# Produce Safety Alliance Grower Training Course Checklist:

# In-Person Delivery 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 quick checklist as you prepare to host an In-Person PSA Grower Training Course. For additional details of setting up a training, see the “[PSA Grower Training Guide to Setting Up Courses](https://resources.producesafetyalliance.cornell.edu/documents/PSA-Grower-Training-Set-Up-Guide.docx)”.

## **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:

* + - 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:
		- Parking and building information
		- List of local recommended restaurants

## **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 weeks in advance
* Submit registration form and receive approval from AFDO to host the course, along with required course documentation

## **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, if a registration link was not included with the course registration form sent to AFDO, contact Michele Humiston (mmc15@cornell.edu) if you would like the PSA to add a registration link to your course posting (URLs only)
* Develop Save-the-Date, invitations, and registration documents and distribute

## **Register Participants**

* Collect all participant information
* Collect fees

**Note** - Be sure to check [the World Bank](https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-lending-groups) income designations for each participant’s country of residence to ensure the correct certificate fee is charged. ($35 for participants from high income countries; $15 for participants from low, lower-middle, or upper-middle income countries)

## **Training Materials**

* Purchase PSA Grower Training Manuals at least 3 weeks in advance of training or arrange for the printing of the manuals
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)
Files for public release are located: [Grower Manual for Commercial Print](https://cals.cornell.edu/produce-safety-alliance/psa-curriculum/grower-manual-v12-pdf-files-commercial-print)

**Electronic files are not to be used in place of printed manuals**

* Bring supplies for participants, such as pens, post-its, and highlighters

## **Prep for the Training**

* Print agenda and training evaluations
* Check to make sure there are enough tables and chairs for participants 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 participants 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

## **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 or $15/participant) for AFDO/PSA Certificates, if needed

## **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 with a printed manual and are eligible for a certificate of Course Completion
	+ Confirm names, mailing addresses and/or email addresses are provided and correct

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

* E-mail the completed Excel file to AFDO at: afdo@afdo.org
* Send a copy of the final agenda and indicate which trainers delivered each module
* Send one payment for certificates

## **Send Course Training Evaluations to PSA**

* Mail the Original PSA Training Evaluation forms to:

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

OR

* Scan evaluations and [upload here](https://resources.producesafetyalliance.cornell.edu/evaluations.php)

## **Give Yourself a Pat on the Back (and maybe have a post-training beverage of your choice)!**