



**Florida-Friendly Best Management Practices
for Protection of Water Quality by the Green Industries**

Co-training Guidelines

Please follow these guidelines to complete a successful co-training:

1. You must co-train at least twice to obtain your instructor certificate.
2. Sign up for co-training with the Regional Coordinator in your area.
3. Only the Statewide Coordinator, the Regional Coordinators, or an FDEP-approved senior instructor can evaluate an instructor.
4. Check with the evaluator to make sure he or she is prepared to conduct this evaluation.
5. Become familiar with the evaluation system and rehearse your delivery based on these parameters:

Instruction

Use of adult training techniques
Level of instruction
Body language
Voice
Class participation management
Use of training materials
Use of training tools and aids
Time management
Class control

Content

Met training objectives
Proficiency in subject matter
Delivery technique of GI-BMP concepts
Accuracy of delivery
Motivation and interest stimulation
Emphasis on topic importance

Personal Characteristics

Preparedness
Cooperativeness and flexibility
Professional appearance

6. Be present from the beginning to the end of the class; co-training is not just teaching one or more modules; it is also learning how to run a class.
7. Make sure that the senior instructor completes the Instructor Evaluation form and submits it to the State Office (see Instructor Manual Appendix 9).
8. Complete the Participant Evaluation and the Instructor Information Update form and hand them to the senior instructor (see Instructor Manual Appendix 11 and 12).
9. You may require more than two co-training sessions to develop the skills required to deliver a GI-BMP class. You can co-train as many times as you deem necessary, until you feel comfortable with training on your own.
10. If you receive an unsatisfactory evaluation, you need to make the necessary corrections and participate in additional co-trainings until receiving a satisfactory report.
11. Contact your Regional Coordinator if you have questions about the program.

All forms are available for download on the Instructor Resources website – Instructor Program page:

<http://ffl.ifas.ufl.edu/gibmp-resources/instructor-program.htm>

Regional Coordinators Contact Information

Regional Coordinator – North

Marc Celestin
(352)-273-4508
guild05@ufl.edu

Regional Coordinator – South

César G Peralta
(239) 321-0852
venigator@ufl.edu

