

“Capacity Building and Strengthening Institutional Arrangement”

Capacity Building for EEAA Training
Departments (Advanced)

“Implement Training Program”

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Index

1. Implementation according to quality theories
2. How to implement rational, consistent and effective training program

1. Implementation according to quality theories (I)

The aim of this presentation is to share knowledge about the implementation phase of environmental training programs.

The implementation of a training programs involves various activities, that can be carried out according to different modalities of actions.

Usually these modalities of actions are defined as 'best practices', developed during experiences, that guarantee the solutions of problems and the results' effectiveness of an environmental training program and project.

In this context some information coming out during the training needs assessment activities can be used for the implementation phase

1. Implementation according to quality theories (II)

What is the implementation
of an environmental training program?



Definition

The implementation phase is the actuation of all the activities following procedures and training needs in order to carry-out proper environmental training program.

This implementation phase usually follows the design phase and represents the practical actuation of the training program designed.

1. Implementation according to quality theories (III)

The quality of training activities during implementation phase is related to the fulfilment of specific requirements' conditions and levels of performance

In order to achieve a correct quality level for the implementation of environmental training programs it is important to define and observe detailed instructions of all the activities.

These instructions can be described into a document or procedures with the aim to ensure quality implementation of the learning activities defining the operative tasks and responsibilities of all different professional figures employed and their proper management

2. How to implement rational, consistent and effective training program (I)

Usually the implementation phase of an environmental training course involves the following aspects:

a. Analysis of the training program design;

b. Specification of the following arguments on the basis of past experiences:

Trainers, selection and management including:

Environmental Agency staff and experts;

Academics and University trainers;

Representatives of community and professional societies

Tutors or mentors recruitment to be involved, according to their practical experiences in environmental issues

2. How to implement rational, consistent and effective training program (II)

c. Dissemination of information about the environmental training activity inside and outside of the organization that promotes the course.

These information usually includes:

- training objectives;
- programme timetable;
- registration modality;
- information the training course venue, including (address, map, public transportation, service available etc.);
- some information about trainers' curriculum vitae.

2. How to implement rational, consistent and effective training program (III)

In order to give information to participants can be useful to use the following media:

- Web site page with on-line application forms linked;
- Network communication;
- News publication;
- News to mailing list;
- Posters;
- Brochure;
- Advertising.



2. How to implement rational, consistent and effective training program (IV)

d. Participants' list management:

- to prepare a data-base about the trainees and their reference;
- to select from the database the trainees with specific requirements with reference to the topics of the course;
- to promote networks among the participants and to impost a follow up;
- to ensure all the training course general information to participants (possible change of training centre, substitution of trainers and information about foreseen outdoor visits, etc.);

2. How to implement rational, consistent and effective training program (V)

e. to prepare didactical documentation according to environmental topics and issues explained by each trainers to be distributed to participants (folder, documents, brochures etc.);

f. to prepare and to care specific participants registration forms, including:

Brief description of each training module topics;

Date of the training course;

Students, trainees and tutors' signatures at the beginning of the course.

g. To check the correct progress of the actuation of the training program inside the classroom and during other activities as foreseen in modules, training units etc;

2. How to implement rational, consistent and effective training program (VI)

h. To provide the needed equipments for the training activities, their check and maintenance management (also computers and the related software and hardware);



i. To prepare questionnaires to assess the trainees' level of satisfaction;

l. To prepare the evaluation tests (if required) such as preparation and organization of examinations;

m. Distribution of the participation's certificates;

n. Collection and care of all the documents and preparation of final report of the activities;

2. How to implement rational, consistent and effective training program (VII)

In all these training activities' steps are included courses, workshops, seminars, learning internships and stages.

In fact, the difference between training activities performed by these means is in their different contents, that in the case of learning internship or stages are managed directly by tutors.

In the case of learning internships or stages, tutors must be experienced and qualified experts, because they ensure training instead of trainers.