**[Insert Location] Ready Business Workshop Agenda**

**[Insert Workshop Date]**

**8:30 a.m. – 3:00 p.m.**

8:30 a.m. –9:00 a.m. Registration

9:00 a.m. –9:15 a.m. Welcome

|  |  |  |  |
| --- | --- | --- | --- |
| Presenter | Position | Responsible | Status |
| Workshop Lead |  |  |  |
| Local Leader |  |  |  |

9:15 a.m. – 9:30 a.m. Introduction to Ready Business – Hurricane

*An overview of the Ready Business Program.*

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| --- | --- | --- | --- |
| Presenter | Position | Responsible | Status |
| Must Know Toolkit/History |  |  |  |

**IDENTIFY YOUR RISK**

9:30 a.m. – 10:00 a.m. The Disaster Threat to Your Businesses

*An explanation of the science and the risk of hurricanes in your area***.**

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| --- | --- | --- | --- |
| Presenter | Position | Responsible | Status |
| Weather Expert |  |  |  |

10:00 a.m. – 10:15 a.m. Break

10:15 a.m. – 12:15 p.m. *Back-to-Business Self-Assessment* Scenario Based Discussion

*Using the Ready Business Hurricane Back-to-Business Self-Assessment completed prior to the workshop, participate in a severe weather scenario among local public sector, private sector, and non-governmental organizations, and identify barriers to coordination and information sharing.*

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| --- | --- | --- | --- |
| Presenter | Position | Responsible | Status |
| Business Continuity Expert |  |  |  |

12:15 p.m. – 1:00 p.m. Lunch

**DEVELOP A PLAN**

1:00 p.m. – 2:00 p.m. Ready Business Interactive Panel

*Learn about the components of preparedness and mitigation that go into developing a Preparedness and Mitigation Plan.*

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| --- | --- | --- | --- |
| Presenter | Position | Responsible | Status |
| STAFF |  |  |  |
| SURROUNDINGS |  |  |  |
| SPACE |  |  |  |
| SYSTEMS |  |  |  |
| STRUCTURE |  |  |  |
| SERVICE |  |  |  |

**TAKE ACTION**

2:00 p.m. – 2:30 p.m. Ready Business Application & Recognition

*Learn how to have your business recognized for working towards a more resilient community.*

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| --- | --- | --- | --- |
| Presenter | Position | Responsible | Status |
| Familiar with the  Ready Program |  |  |  |

2:30 p.m. – 3:00 p.m. A Service Story

A *local business shares their disaster and recovery story.*

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| --- | --- | --- | --- |
| Presenter | Position | Responsible | Status |
| Local Business/  Local VOAD |  |  |  |

**Speaker/Presenter Roles**

|  |  |
| --- | --- |
| Speaker/Presenter Role | Description |
| Workshop Lead | Responsible for introductions and movement from one session to another throughout the day. Typically, a person from the Workshop Planning Team. |
| Welcome Speaker | Welcomes the attendees to the workshop and the area. Usually a local leader from a member of the Workshop Planning Team. |
| Introduction to Ready Business | Presenter needs to be someone familiar with the *Ready Business Program* and history of the *Ready Business Workshops.* |
| The Disaster Threat to Your Business | Meteorologist or disaster specialist that can speak to the science behind disasters in that region. |
| *Back-to-Business Self-Assessment* | Business continuity expert that uses the scenario and questionnaire from the toolkit to assist business leaders with identifying risk to their businesses from disaster. |
| Ready Business Interactive Panel | Subject matter experts in the fields of preparedness, mitigation, and service before, during, and following a disaster. Examples of presenters include academics, mitigation experts, and volunteers. |
| Ready Business Application and Recognition | Presenter needs to be someone familiar with the *Ready Business Program* and the steps to apply for recognition. |
| A Service Story | Presenter is from a business that survived a disaster and has a story to tell about their lessons learned and how they changed their habits moving forward. |
| Scenario Based Discussion | An experienced exercise leader. |