

**52.219 Consulting Services, LLC**  
**Small Business Liaison Officer**  
**Supplier Diversity Professional**  
**Small Business Subcontracting Program**

**2 Day Training Agenda**

**Day 1**

9:00 am – 10:30am - SB Program - Supplier Diversity Program / Federal Requirements

10:30am - Break

10:45am - 12:00pm - SBLOs Role / Job Duties / CEO Policy Letter / Templates

12:00pm - 1:00pm - Lunch

1:00pm - 1:30pm - Mandated Laws / Legislation / Policy / FAR – DFAR

1:30pm - 2:pm - Types of Subcontracting Plans / Elements / Calculating Goals / Templates

2:45pm - Break

3:00pm - 4:00pm - Review SB Subcontracting Plan & Processes

**Day 2**

9:00 am – 9:30am - Mentor Protégé Program / Agreement Templates / Reporting Forms

9:30am – 10:30am - Federal Customer Reviews / DCMA - SBA / Forms and Examples

10:30am - Break

10:45pm - 12:00pm - Small Business Reporting/Data Record Keeping Methods for eSRS  
Reporting and SB Program Audits

12:00pm - 1:00pm - Lunch

1:00pm - 2:30pm - ISR / SSR Reports / Reporting in eSRS

2:30pm - Break

2:45pm – 3:45pm - Small Business Classification / NAICS / Verification Form Template

3:45pm - 4:00pm - How to apply for SB Program awards to Primes (i.e. Eisenhower,  
SBA Award of Excellence, etc.)