

BioPreferredSM - Making a Difference with Biobased Products Classroom Training Instructor Guide

Topic Titles

Topic 1: Biobased Products and BioPreferredSM - What are they?

Topic 2: Why Purchase Biobased Products?

Topic 3: BioPreferredSM - What is My Role?

Training Time Required

A total of 3 hours depending on Self Test needs and requirements.
Refer to individual Topic Lesson Plans for each topic time required.

Content References

<http://www.biobased.oce.usda.gov/fb4p/PoliciesAndLaws.aspx>

<http://www.biobased.oce.usda.gov/fb4p/ProposedAndFinalRegulations.aspx>

<http://www.biobased.oce.usda.gov/fb4p/aboutus.aspx>

<http://www.usda.gov/procurement/programs/biopreferred.htm>

<http://www.biobased.oce.usda.gov/fb4p/DesignationItems.aspx>

<http://www.biobased.oce.usda.gov/fb4p/PurchasingBiobased.aspx>

<http://www.biobased.oce.usda.gov/fb4p/CaseStudies.aspx>

<http://www.biobased.oce.usda.gov/fb4p/Catalog.aspx>

http://www.usda.gov/procurement/programs/biobased/BioPreferred_Awareness_Brochure.pdf

https://usdaadvantage.gsa.gov/advgsa/advantage/main/start_page.do?store=USDA

Objectives

Upon completion of the Classroom Training, participants will be able to:

1. **Define the term, “biobased product” and give examples;**
2. **Define BioPreferredSM;**
3. **Define the term, “designated item” and give examples;**
4. **Be aware of the item designation process;**
5. **Discuss benefits of buying biobased products; and**
6. **Know where to buy designated biobased items.**

Instructional Materials

Access the **“BioPreferredSM - Making a Difference with Biobased Products”** Classroom Training website, http://www.energyworkshops.org/USDABiobased/Classroom_Training_Material_2007update/USDA_Biobased_Classroom_Training_Material.htm

and click on the links, to download, save, and/or print the following instructional materials needed to conduct classroom training at your site, BioPreferredSM - Making a Difference with Biobased Products:

- 1) Instructor Guide
- 2) Student Guide
- 3) Power Point Slide Presentation
- 4) Course Agenda
- 5) Course Announcement
- 6) Biobased Products Success Stories and Articles
- 7) Course Evaluation
- 8) Attendance Roster
- 9) Analysis and Summary Report Form

Trainer Logistics and Administrative Preparations

- Select** a date(s) to conduct the classroom training.
- Identify** target audience(s) and candidates within those groups.
- Design and implement** course registration methods.
- Post** the course announcement in high traffic areas visible to potential target audiences.

- Distribute** course announcement to all department/program supervisors who may have target audience members in their areas.
- Deliver/email** course announcement to individual participants who will be required to attend.
- Respond** to any questions participants may have about the training, benefits of attending and the requirements.
- Register** participants on an ongoing basis.
- Reserve** training/conference room at least 30 days in advance.
- Distribute** course announcement again to registered participants at least 2 weeks in advance.
- Two days before the training, **identify** head count and **solicit** more participants if necessary.
- Verify** readiness of training course materials and equipment.
- Call and remind** participants about the training the day before.
- Set up** the room for the training the day before.
- Arrive** to open the room, **test** equipment and **make sure** everything is in order 1 hour before training start time.
- Welcome** participants as they arrive and have them **sign in** on Attendance Roster.
- Conduct** the Buying Biobased Products Awareness Classroom Training.
- Hand** out the Course Evaluation of the training.
- Administer** Self Test phase of the training.
- Remediate** participants who do not pass the Self Tests or do not feel confident about their knowledge of biobased products.
- Summarize** course evaluation results and submit to USDA.

Trainee Preparation

Print the Student Guide for use in class. Review Executive Orders and Laws online at the following locations.

<http://www.biobased.oce.usda.gov/fb4p/PoliciesAndLaws.aspx>

<http://www.biobased.oce.usda.gov/fb4p/ProposedAndFinalRegulations.aspx>

Presentation Method(s)

Informal lecture; Power Point slides; Biobased Products “show and tell” Activity; Success Stories Motivational Review; and Biobased Articles Product Knowledge Review.

Trainee Evaluation Method

Self Tests

Course Evaluation Method

Course Evaluation Level 1 Reaction and Analysis & Summary Report

Notes to Instructor

Each of the three Lesson Plans include notes on the following sections for use during the Classroom Training remarks. These notes vary by topic and should be customized as needed to make it relevant to local site situations.

Attention:

Overview:

Motivation:

Presentation:

Transition:

Summary:

Motivation:

Closure: