Environmental Management Systems

Training Best Practices

July 20, 2016
Training Refresher

- Training includes a process to ensure that all responsible parties are familiar with the EMS and have the skills necessary to capably execute their roles.
- For the EMS, focus training on the following areas:
  - Environmental compliance and associated requirements
  - Safety
  - Competency and/or license requirements (e.g., 40-Hour HAZWOPER or confined space entry)
  - General EMS awareness training
  - Minimizing environmental impacts, including emergency response
  - Responsibilities for objectives and targets and action plans
  - General environmental and stewardship awareness
Training Refresher

- Identify training needs, frequency, and provider
- Assign training by job description/job title/facility
- Implement training with considerations of:
  - Knowledge level
  - Staff availability
  - Language
  - Frequency
- Track training and retain training records
  - Problems arise in tracking who didn’t attend training
Training Best Practices
Training Best Practices

"Hit two targets with one stone"
## Training Best Practices

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>National Bird Day</strong></td>
<td><strong>Tell a Story Day</strong></td>
<td><strong>Dr. Seuss Day</strong></td>
<td><strong>Quiet Day</strong></td>
<td><strong>Magic Day</strong></td>
<td><strong>Cow Appreciation Day</strong></td>
<td><strong>Farmer's Day</strong></td>
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<tr>
<td><strong>No Socks Day</strong></td>
<td><strong>Friendship Day</strong></td>
<td><strong>Collect Rocks Day</strong></td>
<td><strong>Cow Appreciation Day</strong></td>
<td><strong>Farmer's Day</strong></td>
<td><strong>Hug-a-Bear Day</strong></td>
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<td><strong>Cocoa Day</strong></td>
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Routine
Training Best Practices

Schedule in Advance
Training Best Practices
Training Best Practices

**Time for Some Trivia!!**

What well-known American stand-up comedian and actor released the hit single song “Party All the Time” that reached No. 2 on the Billboard Hot 100 in 1985?

Add Some Entertainment
Training Best Practices

3. Find $x$.

Here it is.

K.I.S.S.
Training Best Practices

Don’t forget the “why?”
Training Best Practices

Don’t forget the “what’s in it for me?”
Training Best Practices

“Connect the dots”
Training Best Practices

Time Management
Training Best Practices Summary

- “Hit two targets with one stone”
- Routine
- Schedule in advance
- Add some entertainment
- K.I.S.S.
- Don’t forget the “why?”
- Don’t forget the “what’s in it for me?”
- “Connect the dots”
- Time management
Q&A / Idea Sharing

Committed to Continuous Improvement