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**Environmental 101 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. 24 to localize the Environmental 101 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:
  + *ACRP WebResource 21:* *Environmental Stewardship and Compliance Training for Airport Employees* as well as the resources discussed in the resource-specific modules.
* 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 provide a high-level overview of environmental topics and how they apply to airports*
  + *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
  + 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 students:
  + *ACRP WebResource 21:* *Environmental Stewardship and Compliance Training for Airport Employees* as well as the resources discussed in the resource-specific modules.
* 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

**Environmental 101 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. 24 to localize the Environmental 101 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
  + Include contact information for students to follow up as needed
* For additional resources, see:
  + *ACRP WebResource 21: Environmental Stewardship and Compliance Training for Airport Employees*

**Post-Training Session:**

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