**Produce Safety Alliance Grower Training Checklist:**

**Remote 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 a Remote 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)”.

1. **Plan Your Training Logistics**
* Training Dates(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Training Platform (Zoom, Web-X, Microsoft Teams etc.):
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Training Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Trainer(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Length of Training and Agenda:
	+ Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Host and participant access to
	+ Reliable internet
	+ Functional computer, tablet, phone, or any other audio and video supporting device
	+ PSA Grower Training manual

**Note -** If the demographic you are targeting has limited access to broadband, video and audio supporting devices, an in-person grower training is the best option. For more information see: [Technology requirements for an optimal experience](https://cals.cornell.edu/produce-safety-alliance/training/grower-training-course/remote-delivery#tech)

1. **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 in advance
* Submit registration form and receive approval from AFDO to host the course, along with required course documentation
1. **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
1. **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**

* Ship the manuals and other training materials to the participants
1. **Prep for the Training**

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

* All participants log on. Verify their names and addresses (mailing and email) on the registration form **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
* 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
1. **Deliver the Training**
* Go over the training modules with participants
* Ensure participants’ audio is muted except when they want to speak
* Ensure participants are engaged for all 7 modules
* Provide breaks between modules
* Ensure supplemental materials (such as resource links and documents) are working and accessible to everyone
* Provide participants with the evaluation link and course ID and remind the participants to fill out the evaluation

**Note:** Assigning a trainer to ensure participant video is on, participants are engaged (including monitoring the chat) and attending to other technical issues during each module will facilitate a smooth training

## **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.

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