

“Capacity Building and Strengthening Institutional Arrangement”

Capacity Building for EEAA Training
Departments (Advanced)

“Presentation of the training course”

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1. Synthesis of the 'Capacity building for EEAA Training Departments' (I)

1) Design an environmental training program

Group 1	Group 2	Group 3
<p>Title: Environmental disaster crisis manager</p> <p>Target: Environmental for industry</p> <p>Aims:</p> <ol style="list-style-type: none"> 1) Increase knowledge and concept of participants about environmental disaster 2) Increase the skills planning an environmental disaster . Give information and skills to the emergency teak 3) Increase knowledge and skills for communication emergency crisis . How to manage crises <p>Methodologies:</p> <ol style="list-style-type: none"> 1) Lectures 2) Case study - about local, national and international level 3) Brainstorming 4) Working group oriented on open discussion <p>Length: 4 Days</p> <p>Tools:</p> <ol style="list-style-type: none"> 1) Laptop 2) Videos 3) TV <p>Evaluation: Questionnaire</p>	<p>Title: Medical waste in hospital</p> <p>Target: Nurseries in hospital</p> <p>Aims:</p> <ol style="list-style-type: none"> 1) Increase nurseries ' awareness on hazardous waste 2) How to classification of hazardous waste 3) Health effects of hazard wastes <p>Methodologies:</p> <ol style="list-style-type: none"> 1) Theoretical lesson 2) Field visit 3) Working group 4) Brainstorming <p>Length: 4 Days:</p> <p>Tools:</p> <ol style="list-style-type: none"> 1) Cd Rom 2) Video 3) Training materials <p>Evaluation: Questionnaire</p>	<p>Title: Training of trainers</p> <p>Target: Trainers of environmental courses EEAA</p> <p>Aims:</p> <ol style="list-style-type: none"> 1) Identify different training methods: How to make presentation, how to solve problems, management <p>Methodologies:</p> <ol style="list-style-type: none"> 1) Lecture 2) Case-studies 3) Brainstorming 4) Practical exercises <p>Length: Days 5</p> <p>Tools:</p> <ol style="list-style-type: none"> 1) Video 2) CD ROM 3) LAP TOP <p>Evaluation: Each trainee makes a presentation about ones learning goals achieved</p>

1. Synthesis of the 'Capacity building for EEA Training Departments' (II)

2) Perform a Training Needs'

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Group 1	Group 2	Group 3
<p>Course: Environmental disaster crisis manager</p> <p>Tool: Questionnaire</p> <p>Total: 9 questions</p> <p>Target: Managers</p> <p>This questionnaire is subdivide in 3 part, the 1st part is addressed to collected general information about the participants: -Age; -Register data, etc; -Degrees</p> <p>The second part is addressed at Job's tasks:</p> <ul style="list-style-type: none"> - description of the main working tasks; -working experience; - main problems or difficulties about the working process and indication of the topics/skills needed to solve it <p>The last part concerns the environmental training information:</p> <ul style="list-style-type: none"> -previous environmental course; -Most important tasks; -didactical methodologies more useful for the participants; -information about the location /learning centre 	<p>Course: Medical waste in hospital</p> <p>Tool: Questionnaire</p> <p>Total: 13 questions</p> <p>Target: Nurseries</p> <p>The 1st part concerns general information: - Age; - Register data, etc; - working experiences - previous environmental course about medical waste in hospital</p> <p>The second part is addressed to collected data about the design of the course:</p> <ul style="list-style-type: none"> - if the designer course is suitable and useful for the professional tasks; - didactical methods; - learning materials; - burner's previous visit; - expectations <p>The last part concerns technical information about the topic of the course:</p> <ul style="list-style-type: none"> - hazard waste awareness level - Running hazard waste management 	<p>Course: Training of trainers</p> <p>Tool: Questionnaire</p> <p>Total: 15 questions</p> <p>Target: Environnemental Traines</p> <p>Questions about :</p> <ul style="list-style-type: none"> - Age; - University; - Job; - Previous courses attended; - Expectation from training; - Personal skills; - Expected skills; - Previous experiences; - Methodologies previously used; - Time management experiences; - Previous leadership; - Problem solving capabilities; - Preferred training fields; - Suitable training methodologies

1. Synthesis of the 'Capacity building for EEA

3) Design a Follow up of training program and evaluation Training Departments' (III)

Group 1	Group 2	Group 3
<p>Course: Environmental disaster crisis manager</p> <p>Tool: 1st Evaluation Questionnaire to distribute at last day of the course</p> <p>1) Did the scientific material is enough useful? Yes Not</p> <p>2) If not, what kind of other material you wanted more?</p> <p>3) Did the debate is useful? Yes or Not</p> <p>4) Did the program is useful for your work?</p> <p>5) Did the program's duration is enough?</p> <p>6) What are the weak points of the programs?</p> <p>7) Did the location is suits?</p> <p>8) Did the level of the organization is enough?</p> <p>9) Other comments</p> <p>10) Personal data</p> <p>Follow up questionnaire to distribute after 1 month at the end of the course, about:</p> <p>The knowledge acquired by training activity; How use it and if it aid to find solution to problems; Transfer it other colleagues.</p>	<p>Course: Medical waste in hospital</p> <p>Tool: Evaluation questionnaire to distribute at last day of the course to distribute at 2nd day of the course</p> <p>1) Trainee's opinion on technical - scientific context of the course</p> <p>2) Satisfaction of the course;</p> <p>3) Suitable of the training center;</p> <p>4) Trainee's satisfaction regarding lessons;</p> <p>5) Suitable of tools (good or not);</p> <p>6) Field visit (good or not);</p> <p>7) Role play method used (good or not);</p> <p>8) Other item to include in the course (weak point);</p> <p>9) Suggestion to improve the course</p> <p>10) interaction with other participants (good or not)</p> <p>Follow up questionnaire to distribute at supervisor after 1 month at the end of the course, about:</p> <p>1) Did the participant have change the way of working?;</p> <p>2) Did other colleagues have notice this change?</p> <p>3) Did participant have transmit this acquire skills to the other colleagues</p> <p>4) What are the direct benefit for the participants at the course?</p>	<p>Course: Training of trainers</p> <p>Tool: 1st Evaluation Questionnaire to distribute at 2nd day of the course about:</p> <p>1) Location;</p> <p>2) Scientific material;</p> <p>3) Supporting tools;</p> <p>2nd Questionnaire to distribute the end of the course, about:</p> <p>1) Interference in scientific material;</p> <p>2) Additional items (witch are) ;</p> <p>3) Discussion (good or not);</p> <p>4) Measuring of scientific experience of teachers/tutors;</p> <p>5) Ability to lead;</p> <p>6) Skills acquired;</p> <p>7) Supporting tools;</p> <p>8) Problem solving;</p> <p>9) Program (good or not)</p> <p>10) Duration of training activity;</p> <p>11) Location;</p> <p>12) Organization and other;</p> <p>13) Personal data</p> <p>Follow up questionnaire to distribute at supervisor after 1 month at the end of the course, about:</p> <p>1) Utility of the training course;</p> <p>2) Knowledge acquired and their application at work;</p> <p>3) Ability to transfer the knowledge acquired to other colleagues</p> <p>4) Other course requested</p>

1. Synthesis of the 'Capacity building for EEA Training Departments' (IV)

4) Design a training kit as a tool for environmental protection training

Group 1	Group 2	Group 3
Course: Environmental disaster crisis manager	Course: Medical waste in hospital	Course: Training of trainers
Tool: Kit to support the trainees during learning activity	Tool: Kit to support the trainees during learning activity	Tool: Kit to support the trainees during learning activity
<ol style="list-style-type: none"> 1) Agenda; 2) Printed material of agenda lectures; 3) Cd rom about examples of disaster crises; 4) Leaflets/brochures with scheme, diagram, statistic data about disaster crisis; 5) Scientific book; 6) Photo; 7) Pen and notebook; 8) Questionnaire for evaluation; 	<ol style="list-style-type: none"> 1) Pen and notebook; 2) Printed material of agenda lectures; 3) Agenda training activities; 4) CD ROM "Best practise" how to protected to hazard waste; 5) Booklets about medical waste in hospital; 6) Notice about case study foreseen by training program; 7) Protective equipment (mask; gloves etc) 8) Leaflets in order to give more environmental information 	<ol style="list-style-type: none"> 1) Printed materials of lectures; 2) Agenda of training course 3) Pen and notebook; 4) Supporting tools

2. “Capacity Building” Workshop (advanced) program (I)

Project: “Capacity Building and Strengthening Institutional Arrangement”

Technical assistance for
“Environmental Data Year
Book”

General
Training

Training to Technical
Assistance for
“Environmental Data
Year Book”

Thematic Experts

Training
Course A

Trainers/
Experts

Training
Course B

Trainers/
Experts

Training
Course C

Trainers/
Experts

Training Subcomponent
Environmental Awareness
Building

Trainers/ Experts

2. “Capacity Building” Workshop (advanced) program (II)

The workshop ‘Capacity Building for EEAA Training Departments Advanced’ is organized in 4 modules including specific working groups, with facilities provided by EEAA, about how to actuate and implement environmental training programmes and activities according to quality standards

Capacity Building Workshop (advanced)

1st Module: IMPLEMENT TRAINING PROGRAM

2nd Module: MANAGEMENT FOR TRAINING CENTER

3rd Module: TRAINING OF ENVIRONMENTAL TRAINERS

4 th Module: NEW TECHNOLOGIES IN TRAINING

In the next slides are presented the main topics of each module

2. “Capacity Building” Workshop (advanced) program (III)

First Module : “Implement training program ”

APAT-EEAA: “ Brainstorming”

- Implementation according to quality theories
- How to implement rational, consistent and effective training programs

2. “Capacity Building” Workshop (advanced) program (IV)

Second module: “Management for training center ”

APAT-EEAA: “Brainstorming”

- The Management according to quality theories
- Standards and norms at International, European and Italian level

2. “Capacity Building” Workshop (advanced) program (V)

Third Module: “Training of environmental trainers”

APAT-EEAA : “Brainstorming”

The training of environmental trainers

2. “Capacity Building” Workshop (advanced) program (VI)

Fourth Module: “New technologies in training ”

- APAT-EEAA: “Brainstorming”
- New technologies in training
 - E-learning system
 - SPSS application study
 - AMACI application study

3. References

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