

“Capacity Building and Strengthening Institutional Arrangement”

Workshop: Capacity Building for  
EEAA Training Department

Training Kits (tools)

**Mr. Gaetano Battistella, Mr. Fabrizio Ciocca**

APAT

Agency for Environmental Protection and Technical Service

Service for the Environmental Education and Capacity Building



## Index

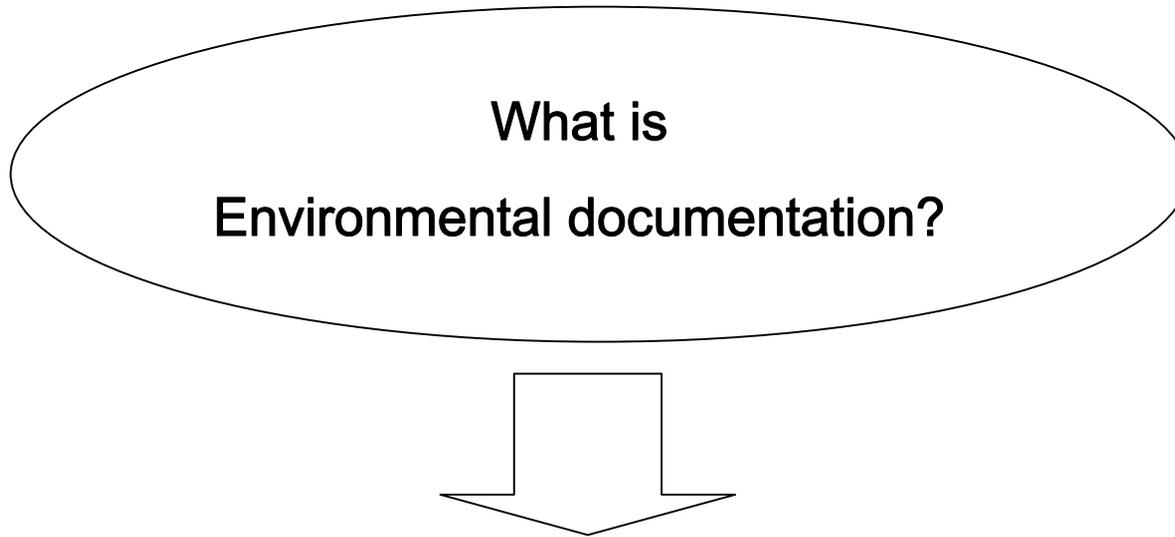
1. Introduction
2. Documentation according to quality theories
3. Some aspects of documentation for environmental training programs

## Introduction

Another phase of carrying out an environmental training, according to quality theories, is the definition and the development of appropriate scientific and technical tools related to all didactical contents of the training courses developed

These tools, such as training kits and documentation, develop the important function to support and to document training environmental programs organising and recording the different experiences carried out, providing them to trainees

## 2. Documentation according to quality theories (I)



The Environmental documentation is a tool to communicate and to spread technical and scientific information and contents related to environmental training programs, course, projects, initiatives, etc.

## 2. Documentation according to quality theories (II)

The use of documentation in environmental training programs has different important functions, as for example:

- to support the trainers in explaining scientific and technical contents to trainees by means of specific friendly-tools
- as a tool of work for trainees that can use documentation during environmental training activities and, after, in their working fields
- as a basic scientific-didactical kit useful to organize other environmental training programs in other situations

## 2. Documentation according to quality theories (III)

In order to develop environmental training tools according to quality theories, some main aspects could be defined, such as:

- to identify specific training contents to elaborate and develop training documents and tools
- to define technical competencies and experts to be involved in training activities
- to define the economic resources needed to develop environmental training tools (training kits, multimedia, etc.)
- to define graphical aspects of the training documents or software characteristics, in case of multimedia tools

## 2. Documentation according to quality theories (IV)

Documentation can have different typologies, shapes and sizes, according to different technical and scientific contents to be provided to trainees.

Moreover there are different kind of materials that can support documentation, such as:

- Paper
- Cassette (audio or video)
- Cd-rom (electronic or optical)
- Photos
- Master sample

### 3. Some aspects of documentation for environmental training programs (I)

Usually, a complete kit of environmental training documentation includes for example the following tools:

- ✓ Books and texts of reference, with exercises, examples, questionnaires and description of case-studies
- ✓ Leaflets, to disseminate, in a synthetic way, towards trainees basic technical and scientific contents about environmental protection issues
- ✓ Booklets, in order to provide specific tools that allow trainees to get in deep with environmental thematics and also , to evaluate their level of knowledge
- ✓ Technological documentation, by means of interactive CD-ROMs and e-learning systems

### 3. Some aspects of documentation for environmental training programs (II)

How to collect documentation of environmental training programs?

In order to prepare in an appropriate way the foreseen documentation for environmental training programs, it is useful to adopt specific check-lists as showed in the following figure :

| <b>1<sup>st</sup> MODULE : " AIR "</b>  |  |
|---|--|
| <b>GENERAL ASPECTS</b>  | <b>DOCUMENTATION AVAILABLE</b>   |
| Definitions and general overview of the problem   | <input type="checkbox"/> <b>Books of reference</b><br><input type="checkbox"/> <b>Guidelines</b><br><input type="checkbox"/> <b>Speakers' presentations</b><br><input type="checkbox"/> <b>Cd Rom</b><br><input type="checkbox"/> <b>Questionnaires</b><br><input type="checkbox"/> <b>Practical exercise/case study</b><br><input type="checkbox"/> <b>Bibliography</b> |
| <b>TECHNICAL ASPECTS</b>  | <b>DOCUMENTATION AVAILABLE</b>   |
| Methodologies of research, operative procedures, statistical approaches, cartography and software | <input type="checkbox"/> <b>Books of reference</b><br><input type="checkbox"/> <b>Guidelines</b><br><input type="checkbox"/> <b>Speakers' presentations</b><br><input type="checkbox"/> <b>Cd Rom</b><br><input type="checkbox"/> <b>Questionnaires</b><br><input type="checkbox"/> <b>Practical exercise/case study</b><br><input type="checkbox"/> <b>Bibliography</b> |
| <b>NORMATIVE ASPECTS</b>  | <b>DOCUMENTATION AVAILABLE</b>   |
| International law, National law and Regional law  | <input type="checkbox"/> <b>Books of reference</b><br><input type="checkbox"/> <b>Guidelines</b><br><input type="checkbox"/> <b>Speakers' presentations</b><br><input type="checkbox"/> <b>Cd Rom</b><br><input type="checkbox"/> <b>Questionnaires</b><br><input type="checkbox"/> <b>Practical exercise/case study</b><br><input type="checkbox"/> <b>Bibliography</b> |

### 3. Some aspects of documentation for environmental training programs (III)

#### Final conclusions

Environmental documentation has to be:

- Suitable to the contents of the training programs
- Updated in order to provide the last developments of scientific and technical research in the specific field
- Revised, in order to include the necessary integration requested by trainers and trainees
- Recorded in “master files” in order to be available also after the training activities performance
- Distributed, by means of appropriate lists and networks of trainers and trainees