C:\Users\Hidwilki\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\IHSJ1Z5T\MC900185986[1].wmf **So You Want to Plan an Erosion &**

**Sediment Control Workshop**

1. Consider your target audience and ultimate goal(s)
   1. Contractors: Supervisors and crews who do the actual installation and maintenance of BMPs
   2. Consultants/designers: Who decides which BMPs go where, what is needed for each site’s specifics?
   3. Plan Reviewers: What to look for, what is appropriate, where it should be located, sequencing and termination.
   4. Inspectors: what to look for, determining efficiency and maintenance needs, how to handle changing scenarios.
2. **Partnerships**: MS4s, Watershed Groups, Utility Companies, Consultants, IDEM, Vendors
   1. Regulatory agency input enforces credibility of training
   2. MS4s, watershed groups provide support
   3. Vendors provide latest and greatest products
   4. Are there other entities who’d like to be involved, sponsor the event or provide materials?
3. Time: Will it be a couple hours? Half day? Full day? Every year?
   1. Length should be sufficient to cover all the material but consider the target audience’s time restraints in being off the job
   2. Keep it succinct but relevant
4. Location: County fairgrounds? Lecture Hall?
   1. Keep in mind that **outdoor demonstrations** are a great addition to the day
   2. Room for sponsor display boards, food and other materials is helpful
5. Provide **educational handouts** or items that attendees can take back to work and keep
   1. Other fun ideas include rain gauges, magnets, or a list of local contacts
   2. Tri-fold brochures, field guides, manuals
   3. Again, target audience is important: how will they use what they just learned? In the office, in the field, on the job?
6. **Food** and refreshments are ALWAYS welcome!
7. Depending on length of day, include **breaks** for discussion and refreshments
8. Allow time for a **Question and Answer** session at the end of the day
9. Surveys are important immediate feedback
10. Consider your target audience and ultimate goal(s): issue certificates for participation, exam over material required for certification?
11. Training effectiveness: how do you measure the success of the training?
    1. Are there clear measurable goals, such as reduction in violations?
    2. Do plan submittals contain all regulatory requirements and contain appropriate, effective BMPs?
    3. Are new products being utilized? Are they effective?
12. Utilizing this program on a watershed basis

For more information in planning an event check out:

Qualified Professional Inspector training program at siswac.org

Hendricks County Partnership for Water Quality at www.hccleanwater.org/*‎*