# “Produce Safety during COVID-19” Grower Training Course Checklist

This document has been developed as a quick checklist as you prepare to host a training.

## Plan your training logistics

* Trainer(s):
* Training Date:
* Training Method
  + In person
  + Zoom, GoogleMeet, GoToMeeting, etc.

Link:

* + Hybrid
* In person Venue:
* Training Needs:
  + Max capacity of the room
  + Necessary AV
  + Accessibility needs including restrooms, ADA, etc.
* Length of Training and Agenda:
  + - Start Time:
    - End Time:
* In person Venue Information:
  + Parking and building information.
  + Map and/or directions available to attendees
* Contact for help:
  + Phone number:
  + email:

## Advertise and invite your course participants

* Develop Save-the-Date, invitations, and registration documents and distribute \_\_\_

## Register Participants

* Collect all participant information

## Training materials

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

## Prep for the training day!

* Online Attendees
  + Send agenda, training materials and training evaluations
  + Send link to training link AND a backup phone number to call for help
* In person Attendees
  + Arrange table and chairs (set up classroom style with social distancing)
  + Layout training materials for attendees
* 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

* Make and hang signs to direct individuals to the training location
* Review the “Produce Safety during COVID-19” 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 four modules
* Remind participants to fill out evaluations (in pen) and collect at the end of the course

## Fill out the “Produce Safety during COVID-19” Grower Training Course Attendance Sheet

* Confirm that the “Produce Safety during COVID-19” 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

## Send Attendance Sheet to

* E-mail the completed Attendance Sheet Excel file to Barbara Liedl at: liedlbe@wvstateu.edu
* Send a copy of the final agenda and indicate which trainers delivered each module