



GEORGIA
DEPARTMENT OF NATURAL RESOURCES

ENVIRONMENTAL PROTECTION DIVISION

2016 Best Practices

Air Protection Branch 101

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OVERVIEW OF “APB 101”

The Air Protection Branch developed “Air Protection Branch 101” (APB 101) in 2015 to ensure that new associates understand three things:

- The mission of the Air Protection Branch is important. We are all working to improve air quality in Georgia.
- Others within the Air Protection Branch rely on your work.
- There is a lot of opportunity to learn and grow at the Air Protection Branch .



DESCRIPTION OF APB 101

It's a simple thing, really

Half-day training developed entirely in-house

- Begins and ends with remarks from Air Protection Branch Chief
- Short presentation from each program
- Presentations given by managers

Conducted quarterly

Experienced staff invited to attend if space is available



LESSONS LEARNED

One year to develop!

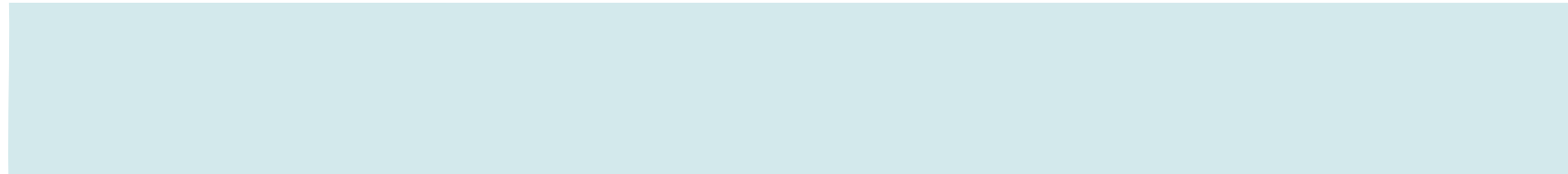
- Some programs didn't have a basic presentation about their program
- Reassigned project
- In house talent formatted the presentations

Initial sessions were information overload

- Too long and too much detail

Managers benefitting from the practice

Take a break!



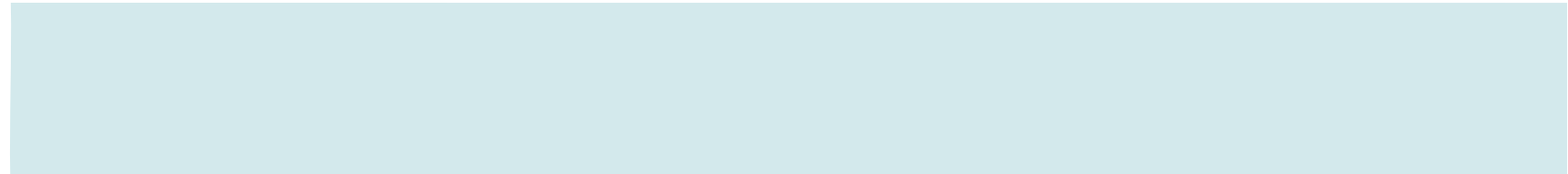


EVALUATION PROCESS

Presenters assess each other for content

New staff content value after APB 101

Follow-up one month letter with an additional assessment on impact of APB 101





SUSTAINABILITY, TRANSFERABILITY AND UNIQUENESS

Once developed, easy to sustain

- Schedule quarterly
- Review presentation for updates

Transferability?

- Concept very transferable
- Watershed Protection Branch attended and is developing similar presentation

Unique? NO! Easily adapted to any organization