# Training Facilitators Resource

# for

# Community-Port Collaboration Toolkit

## Getting Started

This training is designed for several purposes, and therefore can be tailored to a range of audiences and training duration. Community leaders, port operators, local governments and other goods movement industries are key audiences for this training. The training supports ports and communities with on-the-ground technical assistance and provides in-depth training on how to integrate the tools into a larger planning and relationship-building process. EPA or other Federal staff may also use the training to introduce the [community-port collaboration toolkit](https://www.epa.gov/community-port-collaboration/community-port-collaboration-toolkit) to EPA staff and agency partners and invite them to consider if there are community-port relations that would benefit from these tools in their region. The following considerations are recommended to get started:

* Training is designed for 15-30 participants to allow for interactive discussion.
* Provide a copy of the tool to each participant for reference during the training, if possible.
* Locate the PowerPoint training modules [<https://www.epa.gov/community-port-collaboration/community-port-collaboration-toolkit>] and choose slides for presenting, if desired.
* The training will be most beneficial as part of a larger, longer-term technical assistance process to support community-port partners in identifying joint priorities and actions to improve relations and the quality of life of near-port communities.
* In some cases, participants might benefit from a neutral, third party trainer who is not a part of government, the community or the port/goods movement industry, and who can facilitate action-planning and trust-building among the parties as an integral part of the training.

## Audience

The training modules can be tailored for different audiences and a range of training duration. The tables below serve as a reference to help select modules and training durations.

|  |  |
| --- | --- |
| **Audience** | **Priority Tools** |
| Community leaders | Ports Primer for Communities  Community Action Roadmap (preferred by most pilot communities)  Environmental Justice Primer for Ports (optional) |
| Port operators and others in goods movement industries | Environmental Justice Primer for Ports |
| Local government | Ports Primer for Communities  Community Action Roadmap  Environmental Justice Primer for Ports |
| EPA or other Federal staff | Ports Primer for Communities  Community Action Roadmap  Environmental Justice Primer for Ports |

## Training Duration Options for Each Tool

|  |  |  |
| --- | --- | --- |
| **Duration** | **Content** | **Outcome** |
| 2-hour | Introduction to Tool | A high-level introduction to the tool(s) for participants to consider whether to engage more deeply in a partnership building process |
| 4-hour | Review of Tool with Interactive Exercises  Introduction to Tools | An in-depth review of the tool content with time for individual and group interactive exercises to explore more deeply how each concept might apply to a specific community-port context. |
| 8-hour | Review of Tool with Interactive and Collaboration Building Exercises | An in-depth review of the tool content with time for individual and group interactive exercises to explore more deeply how each concept might apply to a specific community-port context. In addition, this longer duration could accommodate a site tour of the port and/or neighborhood or collaboration building training such as collaborative problem solving. |

## Sample Agendas

The following pages include an agenda for an 8-hour training that covers an introduction to all three tools in the Community-Port Collaboration Toolkit plus sample agendas for 2-hour, 4-hour and 8-hour training agendas for the Environmental Justice Primer for Ports that can be adapted for the other two tools.

## Full Day Training Agenda – All Three Tools

1. **Welcome and Introductions (30 min)**
   * Welcome: review training purpose and agenda
   * Introductions: share name, affiliation and your interest community-port relationship building or other collaboration efforts
   * Ensure everyone has copies of resources to reference during the training
2. **Community-Port Collaboration Pilot Projects: Overview and Lessons Learned (60 min)**
   * Project background and goals
   * Steps for getting started and lessons learned

*Break (15 min)*

1. **Module 1: Ports Primer for Communities (90 min)**
   * Overview Presentation (30 min)
   * Breakout Discussions (30 min)
     + Review up to two case studies each to identify elements of success
   * Report Back and Recap (30 min)

*Working Lunch (60 min) Recommend having a working lunch and encourage participants to sit with those they know less well and discuss ice-breaker discussion questions to identify commonalities among participants. For example, if it is a government agency-focused training, questions could include what communities they could see using these tools; what challenges/opportunities they are thinking about; and what questions they have for the facilitator as the training continues.*

1. **Module 3: Environmental Justice Primer for Ports (90 min)**
   * Defining Environmental Justice (15 min)
     + Discussion: how do you define environmental justice?
   * Community Engagement Principles (15 min)
     + Discussion: explore the difference between “check the box” community engagement vs. deeper engagement? What experiences have participants had with each approach? What are some of the barriers/benefits of a deeper engagement process?
   * Good Neighbor Roadmap (15min)
     + Breakout Discussions: workshop how steps apply to a specific community (30 min)
   * Report Back and Recap (15 min)

*Break (15 min)*

1. **Module 2: Community Action Roadmap (90 min)**
   * Overview Presentation (30 min)
   * Breakout Discussions: workshop how steps apply to a specific community (30 min)
   * Report Back and Recap (30 min)
2. **Closing (30 min)**
   * Please share one element from today’s training that you would like to learn more about or integrate in your work.
   * Share contact information and resources.

## 2-Hour Training Agenda – Environmental Justice Primer for Ports

1. **Introductions (20 min)**
   * Share name, affiliation and your interest in community-port relationship building or other collaboration efforts
   * Review introductory slides for Module 4 (1-7)
2. **Defining Environmental Justice (20 min)**
   * Slides 8-14
   * Discussion: how do you define environmental justice?
3. **Community Engagement Principles (20 min)**
   * Slides 15-26
   * Discussion: What are the benefits of effective community engagement?

*Break (15 min)*

1. **Good Neighbor Roadmap (25 min)**
   * Slides 27-41
   * Discussion: What are the benefits to having a good neighbor roadmap?
2. **Closing (20 min)**
   * Slides 42-45
   * Please share one element from today’s training that you would like to learn more about or integrate in your work.
   * Share contact information and resources

## 4-Hour Training Agenda – Environmental Justice Primer for Ports

1. **Introductions (20 min)**
   * Share name, affiliation and your interest in community-port relationship building or other collaboration efforts
   * Review introductory slides for Module 4 (1-7)
2. **Defining Environmental Justice (30 min)**
   * Review first section (slides 8-14)
   * Discussion questions:
     1. How do you define environmental justice?
     2. How do these definitions differ?
     3. What are some of the layers of environmental justice that factor into land use and environmental decisions?
3. **Community Engagement Principles (30 min)**
   * Review slides 15-26
   * Discussion questions:
     1. What are the benefits of effective community engagement?
     2. What level of engagement is most common in your work?
     3. What are examples of changes that would increase the level of engagement?
4. **Good Neighbor Roadmap (10 min)**
   * Review roadmap steps (Slides 27-28)
   * Discussion questions:
     1. What is a good neighbor roadmap?
     2. What elements of a good neighbor roadmap are currently in place?
     3. What gaps could a port-community engagement process help to fill?
5. **Steps 1 and 2 (40 min)**
   * Slides 29-32
   * Interactive Exercise: Invite participants to break into groups of 3. Select one of the “Try it Out” Exercises on pages 22-25 and invite them to spend 10-15 minutes working through the exercise together. Allow for 5 minutes for groups to share insights or highlights of what they learned during the exercise.

*Break (10 min)*

1. **Steps 3 and 4 (40 min)**
   * Slides 33-37
   * Interactive Exercise: Invite participants to break into groups of 3. Select one of the “Try it Out” Exercises on pages 26-29 and invite them to spend 10-15 minutes working through the exercise together. Allow for 5 minutes for groups to share insights or highlights of what they learned during the exercise.
2. **Steps 5 and 6 (40 min)**
   * Slides 38-41
   * Interactive Exercise: Invite participants to break into groups of 3. Select one of the “Try it Out” Exercises on pages 31-32 and invite them to spend 10-15 minutes working through the exercise together. Allow for 5 minutes for groups to share insights or highlights of what they learned during the exercise.
3. **Closing (20 min)**
   * Slides 42-45
   * Please share one element from today’s training that you would like to learn more about or integrate in your work.
   * Share contact information and resources

## 8-Hour Training Agenda – Environmental Justice Primer for Ports

1. **Introductions (30 min)**
   * Share name, affiliation and your interest in community-port relationship building or other collaboration efforts
   * Review introductory slides for Module 4 (1-7)
2. **Defining Environmental Justice (45 min)**
   * Question: how do you define environmental justice?
   * Review first section (slides 8-14)
   * How do these definitions differ?
   * What are some of the layers of environmental justice that factor into land use and environmental decisions?
   * Round Robin: participants share from their work or other experience of an example of environmental justice or *in*justice that made an impression on them. Facilitate a discussion regarding common themes across experiences.

*Break (15 min)*

1. **Community Engagement Principles (45 min)**
   * Question: What are the benefits of effective community engagement?
   * Review slides 15-26
   * Exercise: Participants break into groups of 3 and take 20 minutes to work through the following questions, referencing the chart on page 13:
     1. What level of engagement is most common in your work?
     2. What are examples of changes that would increase the level of engagement?
   * 10-minute report back and discussion of typical level of engagement and strategies to increase engagement.
2. **Good Neighbor Roadmap (60 min)**
   * Question: What is a good neighbor roadmap?
   * Overview
   * Steps Slides 27-28
   * What elements of a good neighbor roadmap are currently in place?
   * Self-Assessment: Participants take 10 minutes to work individually or in groups to complete self-assessment on page 20. Facilitate 10-minute report back and discussion of common barriers and roadblocks to key step in the process.

*Working Lunch (60 min) (recommend providing a lunch and encouraging participants to sit with those they know less well; potential to offer fun ice-breaker discussion questions to identify commonalities among participants)*

1. **Steps 1 and 2 (60 min)**
   * Slides 29-32
   * Interactive Exercise: Invite participants to break into groups of 3. Select one of the “Try it Out” Exercises on pages 22-23 and invite them to spend 10-15 minutes working through the exercise together. Allow for 5 minutes for groups to share insights or highlights of what they learned during the exercise.
   * Interactive Exercise: Invite participants to break into *different* groups of 3. Select one of the “Try it Out” Exercises on pages 24-25 and invite them to spend 10-15 minutes working through the exercise together. Allow for 5 minutes for groups to share insights or highlights of what they learned during the exercise.
2. **Steps 3 and 4 (60 min)**
   * Slides 33-37
   * Interactive Exercise: Invite participants to break into groups of 3. Select one of the “Try it Out” Exercises on pages 26-27 and invite them to spend 10-15 minutes working through the exercise together. Allow for 5 minutes for groups to share insights or highlights of what they learned during the exercise.
   * Interactive Exercise: Invite participants to break into groups of 3. Select one of the “Try it Out” Exercises on pages 28-29 and invite them to spend 10-15 minutes working through the exercise together. Allow for 5 minutes for groups to share insights or highlights of what they learned during the exercise.

*Break (15 min)*

1. **Steps 5 and 6 (60 min)**
   * Slides 38-41
   * Interactive Exercise: Invite participants to break into groups of 3. Reference the “Try it Out” Exercise on page 31 and invite them to spend 10-15 minutes working through the exercise together. Allow for 5 minutes for groups to share insights or highlights of what they learned during the exercise.
   * Interactive Exercise: Invite participants to break into groups of 3. Reference the “Try it Out” Exercise on page 32 and invite them to spend 10-15 minutes working through the exercise together. Allow for 5 minutes for groups to share insights or highlights of what they learned during the exercise.
2. **Closing (30 min)**
   * Slides 42-45
   * Please share one element from today’s training that you would like to learn more about or integrate in your work.
   * Share contact information and resources