

**ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS)  
TRAINING AGENDA**

**COURSE 3 – IMPLEMENTATION AND OPERATION ELEMENTS**

**Spellman College  
Atlanta, GA  
March 11, 2010**

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

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