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1998 Survey of Small Business Finances
Screener Training

Monday, June 14, 1999

<u>Time</u>	<u>Topic</u>	<u>Location</u>	<u>Module</u>
9:00 - 9:30	Introductions	Lecture Hall	1
9:30 - 9:45	Study Background and Purpose	Lecture Hall	2
9:45 - 10:15	Screener Review	Lecture Hall	3
10:15 - 10:35	Eligibility Criteria/Scenarios	Lecture Hall	4
10:35 - 10:45	Confidentiality	Lecture Hall	5
10:45 - 11:00	Break		
11:00 - 11:30	Introduction Scenarios	Class Room	6
11:30 - 12:30	Mock Screeners	Class Room	7
12:30 - 1:15	Lunch		
1:15 - 1:25	Review contents of advance mailing	Class Room	8
1:25 - 2:00	Gaining Cooperation	Class Room	9
2:00 - 2:45	Mock Screeners	Class Room	10
2:45 - 3:00	Break		
3:00 - 3:30	Eligibility Exercises	Class Room	11
3:30 - 3:50	Review Exercises	Lecture Hall	12
3:50 - 4:00	Assign Homework Review Agenda for Tomorrow	Lecture Hall	13

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Screener Training

Tuesday, June 15, 1999

<u>Time</u>	<u>Topic</u>	<u>Location</u>	<u>Module</u>
8:00 - 8:20 2:00 - 2:20	Review Homework	Lake Park	14
8:20 - 8:45 2:20 - 2:45	TNMS/CATI Overview		15
8:45 - 9:15 2:45 - 3:15	TNMS/CATI Exercises (group)		16
9:15 - 10:15 3:15 - 4:15	Screener Mock Exercises		17
10:15 - 10:45 4:15 - 4:45	Break		
10:45 - 11:15 4:45 - 5:15	TNMS Dispositions		18
11:15 - 11:45 5:15 - 5:45	Administrative Procedures		19
11:45 - 12:15 5:45 - 6:15	Screener Mock Exercises (duo)		20
12:15 - 12:45 6:15 - 6:45	In-class Quiz		21
12:45 - 1:00 6:45 - 7:00	Question and Answer Period Wrap-up		22