

Produce Safety Alliance Grower Training Guide to Setting Up Courses

Note: A simplified version of this document exists to function as a simple checklist. Please refer to the 'Produce Safety Alliance Grower Training Course Checklist'.

1. Plan your training logistics

Training Date(s)

- When choosing the training date, consider the seasonality and availability of produce growers in your region. Also consider major grower meetings or events that may conflict with scheduling, or that provide opportunities to provide training in a common location. It is also important to make sure co-trainers are available for the selected training dates.

Training Venue

- When choosing a venue, be sure that the room is large enough to comfortably accommodate the number of participants. Suggested maximum class size is 50 participants, plus PSA Trainers and PSA Lead Trainers.
- Restrooms: Make sure the training venue has accessible restrooms complete with toilet and handwashing sinks. Some on-farm and rural locations may not have this available, so it is good to ask ahead.
- Accessible electrical outlets, sound system, a projection screen, functioning projector, and the appropriate HDMI/VGA cords to connect a laptop are needed for most trainings. The meeting space may not include sound, computer, projector, and screen. Be sure to ask, plan for any additional expenses associated with renting the equipment or be ready to bring this equipment if needed.
- A classroom style set up (chairs at tables) is preferred to allow participants to use their resource books and take notes. Round tables are not recommended as some of the participants may not be able to see the screen or have access to the table top during presentations.

Training Cost

- PSA Grower Training Manuals (\$50/each in English or Spanish, plus shipping, plus cost of binders for English manuals)
 - NOTE: English manuals will come shrink-wrapped and three hole punched, with colored tabs, cover, and spine. You will be responsible for purchasing the binders (1.5"-2" ring size) and assembling the content. Spanish manuals are spiral bound.
- AFDO Certificates of Course Completion (\$35/each)
 - NOTE: AFDO would prefer one check be written to pay for all certificates. If other arrangements are needed, this must be discussed with AFDO prior to the training.
- Registrations fees need to cover the training manuals, as well as any additional expenses, including:
 - Binders and any other supplies for participants such as pens
 - Printing of agendas, evaluations, sign-in sheets, signs, and any additional resources
 - Room or venue rental
 - Meals and refreshments including snacks, coffee, and tea
 - Travel for trainers (if applicable)
 - Any additional costs specific to the training. If multi-day training is planned, additional costs may include jump drives and other educational materials such as templates.

Trainer(s)

- At least one PSA Lead Trainer must be physically present for each PSA Grower Training Course. Any person delivering a PSA Grower Training Curriculum module must be a PSA Trainer (Certificate of Course Completion from a PSA Train-the-Trainer Course, in good standing).
- Subject matter experts can be invited to participate in trainings and to answer questions, but they cannot present PSA Grower Training Curriculum modules unless they have attended the PSA Train-the-Trainer Course and are PSA Trainers. If hosting a multi-day training, experts can give supplemental talks that enhance an extended training.

Length of Training and Agenda

- Based on prior experience, at least 7 hours of dedicated teaching time is needed to effectively cover the entire PSA Grower Training Curriculum. Refer to the PSA Train-the-Trainer Manual for allowed modifications to the PowerPoint slides in the PSA Grower Training Curriculum.
- A template agenda is provided in the PSA Train-the-Trainer Manual as well as on the PSA website at: producesafetyalliance.cornell.edu/training/trainer-resources
- If you plan to add any additional days or exercises to the training (e.g., Farm Food Safety Plan Writing Workshop on Day 2), the agenda may need to be extended or adjusted.
- Keep in mind that if you deliver the training over multiple days, you will need to confirm all participants have been present for all of the PSA modules. A sign-in sheet is recommended to help document attendance.

Meals and Beverages

- Meals/Snacks: Due to the length of the course (7+ hours), lunch and/or snacks should be provided. Coffee, tea, and other beverages will help keep participants happy, hydrated, and alert.
 - Ask participants if they have any dietary concerns or needs ahead of time, and consider providing alternative meal options if so.
 - Many organizers find that a catered lunch is more time effective than allowing participants enough time to eat out at restaurants. It also minimizes the chance that participants will miss a module by returning late from an external lunch.

Lodging and Travel Arrangements

- Many session organizers may wish to reserve a block of rooms at a preferred hotel for those attendees that may need to stay overnight.
- Consider the venue location and proximity to airports and public transportation if attendees are traveling from out of town.
- Provide parking and transportation information to course participants, especially if the hotel requires them to park somewhere specific or purchase a parking pass ahead of time.
- You may also consider providing a list of recommended restaurants for participants traveling from out of town and for multi-day trainings.

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

- Fill out the PSA Grower Training Course Registration Form at least 2 weeks prior to the course being offered. The form is available at: afdo.org/producesafetyalliance**
 - The PSA Grower Training Course Registration Form must be filled out by a PSA Lead Trainer, or a PSA Trainer working with a PSA Lead Trainer.

- The PSA Lead Trainer is responsible for communicating with everyone involved in the training to ensure course registration occurs prior to the course being offered.
- Submit registration form and receive approval from AFDO to host the course, along with required course documentation**
 - AFDO will approve the course registration within 5-7 business days and send electronic copies of the paperwork you must fill out during the course.
 - PSA Grower Training Attendance Sheet Excel file (see information entry guidelines in #8 below)
 - PSA Grower Training course evaluation forms (see printing guidelines in #6 below)

3. Advertise and invite your course participants

- Decide if your course will be public or private**
 - If you want the course to be available publicly, you can denote this on the PSA Grower Training Registration form. The PSA and AFDO can assist in advertising your course availability.
 - Contact Michele Humiston (mmc15@cornell.edu) if you would like the PSA to advertise your course information and link to your registration page.
- Develop and distribute marketing materials**
 - As the PSA Trainer or PSA Lead Trainer, you are responsible for inviting course participants and managing participant registration.
 - The PSA has template language for advertising PSA Grower Training Courses that you should use for consistency and accuracy. The template language is available at: producesafetyalliance.cornell.edu/training/trainer-resources This information helps to avoid confusion or misrepresentation of the course. This language has been vetted and should not be altered. There is particular sensitivity to the use of the word “certified”. This course does not “certify” individuals or companies. Please refer to the document, [Produce Safety Alliance Grower Trainings: What to Expect and How to Find the Right One](#), for more information.
 - Save-the-Date, invitations, and participant registration documents should include a description of the training, date, location, program cost, and the deadline for signing up.
 - It is recommended that you include the cost of the AFDO Certificates in the cost of registration. This helps streamline the process for trainers and helps ensure participants get their certificates as soon as possible. If the cost of the AFDO Certificates of Course Completion is not included in the overall course fees, be sure to tell participants to bring \$35 payment. AFDO prefers that one check be written by the organizer to pay for all certificates from one course. This process can be quite complicated as some participants may forget their checks and it may require significant time to follow up which is why it is recommended to include the certificate costs in the registration costs.

4. Register Participants

- Collect all participant information (name, business or organization, contact information, etc.)**
- Collect fees for training, including all hosting costs and the AFDO certificates**

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
Manual orders must be placed at least 3 weeks in advance of the training date to ensure on-time delivery at a reasonable shipping cost.
 - English and Spanish PSA Grower Training Manuals are also available as electronic files on the PSA website at: producesafetyalliance.cornell.edu/training/trainer-resources
Please follow the printing guidelines and layout described on the respective Grower Manual – Electronic Public Release website for the best results.
- ❑ **Purchase binders for participants (for English manuals only)**
 - Organizers must purchase 3-ring binders separately for participant materials.
 - A 1.5”to 2” binder is adequate for the PSA Grower Training Manual materials.
 - Larger binders may be needed if additional resource materials are included.
 - Binders with a clear cover sleeve are recommended for insertion of the binder cover that is included with the PSA Grower Training Manual. An example of this type of binder would be Universal # UNV20972 (Google it!).
- ❑ **Bring other supplies for participants**
 - Other items, including pens, post its, and highlighters, are not required but can be very helpful. Highlighters were identified by training participants as very useful since many wish to mark the FSMA Produce Safety Rule requirements in the materials.

6. Prep for the training day!

- ❑ **Print agenda and training evaluations**
 - A template agenda is available on the PSA website to modify for your course.
 - Double check start and end times! Make sure each presentation has the appropriate amount of time allotted for it.
 - The training evaluation will be provided to PSA Trainers from AFDO during the course registration process. To ensure PSA tabulating software can correctly process evaluations, trainers will need to print evaluations using the following guidelines:
 - Use white paper only, 28 pound thickness. Thinner paper can cause pens to bleed through causing incorrect readings.
 - Print each set of evaluations from a printer, 2-sided duplex printing is recommended. Do not use photocopied versions, as photocopying changes the tonality of the print which interferes with the scanning.
 - Print the evaluations at 100% size, please do not select “Fit” or “Scale to Fit Page” as this will change the size of the output causing alignment problems during scanning.
 - Use only the evaluation that is attached to AFDO’s course approval email for each course (They are specifically created for each course and should not be reused for other courses.)
- ❑ **Assemble the training materials**
 - The English PSA Training Manuals will require some assembly. The materials will be shipped to you in shrink wrapped, three-hole punched packets that include tabs, a manual cover and spine to be assembled in a 3-ring binder. The materials will need to be unwrapped and placed into each binder.
 - Other copied material, including the agenda and evaluations, should be placed in the binder.

- Other resources, including any additional resources such as commodity-specific information for course participants, can be provided. Remember to take additional resource material into account when you choose the size of the 3-ring binder.
- Check to make sure there are enough tables and chairs for attendees at the venue**
 - Arrange tables and chairs (classroom style recommended)
- Check AV Equipment / Presentation Tools**
 - If using electronic PowerPoints, check to ensure projector, laptop, extension cords, microphone, and presentation remote are available and functioning.
 - For course deliveries to audiences who do not use technology, additional considerations for the venue may be necessary. If not using electronic presentations, make sure to print all materials that are not in the PSA Grower Training Manuals.
 - All trainings should have whiteboard or flipchart and markers available for 'parking lot' questions. Some trainers may consider providing post it notes or other methods for participants to share questions and/or feedback about the training.
- Create and print a sign-in sheet for attendance and confirmation of mailing addresses for printed certificates or email addresses for electronic certificates**
 - Print copies to confirm attendance on additional days if the course is in a multi-day format
 - Even if 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**
 - All PSA Grower Training Course participants must be given a PSA Training Evaluation and should be encouraged to fill it out throughout the training.
 - Completed evaluations are scanned digitally for responses. Instruct participants to use a blue or black pen (no pencils, sharpie or highlighters) and to stay within boxes for written responses. Areas outside the boxes are not captured by the scanning process.
- Collect evaluation forms at the end of the course**
- Collect payment (\$35/person) for AFDO Certificates, if needed**

8. Fill out PSA Grower Training Course Attendance Sheet

(Excel file provided during course registration)

- Confirm that the PSA Grower Course Attendance Sheet has been filled out accurately using the headers exactly as provided. Additional guidelines:**
 - Do not add, delete or rearrange columns or add any additional information
 - Use full state names, no abbreviations
 - Use text format for zip codes (excel removes zeros at the beginning otherwise)
 - Confirm ALL participants attended the entire training
 - Include individuals, regardless of whether they request a certificate or not
 - Confirmation of mailing addresses and email addresses can be part of the sign-in process
 - This is important so that individuals who paid for certificates will receive them at their preferred mailing address or email address with appropriate titles.

- E-mail the completed PSA Grower Training Course Attendance Sheet Excel file to AFDO at: afdo@afdo.org**
 - Include your course number in the title of the email or reply to the course approval email you received from the AFDO office. All fields of the Excel file must be completed.

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

- Mail the PSA Training Evaluations and Agenda to AFDO**
 - Scans or copies of the training evaluations may be made for your records.
 - Original training evaluation forms must be mailed to AFDO at:
 - 155 West Market Street, 3rd Floor
 - York, PA 17401
 - Include a copy of the agenda with the trainer(s) of each module indicated for use with processing evaluation data.

- Send payment to AFDO for certificates**
 - One check should be made out to AFDO for the total amount to cover course participants' certificates. Payment by credit card may also be accepted (Please refer to the certificate invoice form for more information).
 - Mail check to AFDO at the address above.

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