

USDA Buying Biobased Products Awareness Classroom Training Instructor Guide

Topic Titles

Topic 1: What Are Biobased Products?

Topic 2: Why Purchase Biobased Products?

Topic 3: Who is Required to Buy Biobased Products?

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.energyworkshops.org/USDABiobased/Public_Laws.htm

<http://www.energyworkshops.org/USDABiobased/Resources.htm>

Objectives

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

1. Define the term, "Biobased Product",
2. Give several examples of a biobased product,
3. Understand what constitutes a designated item,
4. Explain why Designated Items are important to procurement preference,
5. Discuss the benefits of buying biobased products, and
6. Know who is required to buy biobased products.
7. Discuss the 3 federal role compliance requirements and the 2 exceptions.

Instructional Materials

Access the "Buying Biobased Products Training & Resources" website, http://www.energyworkshops.org/USDABiobased/USDA_Biobased.htm and click on the tab entitled, "Classroom Training Material", to download, save, and/or print the following instructional materials needed to conduct classroom training at your site, USDA Buying Biobased Products Awareness Classroom Training:

- 1) Instructor Guide
- 2) Student Guide
- 3) Power Point Slide Presentation

- 4) Course Agenda
- 5) Course Announcement
- 6) Biobased Products Marketing Kit Request Form
- 7) Biobased Products Success Stories and Articles
- 8) Course Evaluation
- 9) Attendance Roster
- 10) Analysis and Summary Report Form

Trainer Logistics and Administrative Preparations

- Select** a date(s) to conduct the classroom training.
- Submit** the Biobased Products Marketing Kit Request Form.
- 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.energyworkshops.org/USDABiobased/Public_Laws.htm

<http://www.energyworkshops.org/USDABiobased/Resources.htm>

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(s)

Self Tests

Course Evaluation Method(s)

Course Evaluation Level 1 Reaction and Analysis & Summary Report

Notes to Instructor

Each Lesson Plan for the topics will include the following notes for use during the Classroom Training remarks. Customize these as needed to make it relevant to local site situations.

Attention: varies by topic; included in Lesson Plan

Overview: varies by topic; included in Lesson Plan

Motivation: varies by topic; included in Lesson Plan

Presentation: varies by topic; included in Lesson Plan

Transition: varies by topic; included in Lesson Plan

Summary: varies by topic; included in Lesson Plan

Motivation: varies by topic; included in Lesson Plan

Closure: varies by topic; included in Lesson Plan

Lesson Plan

Topic 1: What Are Biobased Products?

Time Required: approximately one hour

Objectives: Upon completion of Topic 1, Trainees will be able to:

- 1) Define the term, "Biobased Product";
- 2) Give several examples of a biobased product; and
- 3) Describe the difference between an Item and a Designated Item.

Training Materials: Instructor Guide; Lesson Plan for Topic 1; Power Point Slides for Topic 1; Customized Agenda; Sample Biobased Products; Blank Roster; Course Reaction Evaluation

Trainee Preparation: Review Power Point Slides online for Topic

Presentation Method(s): Lecture, discussion, questions and answer session, and demonstration.

Trainee Evaluation Method(s): Class Discussions & Self Test

Notes to Instructor

Attention: The Secretary's Memorandum on January 19, 2005, establishes the USDA Biobased Procurement Preference Program to focus on internal USDA action to boost the acquisition of biobased products. As part of this policy, USDA has developed training to educate employees about Biobased Products and to assist them in Purchasing Biobased products.

Overview: This training you will receive today represents the Awareness level training and will provide basic product knowledge to familiarize you with the available products so that you can gradually begin including biobased products as part of your purchasing and contract requirements.

Motivation: Biobased products have many excellent features and benefits that we should examine carefully and consider using so we can all do our part to make this Procurement Preference program successful.

Transition: So, now that you understand why we are here today, let's take a look at Biobased Products; what does biobased mean and what are these products that are referred to as Biobased Products?

Presentation	Remarks
Review Power Point Slides 1-15.	Discuss each slide and make sure trainees understand concepts.
Conduct Show & Tell activity with actual biobased product samples.	Show each product one at a time and discuss features and benefits. Depending on product, pass each one around so trainees can see product and label.
Summarize topic material again and reinforce concepts and field questions; use last 2 PPT slides if desired.	Allow trainees sufficient time to discuss questions and then ask follow up questions before moving on to Topic 2.

Lesson Plan

Topic 2: Why Purchase Biobased Products?

Time Required: approximately one hour

Objectives: Upon completion of Topic 2, trainees will be able to:

- 1) Explain why Designated Items are important to procurement preference; and
- 2) Discuss the benefits of buying biobased products.

Training Materials: Instructor Guide; Lesson Plan for Topic 2; Power Point Slides for Topic 2; Customized Agenda; Success Story handouts; Newsprint paper or grease board and markers, Blank Roster; Course Reaction Evaluation

Trainee Preparation: Review Power Point Slides online for Topic

Presentation Method(s): Lecture, discussion, questions and answers session, and small group discussions.

Trainee Evaluation Method(s): Class Discussions & Self Test

Notes to Instructor

Attention: Now that you know the definition of a biobased product and we have looked at some actual products available on the market, let's discuss the advantages of purchasing biobased products.

Overview: Biobased products offer advantages in many distinct ways. In this next topic, we will discuss those and examine some of the successes that have already been achieved in using the biobased products.

Motivation: With very few changes and adjustments, we can all actively participate in the Procurement Preference program and our collective efforts will gradually make a difference for all of us.

Transition: Other than the fact it's now mandated, what are some good reasons? Why should we purchase biobased products?

Presentation	Remarks
Review Power Point Slides 1-13.	Discuss each slide and make sure trainees understand concepts.
Break group into small groups of 3-5 and distribute success story handouts. Have groups review story and discuss; then write on newsprint or grease board the following: Product(s), Methodology used and goal, Result and success measures, Why. Have each group report back to the entire class.	This is an open and informal discussion to get trainees to think creatively, become more comfortable with the products, and to talk freely about them so they will be familiar with them and begin using them in their procurement requirements. There are actually no "wrong" answers.
Summarize topic material again and reinforce concepts and field questions; use last few PPT slides if desired.	Allow trainees sufficient time to discuss questions and then ask follow up questions before moving on to Topic 3.

Lesson Plan

Topic 3: Who is Required to Buy Biobased Products?

Time Required: approximately one hour

Objectives: Upon completion of Topic 3, trainees will be able to discuss:

- 1) the 3 federal role compliance requirements for biobased,
- 2) who is required to buy biobased products; and
- 3) based on the federal role, the two exceptions.

Training Materials: Instructor Guide; Lesson Plan for Topic 3; Power Point Slides for Topic 3; Customized Agenda; Biobased Articles handouts; Newsprint or Grease Board and markers; Blank Roster; Course Reaction Evaluation

Trainee Preparation: Review Power Point Slides online for Topic

Presentation Method(s): Lecture, discussion, questions and answers session, and group discussion.

Trainee Evaluation Method(s) Class Discussions & Self Test

Notes to Instructor

Attention: The federal role in buying biobased products is mandated by law; however, it will benefit all of us.

Overview: There are several detailed compliance requirements, and 2 exceptions, making it similar to other affirmative procurement preference programs.

Motivation: Buying biobased products can easily be integrated into the existing framework for affirmative procurement preference programs.

Transition: Let's take a closer look at the compliance requirements, the exceptions and how products are being used.

Presentation	Remarks
Review Power Point slides 1-10.	Discuss each slide and make sure trainees understand concepts.
Distribute Articles handouts. Review stories and discuss; then write on newsprint or grease board the following: Product(s); How being used and/or goal for use; Results and/or potential for success; Why using.	Try to get trainees to think creatively, become more comfortable with product knowledge and uses. Encourage them to talk freely so they will become more familiar with them and begin implementing use in procurement requirements. There are actually no "wrong" answers.
Summarize topic material again and reinforce concepts and field questions; use last few PPT slides if desired.	Allow trainees sufficient time to discuss questions and then ask follow up questions before moving on to Self Tests and Course Evaluation.