



Detailed training agenda of Module 1 CP training 28 July to 30 July 2009, Bucharest, Romania

Objectives of the module

Cleaner Production training:

This first module of a series of three aims at introducing to consultants in Romania the Cleaner Production Methodology in general and the theory for the conduction of the first two phases of a Cleaner Production-In-Plant-Assessment (CP-IPA): the Pre-assessment step (with the QuickScan tool and the application of the EcoInspector software) as well as the conduction of a Material and Energy Flow Analysis. The QuickScan tool will be practically applied in hotels.

The specific objectives are:

- to give an overview about the methodology and the report template for the conduction of a CP-IPA.
- to raise awareness about the CP-team formation as first and important step of the Pre-assessment during the conduction of the CP-IPA.
- to introduce and exercise the QuickScan tools for the conduction of the Pre-Assessment. The tools will enable the participants to collect the necessary data in order to elaborate the respective report with the company description and to discuss and determine the audit focus for the further CP-IPA.
- to introduce the calculation practices for “Benchmarking” applied in the hotel sector in order to enable the participants to prepare the necessary baseline data of the study (Key Performance Indicators).
- to introduce and exercise the methodology of Material Flow Analysis (MFA) in order to enable the participants to conduct a MFA in the CP-team.

After this training, one hotel in Romania will be visited by the respective responsible consultants, by the FHNW trainer and by the responsible CP expert of the CSD Centre to conduct the kick-off meeting for the IPA (discussion about the CP-team-members, and brief company visit).

All training days start at 9:00 and end latest at 16:00. Please be on time in order to prevent delays in the evening. The following indications of presentations times and coffee breaks are indicative only and may be subject to changes.



Training program

CP Training			
Day 1			
Topic	Speaker	Hours	Time
CP concept and methodology	Christian Buser	2	09.00-11.00
Big Potato restaurant exercise	Aida Szilagyi & Christian Buser	1.5	11.00-12.30
Coffee and lunch brake		1	12.30-13.30
IPA report template and quality control	Christian Buser	0.5	13.30-14.00
2_QuickScan Methodology V02 & tips and tasks to site visits	Aida Szilagyi	1	14.00-15.00
Mini Audit	Christian Buser	0.5	15.00-15.30
		5.5	Total hours
Day 2			
Topic	Speaker	Hours	Time
Key Performance Indicators and Benchmarking	Christian Buser	1	09.00-10.00
Material Flow Analysis	Christian Buser	2	10.00-12.00
Coffee and lunch brake		1	12.00-13.00
Exercise Spicy deep fried peanut factory	Christian Buser & Aida Szilagyi	2.5	13.00-15.30
		5.5	Total hours
Day 3			
Topic	Speaker	Hours	Time
Communication, Motivation + Exercise	Clemens Lang	1	09.00-10.00
Team building + Game (Value auction)	Clemens Lang	1	10.00-11.00
Project management	Andrei Churican	0.5	11.00-11.30
Forming the team	Andrei Churican & Aida Szilagyi	0.5	11.30-12.00
Coffee and lunch brake		1	12.00-13.00
Next steps	Andrei Churican	0.5	13.00-13.30
Test for Trainees	Andrei Churican & Aida Szilagyi	0.5	13.30-14.00
Evaluation of the training	Andrei Churican	0.25	14.00-14.15
		4.25	Total hours
Topic	Participants	Hours	Time
Short QuickScan in Ramada Parc hotel ca. 3 h (CSR: Interview Director +HR; CP site visit + Interview Technical Manager)	Christian Buser, Clemens Lang, Aida Szilagyi, Trainee team	3	15.00-18.00