**LOCAL OFFICIALS GUIDE TO ECONOMIC DEVELOPMENT - OUTLINE**

I. PROLOGUE

*This guide is designed to provide basic knowledge about economic development terms, activities and strategies for local, elected officials. After reviewing this document, the authors hope that the reader’s ability to lead and/or assist in economic development activities is significantly enhanced.*

II. ECONOMIC DEVELOPMENT = (WORKFORCE + COMMUNITY + BUSINESS) DEVELOPMENT

A. Workforce Development Issues

1. Understanding key workforce statistics

2. Assessing workforce quality

3. A workforce development intiativie scenario

B. Community Development Issues

1. Traditional Infrastructure

2. Electronic Infastructure

3. Quality-of-Life

4. A community development initiative scenario

C. Business Development Issues

1. Business Climate & Advocacy

2. Business Attraction Strategies

3. Business Retention Strategies

4. Small Business/Entrepreneurship Development

III. SPECIAL ISSUES

A. Rural Development

B. Inner-City Development

C. Tourism

IV. RESOURCES

A. Federal Agencies

B. Typical State Incentives

C. Typical Local Incentives