

ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS) TRAINING AGENDA

COURSE 3 – IMPLEMENTATION AND OPERATION ELEMENTS

**Palm Beach Atlantic University – Wellington Campus
Wellington , FL
March 16, 2010**

7:30 – 8:30	REGISTRATION & CONTINENTAL BREAKFAST (tea, coffee and light snacks provided)
8:30 – 8:40	INTRODUCTION
8:40 – 9:00	SECTION 1: Overview of EMS Training Course 2
9:00 – 9:20	SECTION 2: Resources, Roles, Responsibilities & Authority
9:20 – 10:00	SECTION 2: Roles & Responsibilities Workshop
10:00 – 10:30	BREAK (refreshments provided)
10:30 – 10:45	SECTION 2: Overview of Roles & Responsibilities Workshop
10:45 – 11:00	SECTION 3: Competence, Training & Awareness
11:00 – 12:00	SECTION 3: Competence & Training Workshop & Overview
12:00 – 1:00	LUNCH (provided on-site)
1:00 – 1:30	SECTION 4: Communication & Communication Example
1:30 – 2:00	SECTIONS 5 & 6: Documentation & Control of Documents
2:00 – 2:30	BREAK (refreshments provided)
2:30 – 2:45	SECTION 7: Operational Control
2:45 – 3:30	SECTION 7: Operational Control Workshop
3:30 – 4:00	SECTION 8: Emergency Preparedness & Response & Workshop
4:00 – 4:15	WRAP-UP