# Produce Safety Alliance Grower TrainingGuide to Setting Up Courses

The PSA Lead Trainer(s) listed on the course registration will be accountable for ensuring all PSA policies are followed and the steps outlined below are completed.
PSA reserves the right to suspend or revoke PSA Lead Trainer status if the following policies and protocols are not followed.

This document has been developed as a resource as you prepare to host a PSA Grower Training Course. Simplified versions of this document exist to function as simple checklists. Please refer to the ‘[Produce Safety Alliance Grower Training Checklist: In-Person Delivery Courses](https://resources.producesafetyalliance.cornell.edu/documents/PSA-In-Person-GT-Checklist)’ or ‘[Produce Safety Alliance Grower Training Checklist: Remote Delivery Courses](https://resources.producesafetyalliance.cornell.edu/documents/PSA-Remote-GT-Checklist)’.

## 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 for In-Person Courses

* + 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 Platform for Remote and Hybrid Courses

* + Choose a platform to use (Zoom, Webinar, Teams, etc.)
	+ Ensure attendees have access to reliable internet and functional computer, tablet, phone or other audio and video supporting devices. For more information see: [Technology requirements for an optimal experience](https://cals.cornell.edu/produce-safety-alliance/training/grower-training-course/remote-delivery#tech)

### Training Cost

* + PSA Grower Training Manuals ($50/each in English or Spanish, plus shipping)
	+ AFDO/PSA Certificates of Course Completion ($35/each for participants from high income countries; $15/each for participants from low, lower-middle, or upper-middle income countries)
		- NOTE: PSA Lead Trainers are responsible for checking [the World Bank](https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-lending-groups) for a country’s income designation to determine certificate costs. This cost determination should be based on the participant’s country of residence, not where the courses are hosted. AFDO would prefer one check be written or a credit card 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
		- For In-Person Courses:
			* Supplies for participants such as pens and highlighters
			* 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.
		- For Remote Courses:
* Supplies shipped/mailed to the participants in addition to the manuals such as, PSR handbook, or any other printed resources that might be needed during the training

### Trainer(s)

* + At least one PSA Lead Trainer must be present and engaged for the entire 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 for In-Person Courses. Remote Courses may require additional time to ensure all participants have a printed manual, their audio/visuals are functioning, and they understand how to engage with the online platform.
	+ 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 under [Trainer Resources](https://cals.cornell.edu/produce-safety-alliance/training/trainer-resources)
		- For Remote Courses, email the agenda to participants at least a week prior to the training for their planning purposes.
	+ If you plan to add any additional days or exercises to the training (e.g., Farm Food Safety Plan Writing Workshop), 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 (engaged) for all of the PSA modules.
		- For In-Person Courses, a sign-in sheet is recommended to help document attendance
		- For Remote Courses, a course monitor is recommended to confirm attendance and ensure a participant’s video is on when required, that participants are engaged, and to attend to other technical issues during each module. Prompt questions, annotations, and chat can be used to improve engagement.

### Meals and Beverages for In-Person Courses

* + 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.

### Breaks for Remote Courses

* + - Provide 5-10 minute, or longer, breaks between modules or every couple modules and include on the agenda.
		- Allow participants to take bathroom or stretch breaks during any module, but instruct them they should not miss delivery of content over 10 minutes. If this happens warn them they may need to be trained in the content they missed while on the break or risk not receiving a course certificate. This is up to the discretion of the course trainers.
		- Ensure that participants are back from the break by asking everyone to turn on their videos and possibly check their audio.

### Lodging and Travel Arrangements for In-Person Courses

* + Many session organizers may wish to reserve a block of rooms at a preferred hotel for those participants 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.

### Additional Recommendations for Participants of Remote Courses

* + Remind participants beforehand to be in a place with no distractions during the training sessions.
	+ It is also important that participants are in a comfortable (ergonomically) and well-lit and aerated location.

## Visit the AFDO Website to Register a PSA Grower Training Course

### Fill out the [PSA Grower Training Course Registration Form](https://www.afdo.org/training/producesafetyalliance/psa-trainers-page/register-grower-training-course/) at least 2-3 weeks prior to the course being offered.

* + 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 for In-Person Courses (see printing guidelines in #6 below). A Qualtrics link will be sent for PSA Grower Training course evaluations for Remote Courses.

## 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 will post the course information on the [Upcoming Grower Trainings](https://cals.cornell.edu/produce-safety-alliance/training/grower-training-course/upcoming-grower-trainings) page.
		- Contact Michele Humiston (mmc15@cornell.edu) if you would like the PSA to link to your registration page. This link can also be added to the course registration form sent to AFDO if known ahead of time. Please send URLs only.

### 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 under [Trainer Resources](https://cals.cornell.edu/produce-safety-alliance/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, [Trainings: What to Expect and How to Find the Right One](https://cals.cornell.edu/produce-safety-alliance/training/trainings-what-expect-and-how-find-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/PSA 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/PSA Certificates of Course Completion is not included in the overall course fees, be sure to tell participants of In-Person Courses to bring the appropriate payment ($35 or $15 depending on the income designation of their country according to [the World Bank](https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-lending-groups)). AFDO prefers one payment 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.
	+ For Remote Courses, expectations should be clear regarding the attendance of the training and the technology required for participation.

## Register Participants

### Collect all participant information (name, business or organization, contact information, etc.)

### Collect fees for training, including all hosting costs and the AFDO/PSA certificates

## Training Materials

### Visit the PSA website and review the material under PSA Curriculum for helpful information

* + PSA Grower Training Manuals in English or Spanish may be ordered online at: [Grower Manual Order Form](https://cornell.ca1.qualtrics.com/jfe/form/SV_0rDo4uTBev6dyrc)
	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.
	+ PSA Grower Training Manuals are also available as electronic files on the PSA website at: [Grower Manual for Commercial Print](https://cals.cornell.edu/produce-safety-alliance/psa-curriculum/grower-manual-v12-pdf-files-commercial-print)
	Please follow the printing guidelines and layout described on the download website for the best results. **Electronic files are not to be used in place of printed manuals.**
	+ For Remote Courses, be sure to plan enough time to ship manuals and other training materials to the participants prior to the training. Be aware of weather issues that may impact shipments.

### Bring supplies for participants for In-Person Courses

* + 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.

## Prep for the Training

### Agendas and Training Evaluations

* + Template agendas are 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.
	+ For In-Person Courses, to ensure PSA tabulating software can correctly process evaluations, trainers will need to print evaluations using the following guidelines:
		- Use white paper only
		- 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.
	+ A Qualtrics link will be provided for Remote Courses.
		- Trainers will need to share the course ID along with the evaluation link with the course participants. It is helpful to put the link to the evaluation in the chat after each module.
	+ Use only the evaluation that is included in AFDO’s course approval email for each course. They are specifically created for each course and should not be reused for other courses.
	+ Let participants know it is voluntary but important to fill out the evaluations.

### Additional Preparations for In-Person Courses

### Check to make sure there are enough tables and chairs for participants 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.
	+ Set up snacks and food
	+ Make and hang signs to direct individuals to the training location

### Additional Preparations for Remote Courses

**Prior to the start of the training ensure that:**

### All participants log on

### Video and audio are working (conduct a test run for each participant)

### Participants have the PSA Grower Training manual

### Make clear the course expectations and ground rules of participation

### Additional recommendations for a smooth training:

* + - Trainers log on at least 5 minutes ahead of the training.
		- Ensure that participants have the agenda and other supplemental material
		- Have everyone introduce themselves
		- Assign a course monitor

### Attendance and confirmation of mailing addresses for printed certificates or email addresses for electronic certificates

* + For In-Person Courses, print sign-in sheets to confirm attendance. Print multiple copies for use on additional days if the course is in a multi-day format
	+ For Remote Courses, assign a course monitor or another trainer note attendance each day and monitor engagement for each module
	+ Participants should verify the spelling of names for their certificates
	+ Even if electronic certificates are requested, confirm cities, states, and countries of all participants for reporting purposes.

### Review the PSA Train-the-Trainer materials and resources to prepare for presenting the modules

## Deliver the Training

### Go over training manuals with participants

### For Remote Courses:

* + - Ensure participants’ audio is muted except when they want to speak
		- Ensure supplemental resource links or documents are working and accessible to everyone

### Ensure participants are present (engaged) for all 7 modules

### Remind participants to fill out evaluations

* + All PSA Grower Training Course participants must be given a PSA Grower Training Course Evaluation and should be encouraged to fill it out throughout the training.
	+ For In-Person Courses, completed printed 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, below the dotted line, for written responses. Areas outside the boxes are not captured by the scanning process.
	+ For Remote Courses, Qualtrics web form evaluations will be assigned a unique URL and requires an internet connection and browser to complete. Mobile devices are supported. The form will track the participant’s progress, they can close and return to the form as often as is necessary. Submissions are anonymous, but participants must use the same computer and browser or mobile device to return to the form because progress is tracked using a browser cookie. Instruct participants to enter the Class ID Number into the first field.

### Collect paper evaluation forms at the end of In-Person Courses

### Collect payment ($35 or $15/person) for AFDO/PSA Certificates, if needed

## 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 listed attended the entire training with a printed manual
		- Include individuals that are eligible for a certificate, regardless of whether they request a certificate or not
	+ Verify the spelling of the participants’ names
	+ Confirmation of mailing addresses and email addresses can be part of the sign-in or registration 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.
	+ Even if an individual declines to receive a certificate or electronic certificates are requested, confirm cities, states, and countries of ALL participants for reporting purposes.

## Send Attendance Sheet, Agenda, and Payment to AFDO

### E-mail the completed PSA Grower Training Course Attendance Sheet Excel file and Agenda 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.

* + Include a copy of the final agenda with the trainer(s) of each module indicated for use with printing course certificates and processing evaluation data.

### Send payment to AFDO for certificates

* + One payment should be made out to AFDO for the total amount to cover course participants’ certificates. Please refer to the certificate order form for payment options.

##  Send In-Person Course Training Evaluations to PSA

* + Scans or copies of the training evaluations may be made for your records.

### Mail Original Paper Evaluations to:

Produce Safety Alliance –Attn: Evaluation Processing
Food Research Laboratory
665 W North Street
Geneva, NY 14456

**Or**

### Scan and Upload:

### Use [this link](https://resources.producesafetyalliance.cornell.edu/evaluations.php) to submit your scanned evaluations. Please be sure to carefully follow all instructions on the website in order to ensure effective upload and ability for us to process the data.

* + Please retain the paper version of your evaluations. You will be notified if a scanning adjustment or the paper versions of your evaluations are required.

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