# Module 1.
## Introductory Session

The introductory session will cover the following topics:

- Overview of Course Program and Objectives (Presenters)

- Participant Introductions:  Be prepared to describe yourself briefly in one minute or less, noting your organization, background, and current responsibilities.

- Course Presenters Introductions

- Discussion of Goals for the Course (Group)


**Attachment**

Module overheads
Pre-course survey


## 1.1. Course Program and Objectives

The course is designed to build the capacity of:

- [CountryXX] SMEs to use Cleaner Production (CP) tools and concepts to enhance their performance

- Business service organizations (BSOs) in [xxx] to incorporate CP in their services to their small and medium enterprise (SME) clients

Towards these ends, the course:

- Explains why and how CP is a tool to enhance business performance while simultaneously improving performance in the areas of environment, health, and safety.

- Teaches how to apply basic CP concepts and assessment methods, and how to integrate CP into business strategy and planning

- Describes how CP is a tool to help achieve product and process standards, and environment, health, and safety requirements.

- Explains what SMEs and BSOs need to know about commercial financing of CP projects.

- Explains the environmental impacts of certain SME activities

# 1.2. Expectations of participants and presenters

## Basic ground rules

Participants are expected to:[1]

1. Participate actively.

2. Ask questions.

3. Respect different points of view.

4. Share many thoughts & ideas.

5. Build upon the ideas presented by others.

6. Join in problem-solving.

7. Speak for themselves, not their organizations, and not for everyone

8. Respect confidentiality: anything you may learn about the businesses or enterprises of other participants should not be disclosed to others without permission.

9. Have fun!

## Teamwork

Activities in working groups are the most important part of the course. Working groups provide the opportunity for detailed discussions among participants, and for learning from each other.

To be effective, teams will need to observe the basic ground rules above, and:

- Select a chair

- Select a rapporteur

Instructions for chairs and rapporteurs appear below.

## Notes for Working Group Chairs

The chair can be a course presenter or participant

For working group sessions, *the chair's role is to assist the group to function creatively, energetically, democratically and productively in the time allotted.* Therefore, the chair:

- is a neutral servant of the group.

- should not evaluate the ideas or contributions of others, but try to focus the the group on the common task.

- should protect individuals and their ideas from attack and encourage participation.

- must manage time to assure that the tasks the group is assigned are accomplished.

---

[1] adapted from Jawara Lumumba and John Petit, REDSO/WCA, 1995

When appropriate, the chair tries to achieve agreement or consensus on recommendations. (Consensus is not required for these sessions.) If agreement is lacking, areas of agreement and disagreement should be reported.

## Notes for Rapporteurs

The rapporteur is responsible for accurately and succinctly reporting the results of group discussion. Specific responsibilities include:

- Position yourself near the flip chart and capture important points.

- Use phrases (using their words) rather than complete sentences.

- Make sure notes and charts are legible, and understandable!