

Appendix

U

1998 Survey of Small Business Finances
Questionnaire Training

Tuesday, October 19, 1999

<u>Time</u>	<u>Topic</u>	<u>Module</u>
9:00 - 9:30	Introductions	1
9:30 - 9:50	Review Study Background and Purpose	2
9:50 - 10:50	Questionnaire Review	3
10:50 - 11:05	Break	
11:05 - 11:25	Review Eligibility Criteria Sample Composition	4
11:25 - 11:45	Review Contents of Advance Mailing	5
11:45 - 12:45	Detailed Review of Firm Characteristics (Subsections A, B, C, D, and N)	6
12:45 - 1:20	Lunch	
1:20 - 2:50	Detailed Review of Roster Building (Subsections E, F, MRL, G, and H)	7
2:50 - 3:05	Break	
3:05 - 3:20	Detailed Review of Trade Credit (Subsection L)	8
3:20 - 3:35	Detailed Review of New Equity Investments (Subsection M)	9
3:35 - 4:05	Wrap-up Hand-out Take Home Quiz	10

1998 Survey of Small Business Finances
Questionnaire Training

Wednesday, October 20, 1999

<u>Time</u>	<u>Topic</u>	<u>Module</u>
9:00 - 10:00	Review of Previous Day	11
10:00 - 10:20	Overview of Income and Expenses And the Balance Sheet	12
10:20 - 11:00	Review Income and Expenses and Balance Sheet (Subsections P, R and S)	13
11:00 - 11:15	Break	
11:15 - 11:45	Review Income and Expenses and Balance Sheet (Subsections P, R and S)	13
11:45 - 12:00	Review Credit History (Subsection U)	14
12:00 - 12:40	Lunch Break	
12:40 - 1:25	Gaining Cooperation Strategies	15
1:25 - 1:35	Confidentiality	16
1:35 - 2:55	Mock Interview Sole Proprietorship	17
2:55 - 3:10	Break	
3:10 - 4:25	Mock Interview C-Corporation	18
4:25 - 4:40	Wrap-up Hand-out Take Home Quiz	19

1998 Survey of Small Business Finances
Questionnaire Training

Thursday, October 21, 1999

<u>Time</u>	<u>Topic</u>	<u>Module</u>
9:00 - 10:00	Review of Previous Day	20
10:00 - 10:15	Breakoffs at Section P	21
10:15 - 10:30	Break	
10:30 - 11:45	Mock Interview Partnership	22
11:45 - 12:15	Administrative Procedures	23
12:15 - 12:50	Lunch	
12:50 - 2:05	Mock Interview S-Corporation	24
2:05 - 2:20	Break	
2:20 - 3:20	Duo Mock Interview	25
3:20 - 4:20	Duo Mock Interview	26