
The Recycling Coordinator's Primer (Half-Day Program)**Fee: \$90 (multiple registrants: \$75) Course Coordinator: Dom D'Altilio**

This course serves as an introduction to recycling in New Jersey – and to the series as a whole. The course will present information about the rules and regulations governing and regulating recycling (and solid waste) in New Jersey, including the latest updates. The course will also address the fundamental duties of recycling coordinators and others involved in recycling programs.

New Jersey Recycling: Practice and Theory (Six-Day Program)**Fee: \$385 (multiple registrants: \$360)/Course Coordinators: Wayne DeFeo and Dom D'Altilio**

Recycling has evolved from something that we do just because it is environmentally sound to something that has substantial economic and sustainability benefits as well. Through hands-on activities and visits to solid waste and recycling facilities across the state, this course will show you how recycling can become “asset management” and a vital part of your organization's operations. You will learn how to perform a waste audit, understand recycling markets, increase participation rates, put efficiency to work for you and much, much more! NOTE: Day 1 and 6 will be held in New Brunswick; days 2-5 will involve field trips to recycling and/or solid waste facilities in the NJ/ NY/ PA area.

Improving Your Management and Leadership Skills (Two-Day Program)**Fee: \$275 (multiple registrants: \$260)/Course Coordinators: Ned Lipman and Terry Tomskey**

Are you building a winning team at your organization? This two-day program will strengthen your management and leadership skills. A test run of your interpersonal and communication methods will allow participants to work collectively on thought-provoking and valuable management and supervisory issues. In addition, all students will complete a self assessment that will clearly define their unique management strengths and strategies for improvement as supervisors and managers. The attributes of winning teams and how to build them will also be explored, along with tips on how to conduct successful interviews.

Recycling Non-Traditional Materials (One-Day Program)**Fee: \$115 (multiple registrants: \$95)/Course Coordinator: John Haas**

This course will introduce you to new materials that can be added to recycling programs by presenting information on emerging/growth markets for current materials. From biosolids to shrink wrap, from vinyl siding to computer monitors – this is the place to find out what you need to know about recovering “assets” that you may now be paying to have hauled away. Invited speakers will discuss markets and trends in New Jersey and beyond.

Understanding Recycling Economics (Four-Day Program)**Fee: \$320 (multiple registrants: \$295)/Course Coordinator: Jim Morris**

Recycling makes financial sense but only if you design your operations to make it so. That starts with fully understanding your costs and analyzing how those costs change as your program changes. It also means that you must be able to talk the language of accounting, economics, finance and marketing. In this four-day class, you'll work break-even levels, full cost accounting, marginal cost analysis, payback periods and analyzing waste audits. The class is fast-paced, fun and interactive. Working in small groups, you will solve problems using costs and prices to make program decisions. You'll practice “what if” scenarios, so that no matter how the variables change, you can still find solutions that maximize returns and minimize costs.

REGISTER FOR ALL NINE CLASSES AND RECEIVE A 20% DISCOUNT!

Enhancing Your Public Communication Skills (Two-Day Program)
Fee: \$220 (multiple registrants: \$195) Course Coordinator: Penny Jones

It is a fact – no matter how good your message is, it won't work if people are not exposed to it. Be it a product, a service or a recycling program, you need to get the word out there, generally in the most cost-effective way possible. In this course, you will analyze audiences to design public relation and marketing campaigns that will be heard! Topics will include effective writing, use of graphic design, media (print, television, radio, cable) purchasing, and public relations techniques. Part of the second day will be devoted to real-world case studies, put before the attendees so they can apply and demonstrate what they have learned.

Recycling Public Policy (One-Day Program)
Fee: \$110 (multiple registrants: \$100)/Course Coordinator: John Haas

The passage of the Recycling Enhancement Act means change, change and more change! This class will provide the information you and your business, school or recycling program need to know to be ahead of the crowd. Speakers from the public and private sectors and regulatory agencies will lead up-to-date discussions of current policies, implementation processes and impacts. Learn what is going on today and what you can expect for tomorrow. **NOTE: Certified Recycling Professionals: take this opportunity to catch up with recent policy and legislative changes – and earn six (6) recertification credits in the process!**

Recycling Collection Techniques (Two-Day Program)
Fee: \$220 (multiple registrants: \$195)/Course Coordinator: Dominick D'Altilio

In this two-day, hands-on course you will learn the techniques required to make and defend decisions regarding collection, develop the skills needed to understand how generation rates are computed, learn the "how-to's" of waste and recycling contracting and explore Heuristic routing. On Day Two, the class will be divided into work groups, where the information presented will be applied to "real world" vehicle routing and collection problems. Special collection techniques and options for multi-family locations, schools and businesses, groups that have received special emphasis in NJ's new solid waste management plan, will be highlighted.

Recycling Case Studies and Problem Solving (Two-Day Program)
Fee: \$185 (multiple registrants: \$165) Course Coordinator: Robert Yunker

This final course completes the certification series. Interactive group exercises, discussions and case studies will reinforce and integrate the facts, concepts and techniques presented in the other series courses. **NOTE : ALL OTHER COURSES IN THE SERIES MUST BE COMPLETED BEFORE ATTENDING THIS COURSE!**

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All courses have been approved for Certified Public Works Manager (CPWM) continuing education credits. Please contact Carol Broccoli at (732) 932-9271 x618 (email: broccoli@njaes.rutgers.edu) for specific credit information.