



COURSE NUMBER

FHWA-NHI-310120

COURSE TITLE

Conducting Effective Program Reviews

The Conducting Effective Program Reviews, provides participants with an introduction and/or review of the best practices and tools involved in the planning and conducting of effective program reviews.

To accomplish FHWA's Stewardship Mission, units at every level and in every program area need the expertise to plan, design and carry out, often jointly with partners, reviews to ensure that operational processes are consistent with established standards and expectations, performing at the most effective and efficient level, and that best practices are captured and made available to units at all levels.

Building on FHWA experience and expertise gained through Program Reviews, Process Reviews, and Continuous Process Improvement Reviews, an improved workshop, tailored to the unit's needs is now being offered.

The Workshop consists of assistance in the form of consultation, training and hands on assistance in the methodology and tools for conducting successful reviews.

OUTCOMES

Upon completion of the course, participants will be able to:

- Write a review Objective and create a Team Charter
- Develop a Review Workplan, including the steps to collect data
- Select data analysis tools to be used during a program review
- Define the key parts of an observation
- Link the parts of an observation to an objective and recommendation
- Develop a program review report and conduct effective close-out meetings

TARGET AUDIENCE

The target audience for Conducting Effective Program Reviews includes FHWA staff who participate in and/or lead program or process reviews. As such, the FHWA staff will be primarily the division offices, but may include staff from FHWA headquarters, State DOTs, or the Resource Centers (RC).

TRAINING LEVEL: Basic

FEE: 2016: \$400 Per Person; 2017: \$400 Per Person

LENGTH: 2 DAYS (CEU: 1.2 UNITS)

CLASS SIZE: MINIMUM: 20; MAXIMUM: 30

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