

FEMP First Thursday Seminar Facilitator's Guide

Course 1:
Executive Order 13514 –
Federal Leadership in Environmental,
Energy, and Economic Performance

Instructor:
Leslie Gillespie-Marthaler
The White House Council on Environmental Quality

FEMP Content Expert:
Chris Tremper

Program #1
Broadcast Date: February 4, 2010

**Course 1:
Executive Order 13514 –
Federal Leadership in Environmental, Energy, and Economic Performance**

Purpose

The purpose of these seminars is to educate environmental and energy management professionals in the Federal sector in current topics within their scope of responsibilities. For more detailed information on these seminars, access www.femp.energy.gov/training link.

There are six seminars, held on the First Thursday of each month, beginning in February, 2010. Each seminar is held at 1:30 EST/EDT.

Your Role as Facilitator

We greatly appreciate your help in serving as a site facilitator for the Department of Energy, Federal Energy Manager Program (FEMP) First Thursday Seminars. You are very important to the success of these satellite broadcasts, and your commitment to the following roles is critical to the success of these training initiatives.

Specifically, your role is to:

Prior to the Seminar

- Post appropriate signs to notify potential attendees of the location, date, times and registration process for the first training session. Appendix A of this document is a course announcement that you can print. An electronic version that can be sent by email can be accessed at www.femp.energy.gov/training link. Utilize your local process to “book” the facility where the broadcast will be viewed.
- Ensure that the viewing room is equipped to accommodate the registered participants as well as a few unregistered attendees.
- You will need a computer with internet access to handle last minute registration online.
- Print the sign-in Roster, also at www.femp.energy.gov/training, and have each attendee sign in. Fax the Roster to 865-381-0554
- Print copies of the Learner Guide available at www.femp.energy.gov/training. Provide copies of the Learner Guide to attendees who have not printed their own materials.
- Manage the technical aspects of the Broadcast. Technical contact numbers and emails may be printed as part of the facilitator information found at www.femp.energy.gov/training

During the Seminar

- If possible have a printed registration list. If unregistered participants attend, ask them to register online immediately. To register new participants, access www.femp.energy.gov/training.
- Very important - have each attendees sign the Roster. Fax the Roster to 865-381-0554.
- Remind attendees that in order to receive a Course Completion certificate for the training, they must be registered, and they must complete a quiz and evaluation online after attending the training. Registration is critical. With thousands of federal facilities potentially offering this broadcast, you are the only way for us to ensure that we have an accurate number of participants in the training.
- Greet program participants and provide them with a Learner Guide if they do not bring one with them to the Seminar.
- Make the participant feel comfortable. Indicate where restrooms can be found, help participant find seating, and handle any requirements for special accommodations.
- During the live broadcast, handle questions by either dialing the toll free number 800-775-3728, faxing questions to 865-381-0554, or by sending an email to FTS@energyworkshops.org.
- For technical issues during the workshop, call 865-974-5069 for uplink trouble, 865-974-7569 for Video-conferencing/webcast trouble, 877 820 0305 for Federal networks trouble, or you may email ruleb@tds.net.



After the Seminar

- After the live broadcast, an e-mail containing the link to a seminar evaluation and open-book quiz will be sent to all confirmed participants. Upon completion of the evaluation and the open book quiz, you will be able to print a course completion certificate for your records.
- Either scan the Roster with participant signatures and email it to FTS@energyworkshops.org, or fax it to 865-381-0554 if you prefer.
- Following the viewing of the satellite broadcast, you are asked to conduct a 10 to 15 minute conversation with the participants about their learning. Your role will be to ask questions to stimulate thinking and discussion. The specific questions you will ask are included as Appendix B.

Course Announcement

**Executive Order 13514 –
Federal Leadership in Environmental, Energy, and Economic Performance**

**Live! Thursday, February 4, 2010
1:30 pm - 3:00 pm EST**

	<p>FEMP First Thursday Seminars provide training for Federal energy and environmental professionals. Leading experts will address timely topics in 90-minute sessions, offered live via satellite or through streaming video at your desktop.</p> <p>First Thursday of each month at 1:30-3:00 pm EST.</p> <p><i>Register Now!</i> For further information and registration: http://www.femp.energy.gov/training</p>
<p>Course:</p>	<p>Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance</p>
<p>Why you will learn:</p>	<ul style="list-style-type: none"> • The purpose, benefits, and target outcomes of Executive Order 13514; • Goals, deadlines, and compliance requirements of Executive Order 13514; • How to meet accountability, reporting, and compliance requirements of Executive Order 13514; and • How to share your learning with senior officials and other decision-makers at your facility and agency.
<p>About the Expert:</p> 	<p>Leslie Gillespie-Marthaler is a Senior Program Manager for the Office of the Federal Environmental Executive, White House Council on Environmental Quality, currently on a one-year detail from the U.S. Army. Her responsibilities are to assist with guidance development and implementing instructions for E.O. 13514.</p> <p>From 2003 to 2006, Leslie worked as a defense contractor, providing support to the Army and Navy on environmental programs, sustainability planning, and technology management. Since 2006, she has served as a civilian with the U.S. Army, where she managed agency-wide environmental technology programs; developed environmental cost models, reporting tools, and program budgets; and provided oversight for environmental policy.</p> <p>Leslie graduated from the United States Military Academy in 1994 with a B.S. in Environmental Engineering, and served for five years as an active duty Army officer in the Adjutant General's Corps. She received an M.S. in Civil Engineering with a focus on sustainable design and construction from Georgia Tech in 2002. In 2006, Leslie undertook a Ph.D. program in Environmental and Energy Management at The George Washington University.</p>

Questions to Initiate Discussion Following the Seminar on Executive Order 13514

1. For what goal areas mentioned today do you believe you are responsible?
2. Within a goal area for which you are responsible, do you have current baseline measures established? If not, how do you think you should go about establishing these baselines?
3. What are you hearing about the Strategic Sustainability Performance Plan within your agency?
4. What are some project and initiatives that you might be able to start now to get a quick start on executing this guidance?
5. With whom will you share this information and how can you build ownership for execution of the Executive Order?
6. Are there partnerships that you need to establish now in order to successfully execute responsibilities outlined in the Executive Order?
7. Can you list any steps that you can take now while waiting on further guidance?