

# Outline of a Sample Training Programme

Subject matter based on the  
UNIDO / UNEP Training Manual on  
Capacity Building for National Cleaner Production Centres

## Day 1

**0800 hrs**

Registration

**0830 hrs**

Welcome (Programme planners)

Objectives of the Programme (Programme planners)

Outline of the Programme (Programme planners)

Introduction (Participants do an introduction)

**0900 hrs**

**Session 1**

Lecture #1

*Understanding Cleaner Production*

(Conducted by appropriate faculty)

**0930 hrs**

Discussion session

(There will be five to six key questions flagged for the purpose of *focused* discussion)

Moderated by Programme planners

**1000 hrs**

Tea/Coffee

**1030 hrs**

**Session 2**

Lecture #2

*How to develop a conceptual plan for setting up a NCPC?*

*(This session will cover how to decide on geographical coverage, sector focus, host institution and stakeholders that need to be involved and identify the niche)*

(Conducted by appropriate faculty)

**1100 hrs**

*Short introduction to the Kneedafix Country Case Study*

(Conducted by appropriate faculty)

*Completion of Worksheet #1*

**1230 hrs** Lunch

**1330 hrs**

**Session 3**

Lecture #3

*How to prepare basic design of the NCPC?*

*(This session will cover how to formulate mission, objectives, strategies and tasks; develop organizational structure)*

(Conducted by Programme planners)

**1400 hrs**

Country Case Study session continues

*Completion of Worksheet #2*

**1500 hrs**

Tea/Coffee

**1530 hrs**

**Session 4**

Country Case Study session continues

*Completion of Worksheets #3, 4 and 5*

## Day 2

**0830 hrs**

**Session 5**

Lecture #4

How to estimate resource requirements and meet financial needs of the NCPC?

*(This session will cover how to secure seed funds, identify potential sources to meet the shortfall in seed funds, submitting a formal request for funds)*

(Conducted by Programme planners)

**0900 hrs**

Group work session continues

**1030 hrs**

Tea/Coffee

**1100 hrs**

**Session 6**

Country Case Study session continues

*Completion of Worksheet #6*

(Completion of this worksheet will require use of an Excel sheet. Each group will need an access to a computer)

**1230 hrs** Lunch

**1330 hrs**

**Session 7**

Country Case Study session continues

*Review and finalization of the Worksheets for presentation*

**1500 hrs**

Tea/Coffee

**1530 hrs**

**Session 8**

**Presentations from the Groups** (moderated by select participants)

## Day 3

**0830 hrs**

**Session 9**

*Introductory remarks*

Lecture #5

*How to conduct awareness programmes on cleaner production?*

(Conducted by Programme planners)

**0900 hrs**

Group work session

(Participants apply the possible methods of raising awareness on five situations considering the situation provided in the **Country Case Study**)

**Group Work A:** Raising cleaner production awareness amongst cleaner production service providers

**Group Work B:** Raising cleaner production awareness amongst industrial personnel

**Group Work C:** Raising cleaner production awareness amongst judiciary and environmental NGOs

**Group Work D:** Raising cleaner production awareness at financial institutions

**Group Work E:** Raising cleaner production awareness amongst government organizations

There will be five groups. Each group will make a presentation on their strategies of raising cleaner production awareness and an outline content of the awareness programme.

*Completion of Worksheet #7*

**1030 hrs**

Tea/Coffee

**1100 hrs**

**Session 10**

Lecture #6

*How to conduct training programmes on cleaner production?*

(Conducted by appropriate faculty)

**1130 hrs**

Group work session

(Participants apply the possible methods of training on five situations considering the situation provided in the **Country Case Study**)

**Group Work A:** Training of cleaner production service providers

**Group Work B:** Training of industrial personnel

**Group Work C:** Training of judiciary and environmental NGOs

**Group Work D:** Training of financial institutions

**Group Work E:** Training of government organizations

There will be five groups. Each group will make a presentation on their strategies of conducting training programmes and outline content of the training programme. (Group Work allotment between Session 9 and 10 will be the same)

Group work session continues

*Completion of Worksheet #8*

**1230 hrs** Lunch

**1330 hrs**

**Session 11**

Presentation and discussion session on Sessions 10 and 11

**1500 hrs**

Tea/Coffee

**1530 hrs**

**Session 12**

Lecture #7

*How to conduct cleaner production assessments?*

(Conducted by Programme planners)

**1600 hrs**

Group work session

(A case study is developed for an apple processing industry, called **Applesoft Kneedafix Inc.**, located in one of the regions of the Country Kneedafix. Participants apply the generic methodology of cleaner production assessments on the case study)

There will be five groups.

*Completion of Worksheets #9A and 9B*

## Day 4

**0830 hrs**

**Session 13**

Group work continues

*Completion of Worksheets #9C, 9D and 9E*

**1030 hrs**

Tea/Coffee

**1100 hrs**

**Session 14**

Lecture #8

*How to develop, implement and multiply cleaner production demonstration projects?*

(Conducted by Programme planners)

**1130 hrs**

Group work session

(Participants start building a proposal for a demonstration project, based on one of the options identified during the cleaner production assessment of Applesoft Kneedafix Inc. The proposal will be prepared for the consideration of Kneedafix Industrial Investment Corporation). There will be five groups.

*Completion of Worksheet #10 (Parts A, B, C and D)*

**1230 hrs** Lunch

**1330 hrs**

**Session 15**

Lecture #9

*How to develop proposals for bankable cleaner production projects?*

(Conducted by appropriate faculty)

**1400 hrs**

Group work session

(Participants use the demonstration project identified in the earlier session to prepare a proposal to Kneedafix Industrial Investment Corporation)

*Completion of Worksheet #10 (Parts E,F, G and H)*

**1500 hrs**

Tea/Coffee

**1530 hrs**

**Session 16**

Preparing for presentations

## Day 5

**0830 hrs**

**Session 17**

Presentation and discussion session on Sessions 12, 13, 14 and 15

(Participants will make presentations based on Worksheets #9A to 9E and #10)

**1000 hrs**

Tea/Coffee

**1030 hrs**

Lecture #10

*How to promote cleaner production in National Policies?*

(Conducted by appropriate faculty)

**1100 hrs**

Discussion session

(There will be five to six key questions flagged for the purpose of *focused* discussion)

**1130 hrs**

**Session 18**

Lecture #11

*How to monitor and review progress of NCPC?*

(Conducted by Programme planners)

**1230 hrs** Lunch

**1330 hrs**

Evaluation of the Training Programme

What have we learnt? What could have been done better?

(Conducted by Programme planners)

**1430 hrs**

Next steps and closing remarks

(Conducted by Programme planners)

Close of the Programme