



**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. However, instructor trainees can waive the second co-training if on the first evaluation: 1) the senior instructor recommends their certification; and 2) they have a minimum score of 75 points.
2. Sign-up for co-training with the Regional Coordinator in your area.
3. Only the Statewide Coordinator, the Regional Coordinators or an 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

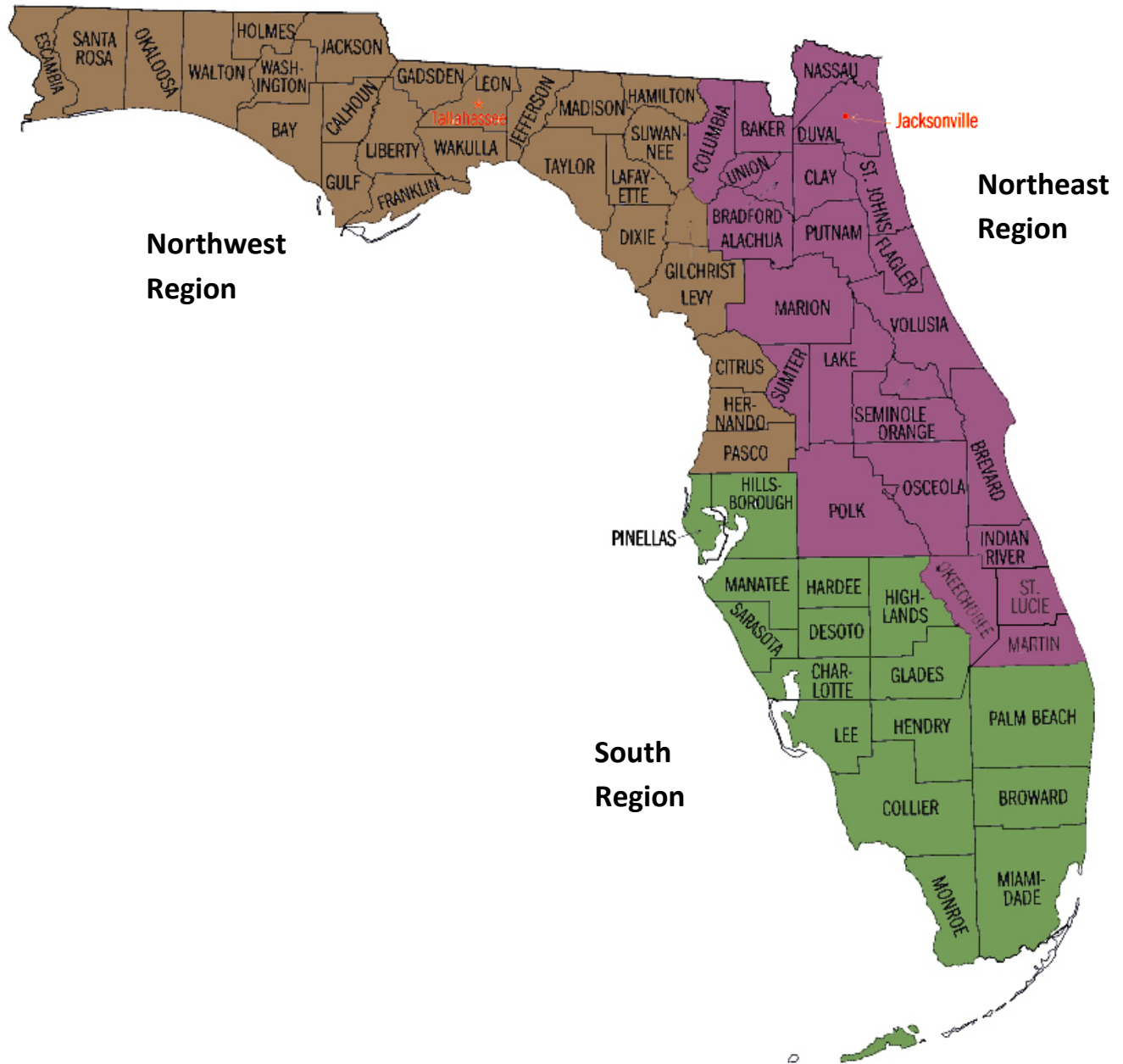
**Personal Characteristics**

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 Appendix 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.

**The Instructor Manual and all forms are available for download on the Instructor Resources website – Instructor Program page: <http://ffl.ifas.ufl.edu/gibmp-resources/instructor-program.htm>**

# GI-BMP Regions and Coordinator Contact Information



**Regional Coordinator – Northwest**  
TBD

**Regional Coordinator – Northeast**  
TBD

**Regional Coordinator - South**  
TBD

**Statewide Coordinator**

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