



List of Materials

Water System Partnerships Workshop

Listed below are the materials provided in the Water System Partnerships Training Toolbox, organized by their folder location.

Facilitation Resources

- **Organizer and Facilitator Guide**
 - Filename: *PTT_Organizer and Facilitator Guide*
 - **Part 1 – Module Selection** helps the facilitator determine which modules from the *PTT_Toolbox Slide Deck* to use in order to achieve the workshop goals and objectives.
 - **Part 2 – Workshop Set-Up** helps guide the organizer through general workshop planning of a full-day in-person workshop.
 - **Part 3 – Workshop Execution** helps the organizer and facilitator determine the best way to execute this workshop (e.g., delivery method, tailoring the workshop, facilitating exercises).
 - **Appendix A** provides more information on the case studies and examples used throughout the workshop and includes links and resources for the facilitator if they want to include a new case study or example.
 - **Appendix B** is a list of the state CEU coordinators for either drinking water, wastewater, or both (depending on the state). This will be useful if the organizer would like participants to obtain CEU credits for attending the workshop.
 - **Appendix C** is a list of additional resources that may be helpful for the organizer and facilitator as they prepare for the workshop (e.g., more resources on capacity development, asset management, setting up a partnership contract).
- **Water System Partnerships Workshop Slide Deck**
 - Filename: *PTT_Toolbox Slide*
 - This is the workshop slide deck. It has eight modules, but the organizer and facilitator may choose to only present some of the modules. Refer to Part 1 of the *PTT_Organizer and Facilitator Guide* for more information on the different modules.
- **Water System Partnerships Workshop Exercise Worksheets**
 - Filenames:
 - *PTT_Exercise 1 – Current Partnerships Exercise Mod3*
 - *PTT_Exercise 2 – Expanding Partnerships Exercise Mod6*
 - *PTT_Exercise 3 – Partnerships Action Plan Exercise Mod8*
 - These exercises correlate to three modules within the workshop slide deck. Participants will complete these exercises to start the process of building a water system partnership.



Templates and Examples

- These will all need to be **customized** to the workshop.
- These are organized by the three subfolders.

Preparation Subfolder

Template	Filename	Purpose
Example Agenda	<i>PTT_Example Agenda</i>	Outline of the workshop timeslots and materials that will be covered
Example Invitation Email	<i>PTT_Example Invitation Email</i>	Invite potential attendees to the workshop
Example Save the Date	<i>PTT_Example Save the Date</i>	Send to potential invitees describing the workshop
Flyer	<i>PTT_Flyer</i>	Showcase the purpose of the workshop and what will be covered
Participant Packet	<i>PTT_Participant Packet</i>	Provide attendees with the materials they need during and after the workshop, including the: <ul style="list-style-type: none"> • Agenda • Speaker Bios and Contact Information • Slide Deck • Case Studies and Examples • Water System Scenario • Module 3 Exercise • Module 6 Exercise • Module 8 Exercise • Acronym List • Resources Guide • Business Plan Outline • Partnerships Checklist • Attendee Contact Information • Feedback Form
Preparation Checklist	<i>PTT_Preparation Checklist</i>	Use to complete the planning process
Registration Tracker	<i>PTT_Registration Tracker</i>	Keep registration information in one place

In-person Subfolder

Template	Filename	Purpose
Name Tags	<i>PTT_Name Tags</i>	Use as a Word template for printing name tags
Registration Form	<i>PTT_Registration Form</i>	Collect information from walk-in attendees
Sign-in Sheet	<i>PTT_Sign in Sheet</i>	Have attendees check into the workshop
Table Tents	<i>PTT_TableTents_Blue</i> <i>PTT_TableTents_Green</i> <i>PTT_TableTents_Orange</i>	Use as a Word template for printing table tents and place them on tables



Follow-up Subfolder

Template	Filename	Purpose
Example Thank You Email	<i>PTT_Example Thank You Email</i>	Send to attendees immediately after the workshop
Example Follow up Email	<i>PTT_Example Follow up Email</i>	Send to attendees after the workshop and check-in on any progress with their partnership(s)

Supplemental Resources

- **Acronym List**
 - Filename: *PTT_Acronym List*
 - This list of acronyms will help attendees quickly reference short-form terms.
- **Brochure**
 - Filename: *PTT_Brochure*
 - This brochure informs water systems about partnerships and the value of attending a Water System Partnerships Workshop.
- **Business Plan Outline**
 - Filename: *PTT_Business Plan Outline*
 - This is an outline to support attendees’ formation of a regional partnership. Water systems can use information from the Module 8 Partnerships Action Plan Exercise (e.g., background information, leadership roles, goals of the partnership) to support the development of a formal business plan. The business plan is introduced in Module 7.
- **Feedback Form**
 - Filename: *PTT_Feedback Form*
 - Feedback shared in this form will inform the facilitator’s follow-up efforts to attendees after the workshop and will help the facilitator refine their future workshops.
- **Partnerships Checklist**
 - Filename: *PTT_Partnerships Checklist*
 - This checklist is for attendees to determine if their water system could benefit from a partnership.
- **Resources Guide**
 - Filename: *PTT_Resources Guide*
 - This guide is for attendees to strengthen their understanding of water system partnerships and to help them create their own partnerships. These resources can also help with identifying next steps and additional resources to support water systems after a Water System Partnerships Workshop.
- **Water System Scenario**
 - Filename: *PTT_Water System Scenario*
 - This scenario is for attendees who are not part of a drinking water or wastewater system in order to complete the exercise worksheets. These attendees may include technical assistance providers or community leaders.



Additional Trainings

- **Decision Maker’s Module**
 - Filename: *PTT_Decision Makers Module*
 - This presentation introduces partnerships as opportunities to solve water system challenges and is geared towards decision makers at water systems.
- **Stakeholders Brief**
 - Filename: *PTT_Stakeholders Brief*
 - This presentation introduces the role water system partnerships can play in addressing challenges that local water systems may face. It can be given as a presentation to water system management after staff attend a workshop, to share with stakeholders on how how partnerships can benefit a community, or to potential Water System Partnerships Workshop attendees.
- **Partnerships On-Line Learning Modules**
 - Click https://cfpub.epa.gov/epa_dwts/dsp_welcome.cfm to access self-paced Partnerships Modules on EPA’s Drinking Water Training System. First time users to EPA’s Drinking Water Training System should first select “please click here to register” and create an account. Users then follow instructions to create a username and password and click “register”. Simply login to access trainings. Partnerships Modules are found under the “General Curriculum” tab. Scroll through offerings for the following Partnerships Modules:
 - **Partnerships Workshop Organizer and Facilitator Training Module** – A 30-minute “Train-the-Trainer” summary and companion to the Water System Partnerships Organizer and Facilitator Guide. It is recommended for organizers and facilitators to review to become familiar with the Partnerships Workshop and Training Toolbox materials.
 - **Partnerships Workshop Module 1: Capacity Development** – A 25-minute overview of technical, managerial, and financial (TMF) capacity and the importance of building capacity. It can be used in a hybrid workshop or for independent learning.
 - **Partnerships Workshop Module 2: Partnerships Overview** – A 25-minute overview about water system partnerships, the benefits of partnerships, and the introduction of partnerships case studies. It can be used in a hybrid workshop or for independent learning.
 - **Partnerships Workshop Module 7: Implementing Possible Partnerships Solutions** – A 25-minute module that highlights important elements of implementing a partnership including project support, communications, financial implications, and case study timelines. It can be used in a hybrid workshop or for independent learning.

