



Welcome to Small Business Training Week

Dr. James Galvin
Acting Director, DoD OSBP



Conference Advice



Phil Dunfy (Ty Burrell)

Modern Family



Andre "Dre" Johnson (Anthony Anderson)

Black-ish



Conference Checklist

- Attend conferences to learn, network, share knowledge or look for opportunities.
- Sign up early, book you room and flight early so you get the conference room rates, good lodging and the most flight options.
- Look for an opportunity to speak at the conference if you have something useful to share.
- Bring lots of business cards.
- Avoid writing on the back of someone else's business card until after you part.
- After parting, jot down on the back of the card key bits of info you want to remember about the person. Note the date and place you met.
- Have a plan for which presentations and activities you want to attend.



Conference Checklist

- At meals, sit with people you don't know or who you just met.
- Introduce yourself to others at every opportunity - while waiting in line, when sitting down at a presentation or during social events.
- Take time to visit the tradeshow booths.
- Bring a tablet computer to take notes at all sessions.
- Whenever possible, make plans to meet people for dinner.
- Protect yourself by staying with a trusted group during afterhours events.
- Find time to communicate with family and friends back home.
- Take time to squeeze in some sightseeing or relaxation.



Conference Checklist

- Exercise at least every other day - preferably in the morning.
- Try to get a list of conference attendees and their contact information.
- Keep a list of follow up actions you committed to.
- Check your hotel room thoroughly before leaving - look for misplaced clothes or belongings.
- Make sure you have all receipts before checking out.
- Write a summary of your trip before arriving home.
- File your travel claim within two business days of your return.
- Follow up with people you spoke to within two business days of your return.



Directors Update

Tommy Marks: US Army

Emily Harman: US Navy

Valerie Muck: US Air Force

Jim Galvin: Moderator



Discussion Questions

Where do you see your department headed and what indicators help you to see the way ahead?

- Given your view of the way ahead, what should small business professionals do to contribute to the DoD mission?
- What are some specific concerns you have regarding small business procurement?
- What business processes do we need to improve to enable small business professionals to be more effective?
- How should small business professionals prioritize their work to focus on the most important and impactful activities?
- How do you advise small business professionals to operate with limited resources in terms of people, time, information and money?
- How would you advise small business professionals to build coalitions to help accomplish the small business mission?
- What advice do you give to people regarding their careers?



Questions from the Audience

Small Business Training Week