UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

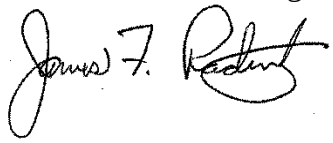
Notice FLP-710

1-FLP

For: State Offices

Training for FLOT Trainers

Approved by: Acting Deputy Administrator, Farm Loan Programs



1 Overview

A Background

Notice FLP-705 announced that training for FLOT trainers was tentatively scheduled for April 28 through 30, 2015. Currently, State Offices are required to train newly selected FLOT trainers before they are assigned a trainee.

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

B Purpose

This notice provides information on the following:

- training content and required participants
- training dates and times
- registration process.

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 Information

A Training Content

FLOT trainer training is a 2-hour web presentation that 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:
  - 6-PM, Part 13
  - FLOTRACK
  - FLOT Trainer/Trainee Manual
  - working with multiple trainees and/or distance training
- development of a training plan.

B Training Participants

The following individuals shall register for training according to subparagraph C:

- all existing and newly appointed FLOT trainers designated by their State Office
- FLC
- FLOT training coordinator.

Notes: DD's and State training coordinator may be included.

Additional training sessions will be held to accommodate trainers who are unavailable to attend the scheduled session, or are selected as trainers after April 2015. States will be notified when additional training sessions will be held.

C Registering for Training

For States hosting group sessions, **only 1 person** in the group should register for the training. For States **not** hosting group sessions, individual participants shall register for training by clicking on the date and time link for the session assigned to their State in the table in this subparagraph.

States scheduling group sessions shall e-mail the names of training participants to Teresa Martin at **teresa.martin@wdc.usda.gov**. The National Office will ensure that the training is recorded in each participant's AgLearn training record. No additional action is required for individuals who register through AgLearn.

2 Training Information (Continued)

C Registering for Training (Continued)

States should contact Teresa Martin at 202-690-0431 or **teresa.martin@wdc.usda.gov** to arrange a different training session for individual trainers whose schedules conflict with the State's assigned date and time.

To register for a training session, click on the link for the State-designated training date and time.

Session	Date and Time	States
1	Tuesday, April 28, 2015 from 9:00 to 11:00 AM EDT	CT, MA, ME, NH, NY, OH, PA, RI, and VT
2	Tuesday, April 28, 2015 from 12:00 to 2:00 PM EDT	AR, CO, MO, PR, TN, and UT
3	Tuesday, April 28, 2015 from 3:00 to 5:00 PM EDT	AL, KS, LA, and WI
4	Wednesday, April 29, 2015 from 9:00 to 11:00 AM EDT	DE, FL, GA, MD, NC, NJ, and SC
5	Wednesday, April 29, 2015 from 12:00 to 2:00 PM EDT	IA, IL, and NE
6	Wednesday, April 29, 2015 from 3:00 to 5:00 PM EDT	MN, ND, and SD
7	Thursday, April 30, 2015 from 9:00 to 11:00 AM EDT	IN, KY, MI, VA, and WV
8	Thursday, April 30, 2015 from 12:00 to 2:00 PM EDT	MS, NM, OK, and TX
9	Thursday, April 30, 2015 from 3:00 to 5:00 PM EDT	AK, AZ, CA, HI, ID, MT, NV, OR, WA, and WY

On the eAuthentication Warning Page, enter the user ID and password, the CLICK "Login". On the Registration Page, CLICK "Confirm". The participant will receive a "Registration Notification" e-mail. This e-mail will contain the Adobe Connect Link and teleconference line that the participant will use to join the training session.

Note: If the participant is **not** able to register through these links, log into AgLearn at **http://www.aglearn.usda.gov/**. In the "Search Catalog" box on the AgLearn Home Page, ENTER "**FLOT Trainer**" and CLICK "**Browse**". Under the course title, CLICK "**View Course Dates**". Scroll to the designated date and time for the participant's State, CLICK "**Register**", and then CLICK "**Confirm**".

2 Training Information (Continued)

D Improving Training Session Performance

Viewing the training may be improved by:

- minimizing or eliminating network activities during the scheduled time for the training session
- if possible, asking other Agencies in shared offices to minimize activities that would interfere with the training session.

Note: Telephones should be placed on mute when not speaking and the telephone "hold" feature **must not** be used during the training.

3 Additional Information

A FLOT Trainer Guide

Before the training, the FLOT Trainer Guide will be posted to the Farm Loan Programs Systems webpage at **https://amistad.sc.egov.usda.gov/flp/IndexServlet**. CLICK "**Manuals**" under "Informational Links".

B State Office Supplemental Training

SED's are encouraged to schedule group sessions for training participants and conduct State training to supplement the National training. State supplemental training is also encouraged for those States unable to schedule group training. The supplemental training should address:

- the State's FLOT training philosophy
- actions and responsibilities required under 6-PM, Part 13
- using group training for FLOT's and other employees who must complete Phase 1 of the FLOT Program, when possible and appropriate
- the State's training approach for topics not included in the FLOT Trainer/Trainee Manual, such as FLOT orientation, environmental compliance, and using FLP systems
- role of FLOT training coordinator and other State Office officials.