

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

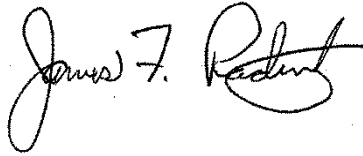
Notice FLP-705

1-FLP

For: State Offices

Selecting and Training FLOT Trainers

Approved by: Acting Deputy Administrator, Farm Loan Programs



1 Overview

A Background

Selecting and training FLOT trainers is addressed in 6-PM, subparagraphs 191 F and G. State Offices are required to train newly selected FLOT trainers before they are assigned FLOT.

Previously, FLOT trainers from each State participated in a FLOT “Train-the-Trainer” session conducted by the National Office. Trainers, in turn, provided training to additional FLOT trainers within their State. However, the last such workshop was conducted in 2007, and many States no longer have FLOT trainers who attended the session.

State Offices have recently hired, or are in the process of hiring, a significant number of FLOT’s. Therefore, the National Office is developing training for all existing, and newly selected, FLOT trainers.

B Purpose

This notice:

- provides information on FLOT trainer training under development
- requires State Offices to provide the projected number of FLOT trainers within their State
- informs State Offices of:
 - a forthcoming amendment to 6-PM on selecting and training FLOT trainers
 - the proposed training schedule.

Disposal Date	Distribution
October 1, 2015	State Offices

1 Overview (Continued)

C Contact

Direct any questions about this notice to either of the following:

- Teresa Martin by either of the following:
 - e-mail to **teresa.martin@wdc.usda.gov**
 - telephone at 202-690-0431
- Bill Cobb by either of the following:
 - e-mail to **bill.cobb@wdc.usda.gov**
 - telephone at 202-720-1059.

2 Training for FLOT Trainers

A Training Content

Effective training of FLOT's is critical to FLP delivery. FLOT's training experience impacts:

- their success as an FLP loan officer
- their ability to shape the future of FLP
- FSA's retention of employees.

FLOT trainer training under development will address the following:

- national FLOT training philosophy
- tools and resources available to both FLOT's and their trainers
- trainer's role and responsibilities, including information on the following:
 - characteristics of effective learning environments
 - generational differences
 - learning styles
 - building trust
 - effectively using questions to enhance training
 - monitoring and evaluating trainees
- development of a training plan.

2 Training for FLOT Trainers (Continued)

B Training Method

Training sessions of no more than 2 hours will be held by the National Office using Adobe Connect. Training will be conducted by a combination of National, State, and County Office employees.

C Training Participants

All existing and newly appointed FLOT trainers will be required to attend 1 of the sessions. State Offices shall provide the total number of FLOT trainers in the State by e-mail to Teresa Martin at teresa.martin@wdc.usda.gov no later than March 27, 2015.

Notes: The total number of trainers must include the following:

- existing and any new trainers needed as a result of recent or planned FLOT hiring
- FLC
- FLOT training coordinator.

State training coordinator may be included.

Trainer names or locations are not needed.

D Tentative Training Schedule

The first training sessions are tentatively scheduled for April 28-30, 2015. Three sessions will be held each day. Each State will be assigned to a specific session. A subsequent FLP notice will provide specific information for the schedule and registration process.

Additional training sessions will be held to accommodate trainers who are unavailable to attend any of the sessions scheduled, or are selected as trainers after April 2015.

E Supplemental Training

SED's are encouraged to hold supplemental training sessions with all FLOT trainers to discuss:

- the State's FLOT training philosophy
- using group training, when possible
- training approach for topics not included in the FLOT Trainer/Trainee Manual, such as environmental compliance and using FLP systems
- role of FLOT training coordinator and other State Office officials.

3 Selecting FLOT Trainers and Training Offices

A Identifying Potential Trainers

6-PM, subparagraph 191 F provides that FLC's, FLM's, SFLO's, DD's, and FLS's may be designated as a trainer. A forthcoming amendment to 6-PM, subparagraph 191 F will allow FLO's to be designated as a trainer. State Offices may now consider FLO's when selecting new trainers.

B Evaluating Potential Trainers

The criteria to consider when evaluating potential trainers are provided in 6-PM, subparagraph 191 F. One of the criteria requires trainers to be available to provide oversight and guidance to FLOT without affecting the day-to-day operations of their office. Reductions in staff and reorganization of office structures within States have resulted in trainers being assigned multiple trainees not located in the same office. While this is not recommended, in these cases State Offices may consider the following:

- locate trainers and trainees within a reasonable distance to enable in-person training sessions, if locating in the same office is not feasible
- use other FLP employees in the trainee's office to assist in the day-to-day oversight and administration of training under the direction of the trainer
- conduct in-person group training sessions where possible
- use available technology, such as screen-sharing and Adobe Connect, when trainers and trainees are not co-located.

C Selecting Training Offices

The trainer and trainee should be co-located if conditions allow. Training offices must have adequate workload to provide a wide range of training experience and appropriate workspace for trainees to complete training modules, program area tests, and the final comprehensive exam. If a trainer and trainee are **not** co-located, the State Office should consider:

- requiring a written communication plan establishing weekly communication through telephone calls, e-mail, and in-person meetings
- allocating travel funds and/or providing access to a GSA vehicle for in-person meetings according to the communication plan
- using other FLP employees in the trainee's office to assist in training, as appropriate.