coffee Break

10:45 a.m. – 12:00 p.m.  Module 1: The role of the supplier diversity practitioner

This module discussed the role of the supplier diversity practitioner, and how to effectively manage internal and external stakeholder expectations.
• Supplier Diversity Key Terminology and Acronym Review
• The Role of a Supplier Diversity Practitioner
• Understanding the Business Case for Supplier Diversity
• How to create a compelling organizational-centric business case
• Creating Corporate Policy
• Understanding and using demographic reports (i.e., minority buying power, consumer spending trends, minority/women business startup trends, etc.)

12:00 p.m. – 1:00 p.m.  Networking Luncheon

1:00 p.m. – 2:45 p.m.  Module 2: Change Management and Stakeholder Engagement (Internal)

Participants will create a Change Management and Communication Plan that will be used to onboard internal stakeholders throughout their organizations, manage stakeholder expectations.
Creating an effective Communication Plan
Supplier Diversity Internal Training
Advocating for inclusion in evaluation processes
Understanding internal procurement processes

2:45 p.m. – 3:00 p.m.  Coffee Break

3:00 p.m. – 4:45 p.m.  Module 3: Procurement Integration and Collaboration (External)

This module reviews how supplier diversity works collaboratively within the procurement process. Students will learn strategies to build a model to engage diverse suppliers and integrate them into the procurement process.

- Creating an external communication plan
- External Training and Capacity Building

4:45 p.m. – 5:00 p.m.  Wrap up of day 1 and Q&A session

Day 2 Agenda

8:30 a.m. – 9:00 a.m.  Continental Breakfast

9:00 a.m. – 10:30 a.m.  Module 4: Supplier Diversity Key Program Components

This module will cover key program components and how to determine the right components for each organization (pre-requisite to Day 3)

- Identifying Internal Stakeholders and Creating Advocates
- Managing External Stakeholder Relationships: memberships, sponsorships and value-added engagements
- Strategies to Grow Spend
- Determining the right M.O.D.E. for your organization

10:30 a.m. – 10:45 a.m.  Coffee Break

10:45 a.m. – 12:00 p.m.  Module 5: Managing Metrics I

- Creating Data Reports
- Exploring Marketplace Tools and Resources
- Creating Policies to Enforce Reporting Compliance

12:00 p.m. – 1:00 p.m.  Networking Luncheon

1:00 p.m. – 2:45 p.m.  Module 6: Managing Metrics II
Tier II Reporting
Prime Supplier Management

2:45 p.m. – 3:00 p.m.  Coffee Break

3:00 p.m. – 4:45 p.m.  Module 6 Continued

4:45 p.m. – 5:00 p.m.  Wrap up of day 2 and Q&A session

Day 3 Agenda

8:30 a.m. – 9:00 a.m.  Continental Breakfast

9:00 a.m. – 10:30 a.m.  Module 7: Supplier Diversity Program Plan

• Creating a Supplier Diversity Program Strategic Plan

10:30 a.m. – 10:45 a.m.  Coffee Break

10:45 a.m. – 12:00 p.m.  Module 7 Continued

• Q&A
• Workshop Assessment

Workshop Location

UCF Continuing Education, 12351 Research Parkway, Orlando, FL 32826