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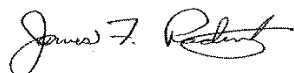Farm Service Agency
Washington, DC 20250

1-FLP

For: State and County Offices

Training for FLOT Trainers – Make-Up Sessions

Approved by: Acting Deputy Administrator, Farm Loan Programs

[signature]

1 Overview

A Background

Notice FLP-710:

- announced training for FLOT trainers, FLC's and FLOT training coordinators, that was held April 28 through 30, 2015

- provided that additional (make-up) training sessions would be available for those unavailable to attend the scheduled session or selected as trainers after the training dates.

B Purpose

This notice provides the following information about the make-up sessions:

- 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:

  - e-mail to **teresa.martin@wdc.usda.gov**
  - telephone at 202-690-0431

- Bill Cobb by:

  - e-mail to **bill.cobb@wdc.usda.gov**
  - telephone at 202-720-1059.

Disposal Date	**Distribution**
October 1, 2015	State Offices; State Offices relay to County Offices

2   Training Information

A   Training Content

FLOT trainer training is a 2-hour web presentation that addresses 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 FLOT trainers, FLC's and FLOT training coordinators who were unable to attend one of the April sessions.

- employees designated as FLOT trainers after April 30, 2015.

Note: DD's and State training coordinators may register, at their discretion.

C   Registering for Training

To register for a training session, click on the link for the desired training date and time.

Session	Date and Time
1	**Wednesday, July 22, 2015 from 2:00 p.m. to 4:00 p.m. EDT**
2	**Thursday, August 6, 2015 from 2:00 p.m. to 4:00 p.m. EDT**

On the eAuthentication Warning Page, enter the user ID and password, then 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

Participants may view the FLOT Trainer Guide before the training on the Farm Loan Programs Systems webpage at **https://amistad.sc.egov.usda.gov/flp/IndexServlet**. CLICK "**Manuals**" under "Informational Links".

B Supplemental State Office Guidance

After completing the training session, FLOT trainers are encouraged to contact the State Office to discuss the following:

- State's:

  - FLOT training philosophy

  - approach to actions and responsibilities required under 6-PM, Part 13

  - use of group training for FLOT's and other employees who must complete Phase 1 of the FLOT Program, when possible and appropriate

  - 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.