

Based on the training materials of certified facilities, here are some ideas for what you can include in your SP2 Training for different audiences. It is not meant to be exhaustive or a list of requirements.

General Employees

- **Policy:** Environmental Policy and “Why are we working on this?”. Tie it back to the company’s success.
- **Targets:** This year’s SP2 Targets, how we measure them, and where to find progress (bulletin board, monthly announcements, etc.). If you need volunteers to work on projects to support your targets, this is a good opportunity for employee engagement.
- **Recycling Sorting:**
 - Slide for each recycling stream with what can go in that bin, with photos of common items found in your facility, and notes about common confusions (what can’t go in the bin, but might seem like it should).
 - Alternatively: a slide for each work station or department with photos of what is generated there and which bin each material goes into.
- **Energy Efficiency:** tasks that all employees can contribute to (reporting compressed air leaks, turning off office lights, shutting off equipment when not in use, etc.).
- **Improvement Ideas:** How to raise ideas for saving waste and energy (idea box, supervisor, stand-up meetings, etc.).
- **Recognition:** Celebrate best practices/improvement projects from the past year (feature employees that made suggestion or worked on the improvement).

Supervisors (in addition to above)

- **Improvement Ideas:** What they need to do to solicit ideas from employees to reduce waste and save energy. Who they report the ideas to.
- **Corrective Actions:** Method of reporting concerns or ideas to SP2 Team.
- **Energy Efficiency:** End-of-shift shutdown procedures to save energy or other supervisor responsibilities.
- **Resilience Plans:** Location of Resilience Scenarios and/or Emergency Action Plan binder.
- **Targets:** Continuous improvement goals for reducing waste and saving energy, and their resulting cost savings.

Other Best Practices

- **Multi-lingual:** Translate to other common languages for your workforce to improve communication.
- **Facility Photos:** Use photos from your facility instead of generic stock art to make it specific and recognizable.
- **Edit Throughout the Year:** As you identify issues and plan Corrective And Preventive Actions, one preventive action you can take is to update your training materials to clarify a common confusion. If done throughout the year as you identify preventive action needs, when you next deliver your annual training it will already be updated.