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**Airport Sustainability Facilitator’s Guide**

**for**

**In-Person Training Class**

**Advance Preparation:**

* In advance of the class, verify if any students need any special accommodations, especially if any are vision or hearing impaired, and arrange for accommodations
* Ensure classroom is accessible
* Generate class sign-in sheet for attendance purposes
* Review materials, identify specific items that are unique to your airport and be prepared to discuss these items:
	+ Customize Slide No. 22 to localize the Airport Sustainability content to your airport – add additional slides and content as needed for your airport program
	+ Provide specific references to your airport’s policies and procedures
	+ Provide contact information for students to follow up as needed
* For additional resources, see:
	+ [FAA, Airport Sustainability](https://www.faa.gov/airports/environmental/sustainability)
	+ [Airports Council International, *Environmental, Social, and Governance (ESG) Management Best Practice*](https://airport-world.com/aci-world-issues-new-guidance-on-esg-reporting/)
	+ [Sustainable Aviation Guidance Alliance](http://www.airportsustainability.org/)
* A quiz is included in the module to be given at the end of the training session – determine if students will take the quiz online or if you need to provide hard copies and collect them at the end of the session
* Conduct a test run of room technology in advance of the training session

**Training Session:**

* Welcome students and make introductions
* Provide your contact information should anyone have follow-up questions or need further guidance
* Ensure students have completed the sign-in sheet
* Distribute copies of the presentation to students before the training session begins
* Review course goal:
	+ *The goal of this course is to familiarize each student with basic information regarding sustainability in the context of aviation and their airport*
	+ *The training is for general airport staff and airport operations staff*
* Recommendations for making the course engaging and interactive:
	+ Ask open-ended questions at the end of key slides to ensure understanding of materials
	+ Call out the slide quick tip and enhance with your airport-specific discussion points and examples
	+ Offer things to think about that relate to your specific airport roles
	+ Identify your airport policies and procedures
	+ Depending on the number of attendees, consider breaking into small groups to answer a series of specific airport-related questions and having each group report back to the larger group
* Provide additional resources for participants:
	+ [FAA, Airport Sustainability](https://www.faa.gov/airports/environmental/sustainability)
	+ [Airports Council International, *Environmental, Social, and Governance (ESG) Management Best Practice*](https://airport-world.com/aci-world-issues-new-guidance-on-esg-reporting/)
	+ [Sustainable Aviation Guidance Alliance](http://www.airportsustainability.org/)
* Make sure there is time left for students to ask any remaining questions

**Post-Training Session:**

* Hand out the quiz to be completed by students, if not using the online version
* Submit any required training verification for attendees that is required by your airport

**Airport Sustainability Facilitator’s Guide**

**for**

 **Online Training Class**

**Advance Preparation:**

* In advance of the class, verify if any students need any special accommodations, especially if any are vision or hearing impaired, and arrange for any accommodations
* Review materials, and identify specific items that are unique to your airport
	+ Customize Slide No. 22 to localize the Airport Sustainability content to your airport – add additional slides and content as needed for your airport program
	+ Provide specific references to airport policy and procedures
	+ Include contact information for students to follow up as needed
* For additional resources, see:
	+ [FAA, Airport Sustainability](https://www.faa.gov/airports/environmental/sustainability)
	+ [Airports Council International, *Environmental, Social, and Governance (ESG) Management Best Practice*](https://airport-world.com/aci-world-issues-new-guidance-on-esg-reporting/)
	+ [Sustainable Aviation Guidance Alliance](http://www.airportsustainability.org/)

**Post-Training Session:**

* Verify attendance and/or successful completion records are entered into airport training program records