

ADVANCING YOUR CAREER

Meri Beth Wojtaszek

Training Manager, SWANA Training Program

Solid Waste Association of North America

Silver Spring, MD

Advancing Your Career



WASTECON 2003
St. Louis, MO
Bob Epler, City of San Diego
Meri Beth Wojtaszek, SWANA
training@swana.org

Agenda

- WDYWFY?
- Making Your Plan
- Working Your Plan
- Evaluating Your Progress



2

WDYWFY?



What Do You Want Eor Yourself?



WDYWFY?

Explore The Possibilities

- Brainstorm!
- What Interests You?
- When Do You Do Your Very Best Work?
- Super-Size It with Synergy!



4

WDYWFY?

Set Your Goals



- **S**pecific
- **M**easurable
- **A**ttainable
- **R**ealistic
- **T**ime Bound



5

Making Your Plan

- Charting Your Course
- Refuel
- Set Milestones



6

Working Your Plan



- Training & Education
- Support Systems



7

Working Your Plan

Training & Education

- SWANA
- Colleges/Universities
- Other Associations



8

Working Your Plan Training & Education

- SWANA Training
- SWANA Certification



10

Working Your Plan SWANA Certification

- Recognized by numerous states as a standard for employees in our industry.
- Being SWANA Certified enhances your resume and distinguishes you as a leader in your profession.
- Certification empowers you with the latest information, positions you to network with fellow professionals, and identifies you as an asset to the industry.
- Certification is available in most industry areas



10

Working Your Plan SWANA Training

- Instructor-Led Training
- On-Site Training
- Online Training
- Home Study



11

Working Your Plan SWANA Training-Instructor Led

- SWANA MOLO & Training Centers
- SWANA Symposia & Conferences
- Chapter Training Events
- Contracted Training for Your Organization



12

Working Your Plan SWANA Training-Instructor Led

Certification Courses:

- Manager of Landfill Operations (MOLO)
- Managing Composting Systems
- Managing Transfer Systems
- Construction and Demolition Materials
- Managing Recycling Systems
- Managing MSW Collections Systems
- Principles of Management in MSW Systems



13

Working Your Plan SWANA Training-Instructor Led

Other Courses:

- Landfill Operational Issues
- HHW Collection Facilities
- FEMA's Debris Management
- Bioreactor Landfill Workshop
- MSW and Recyclables Collection Efficiency Workshop
- Business Planning, Marketing & Communications for the Solid Waste Industry
- Paying for Your MSW Management System: Cost Accounting and Revenue Generation
- Landfill Gas Basics
- Landfill Gas Operations and Maintenance
- Waste Screening
- Electronics Recycling
- Leadership Skills for Solid Waste Professionals
- Outsourcing Decisions and Contracting Strategies: Risks and Rewards



14

Working Your Plan SWANA Training: Online Courses

New Online Training Courses!

- Self Directed Training
 - » Landfill Operations
 - » Composting Operations
- Web Conferencing Events & Training
 - » Monthly Web Seminar Events
 - » Additional Web Classes Coming



15

Working Your Plan SWANA Training: On-site Packages

SWANA provides everything you need to teach the courses to your employees

- Instructor's Manual
- Student Manuals
- CD-ROM containing slideshow



16

Working Your Plan

SWANA Training: On-site Packages

Available On-site Courses:

- Health & Safety At MSW Landfills
- Health & Safety for MSW Collections Personnel
- Training for Collection Operating Personnel
- Waste Screening at MSWM Facilities
- Health & Safety At Material Recycling Facilities (MRF)
- Health & Safety At Transfer Stations
- Training for Sanitary Landfill Operations Personnel



17

Working Your Plan

SWANA Training: Home Study

- Self-paced
- Low cost alternative to receive continuing education credits to SWANA Certified Professionals
- Great Reference Documents



18

Working Your Plan

SWANA Training: Home Study

Available On-site Courses:

- Construction and Demolition Debris Recycling
- Leachate Generation, Collection and Treatment
- Groundwater Monitoring, Sampling, Analysis and Well Construction
- Managing Landfill Gas at MSW Landfills
- Waste Screening at MSW Facilities



19

Working Your Plan

Training & Education

- Colleges & Universities



10

Working Your Plan

Training & Education

- Other Associations



11

Working Your Plan

Support Systems

- Networking
 - SWANA
 - Colleagues
 - Other Organizations
- Mentors/Coaches
- Family & Friends



12

Evaluating Your Progress

- Checkpoints
- Make Adjustments
- Celebrate



13

Evaluating Your Progress

Checkpoints

- Follow Your Plan
- Use Your Milestones
- Watch Your Dashboard



14

Evaluating Your Progress

Make Adjustments

- Tweaks v. Overhauls
- Change is Good!
- Let Your Plan Grow With You



15

Evaluating Your Progress

Celebrate!

You Deserve It!



16