

## Steps Toward Managing a Successful Green Industry – Best Management Practices Class

Managing a new GI-BMP program requires attention to detail and completion of a number of steps in a timely manner. These guidelines define the overall recommended schedule for participating Instructors to better organize the class and paperwork.

Pre-Training Day Preparation Steps		
Time Line	Task	Additional Information
<b>30 - 60 days</b>	<ul style="list-style-type: none"> <li>• Submit class to the Statewide Schedule</li> <li>• Prepare flyers and agenda note: location, trainers, and special accommodations notification and required Federal EEO Guidelines</li> <li>• Apply for CEUs</li> <li>• Order GI-BMP Manuals</li> </ul>	<ul style="list-style-type: none"> <li>• Login to GatorLink at: <a href="https://gibmp.ifas.ufl.edu">https://gibmp.ifas.ufl.edu</a></li> <li>• Input information to schedule and receive approval for class.</li> <li>• Program brochures and the class agenda are available for download from the <b>Instructor Resources site</b>: <a href="http://ffl.ifas.ufl.edu/gibmp_instructor.html">http://ffl.ifas.ufl.edu/gibmp_instructor.html</a> Edit the agenda to include the correct class date, location, instructors and times.</li> <li>• FDACS Secure Login; enter class info using GI-BMP Program Number (number changes yearly - see Instructor Resources website for current number and instructions).</li> <li>• Contact FFL/GI-BMP State Office if manuals are needed: <a href="mailto:gi.bmp@ifas.ufl.edu">gi.bmp@ifas.ufl.edu</a> or (352) 273-4517.</li> </ul>
<b>30 days</b>	<ul style="list-style-type: none"> <li>• Hire Caterer (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule their assistance; decide on menu and delivery time</li> </ul>
<b>7 - 10 days</b>	<ul style="list-style-type: none"> <li>• Event Decision time / Go or No Go</li> <li>• Event Decision / <b>Go</b></li> </ul>	<ul style="list-style-type: none"> <li>• If less than 10 registrants, can cancel -- minimum 3-day notice and mandatory verbal message to registrants.</li> <li>• You must also cancel on Statewide Schedule (GatorLink login at <a href="https://gibmp.ifas.ufl.edu">https://gibmp.ifas.ufl.edu</a> - select "My Classes".)</li> <li>• Request tests from State Office (10 days - <a href="mailto:gi.bmp@ifas.ufl.edu">gi.bmp@ifas.ufl.edu</a>)</li> <li>• Close registration and refer people to next scheduled event.</li> <li>• Call caterer with count.</li> </ul>

	<ul style="list-style-type: none"> <li>• Print handouts (available on Instructor Resources: <a href="http://ffl.ifas.ufl.edu/gibmp_instructor.html">http://ffl.ifas.ufl.edu/gibmp_instructor.html</a>)</li> <li>• Download and Print CEUs</li> </ul>	<ul style="list-style-type: none"> <li>• <b>TRAINING RECORD form must be on white paper.</b> Other documents can be different colors to help with collecting and organizing paperwork.</li> <li>• Sign each CEU (Record of Attendance)</li> </ul>
<b>3 days</b>	<ul style="list-style-type: none"> <li>• Prepare Registration Spreadsheet</li> </ul>	<ul style="list-style-type: none"> <li>• Number each registrant on spreadsheet with same number on their training record. Easier to use numbers than names to hand out and collect the training records.</li> </ul>

### Training Day Preparation Steps:

Time Line	Task	Additional Information
<b>Morning</b>	<ul style="list-style-type: none"> <li>• Light Breakfast</li> <li>• Packets on Table</li> <li>• Register Participants</li> <li>• Housekeeping</li> <li>• Collection of Materials</li> </ul>	<ul style="list-style-type: none"> <li>• Caterer set up.</li> <li>• Include book, survey/evaluation, training record, pencil, note paper, etc.</li> <li>• Check off name, take registration fee, hand out training record.</li> <li>• Participants sign training record and verify all info on record is correct. (Required for ALL, even if no certificate needed.)</li> <li>• Location of restrooms; smoking area, cell phone usage.</li> <li>• Collect training record, pre-test.</li> </ul>
<b>Mid-morning</b>	<ul style="list-style-type: none"> <li>• Receipts</li> <li>• Training Record</li> </ul>	<ul style="list-style-type: none"> <li>• Make out registrants' fee receipts and have ready at lunch time. Place receipts on table for access and viewing.</li> <li>• Check that training records were completed &amp; signed by ALL.</li> </ul>
<b>Lunch Time</b>	<ul style="list-style-type: none"> <li>• Lunch</li> <li>• Registration Fee Receipts</li> </ul>	<ul style="list-style-type: none"> <li>• Caterer set up luncheon.</li> <li>• Receipts ready to be picked up.</li> </ul>
<b>Afternoon</b>	<ul style="list-style-type: none"> <li>• Pass out Post-Test and Evaluation Survey</li> <li>• Collect Test and Evaluation/Survey</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure participants understand how to complete test form.</li> <li>• Collect post-tests and evaluation/survey.</li> </ul>

	<ul style="list-style-type: none"> <li>• Pass out CEUs (Record of Attendance)</li> <li>• Registration Fees</li> </ul>	<ul style="list-style-type: none"> <li>• Pass out CEUs (Record of Attendance).</li> <li>• Secure registration fees for deposit to bank.</li> </ul>
<b>Post-Training Day Steps</b>		
<b>Day After</b>	<ul style="list-style-type: none"> <li>• Fill Out Completed Class Transmittal Form</li> <li>• Copy and mail required materials to State Office (see checklist and address on Transmittal)</li> <li>• Deposit money and checks into bank account</li> </ul>	<ul style="list-style-type: none"> <li>• Form located on Instructor Resources site - Admin Forms</li> <li>• FedEx, UPS, Express or Priority mail best -- trackable</li> <li>• Keep a backup copy or legible scan of materials - especially post-tests and training records.</li> </ul>

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