

Produce Safety Alliance Grower Training Course Checklist

Note: This document has been developed as a quick checklist as you prepare to host a PSA Grower Training Course. For additional details of setting up a training, see the “PSA Grower Training Guide to Setting Up Courses”.

1. Plan your training logistics

- Training Date(s): _____
- Training Venue: _____
 - Max capacity of the room
 - Necessary AV
 - Accessibility needs including restrooms, ADA, etc.
- Training Cost: _____
- Trainer(s): _____
- Length of Training and Agenda: File _____
 - Start Time: _____
 - End Time: _____
- Meals and Beverages:
 - Day 1: Coffee/tea/beverages, lunch and snacks
 - Day 2 (if applicable): Coffee/tea/beverages, lunch and snacks
- Lodging and Travel Arrangements:
 - Hotel(s) for room blocks: _____
 - Transportation Info (if needed): _____
 - Other:
 - List of local recommended restaurants
 - Parking and building information

2. Visit the AFDO website to download the PSA Grower Training Registration form

- Fill out the PSA Grower Training Registration Form at least 2 weeks in advance. The form is available at: afdo.org/producesafetyalliance
- Submit registration form and receive approval from AFDO to host the course, along with required course documentation

3. Advertise and invite your course participants

- Is this a public or a private training?
 - If it is private training, create a list of invited course participants.
 - For a public training, contact Michele Humiston (mmc15@cornell.edu) if you would like the PSA to advertise your course information and link to your registration page.
- Develop Save-the-Date, invitations, and registration documents and distribute

4. Register Participants

- Collect all participant information
- Collect fees

5. Training materials

- Visit the PSA website at: producesafetyalliance.cornell.edu/training/trainer-resources
- PSA Grower Training Manuals in English or Spanish may be ordered online at: producesafetyalliance.cornell.edu/order-materials
Purchase PSA Grower Training Manuals at least 3 weeks in advance of training.
- Purchase binders for participants (1.5" to 2"; 3-ring O-shape style with clear sleeve – for English manuals only; Spanish manuals are spiral bound)
- Bring other supplies for participants, such as pens, post-its, and highlighters.

6. Prep for the training day!

- Print agenda and training evaluations
- Assemble the training materials
 - PSA Training Manuals and 3-ring binders, plus covers and spines (English only)
 - Other resources including Agenda and Evaluations

- Check to make sure there are enough tables and chairs for attendees at the venue
 - Arrange table and chairs (set up classroom style)
- Check AV Equipment / Presentation Tools
 - Extension cables and power strips (2-3)
 - Computer, projector, and screen
 - Flipchart and markers for 'parking lot' questions
 - Microphone (if needed)
 - Presentation remote and laser pointer
- Create and print sign-in sheet for attendance and confirmation of mailing addresses for printed certificates or email addresses for electronic certificates

Note – Even if an individual declines to receive a certificate or electronic certificates are requested, confirm cities, states, and countries of ALL attendees for reporting purposes.
- Set up snacks and food
- Make and hang signs to direct individuals to the training location
- Review the PSA Train-the-Trainer materials and resources to prepare for presenting the modules

7. Deliver the training

- Go over training manuals with participants
- Ensure participants are present for all 7 modules
- Remind participants to fill out evaluations (in pen) and collect at the end of the course
- Collect payment (\$35/person) for AFDO Certificates, if needed

8. Fill out the PSA Grower Training Course Attendance Sheet

- Confirm that the PSA Grower Course Attendance Sheet has been filled out accurately using the headers exactly as provided (Do not alter headings or delete columns)
 - Confirm all participants attended the entire training
 - Confirm mailing addresses and email addresses are provided and correct
- E-mail the completed Excel file to AFDO at: afdo@afdo.org

9. Send training evaluations, agenda, and payment to AFDO

- Mail the original PSA Training Evaluation forms and a copy of the agenda to AFDO
- Send payment to AFDO for certificates

10. Give yourself a pat on the back (and maybe have a post-training beverage of your choice)!