

“Capacity Building and Strengthening Institutional Arrangement”

“Capacity Building for EEAA Training Departments”
(Advanced)

Working group n° 1
**“Prepare a Procedure to Implement a
Training Program”**

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Prepare a Procedure to Implement a Training Program

Objectives:

The working group is finalized to share some considerations among participants about the utility of a procedure to be used during the implementation phase of a training program.

The main aim is the preparation of a procedure, related to specific training program, that contains a detailed description of all the activities requested in order to perform environmental training activities program following quality criteria

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Activities:

Phase 1: Discussion and debate previously experiences in the implementation of environmental training activities, with particular attention to specific aspects of processes

Phase 2: Prepare a procedure, for example with reference to the training courses designed during the 1st Workshop (Attached 1), describing all the main aspects and details to be fulfilled into instructions and modalities to actuate the training activities, such as:

- Modality of trainers, tutors or mentors selection
- Dissemination of courses' information (modality and contents)
- Participants' list management

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Activities:

- Preparation of didactical documentation in kinds and contents (for example brief description of training modules)
- Preparation of all formats useful for specific actions during the activities (registration forms, registration materials distributed, etc.)
- Check of the actuation of the training programme courses and also outdoor activities;
- Modality to check and maintenance the training equipments
- Modality to assess trainees' level of satisfaction and /or training evaluation
- Formats of participations' certificate
- Modality of collection of documents produced

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Activities:

- Formats of final report of the activities performed

Phase 3: The aim of the phase is the detailed analysis of the procedures prepared and includes the following activities:

- distribution of the procedures previously performed to the working groups
- development of specific checklists to verify the feasibility of the effective implementation of the training programs described, simulating operative implementations
- address the analysis to organizational aspects, concerning different elements such as social and territorial contexts, eventual possible criticalities, weaknesses or problems, possible other elements to be deepened
- improvement of the realistic feasibility of the actuation described in the procedures

Phase 4: Final presentation and discussion about working groups' activities.