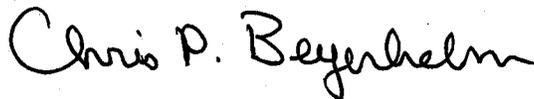


For: State and County Offices

Additional Webinar EM Training

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

FSA previously conducted three EM webinar training sessions; however, those sessions did not accommodate all FSA personnel interested in participating. In addition, it has been determined that all remaining employees with loan approval authority shall participate in 1 of the training sessions.

Therefore, the National Office is conducting additional EM Training Webinars on Thursday, July 28; Tuesday, August 2; and Tuesday, August 9, 2011, to provide EM training to all remaining employees interested in participating.

B Purpose

This notice provides information about the following:

- registering for EM training sessions
- improving Webinar performance
- additional training materials available
- obtaining credit in shared training situations
- State Office actions.

C Contact

If there are questions about this notice:

- County Offices shall contact State Offices
- State Offices shall contact Mike Moore, Dan Jackson, or Connie Holman at 202-720-1632.

Disposal Date	Distribution
September 1, 2011	State Offices; State Offices relay to County Offices

Notice FLP-594

2 Training Actions

A Register for Training

Trainees shall register in AgLearn as follows:

- CLICK the following link that corresponds to the session that trainees will attend:
 - July 28 from 10 a.m. to 11:30 a.m. e.t.
 - July 28 from 12:30 p.m. to 2 p.m. e.t.
 - August 2 from 2:30 p.m. to 4 p.m. e.t.
 - August 9 from 10 a.m. to 11:30 a.m. e.t.
 - August 9 from 12:30 p.m. to 2 p.m. e.t.
- CLICK “**Register**”, then “**Confirm**”.

Note: If the training session links in this subparagraph do not work, follow these steps to register.

Step	Action
1	Log onto AgLearn at http://www.aglearn.usda.gov .
2	Enter user ID and password.
3	CLICK “ Catalog ” tab.
4	On left side of the page, CLICK “+” next to AgLearn Original Courseware Structure.
5	Navigate to and CLICK “ Farm Service Agency ”.
6	Navigate to and CLICK “ Farm Loan ”.
7	Navigate to and CLICK “ Emergency Loan Training ”.
8	Select the date, CLICK “ Register ”, and CLICK “ Confirm ”.

Trainees:

- will receive the LiveMeeting e-mail invitation after registration
- shall ensure that their e-mail address is accurate in AgLearn.

If there are questions about AgLearn or problems registering, e-mail Bessy Plaza at bessy.plaza@wdc.usda.gov.

Notes: The sessions are limited to 75 connections.

Individuals who were waitlisted from the previous training will need to re-register for this training. This will allow trainees to choose which session they want to attend.

Additional sessions will be scheduled, if needed.

2 Training Actions (Continued)

B Improving Webinar Performance

Because of the large number of trainees participating, the Webinars performance may be improved by the following:

- sharing connections to the Webinar, if possible
- minimizing or eliminating network activities during the scheduled time for the Webinars
- keeping phones muted.

Note: Do **not** place phones on hold.

C Training Materials

The PowerPoint slides developed for the Webinar training will be available on the FSA Intranet site after August 9, 2011.

The Disaster Assistance Manual is available on the FSA Intranet at http://www.flp.fsa.usda.gov:4019/ibi_html/fcad_html/DAindex.html. Trainees may review before or after completing the training.

D Course Credit for Shared Training

To receive credit for the training, if using a shared link, send a list of all trainees to Bessy Plaza by e-mail to bessy.plaza@wdc.usda.gov.

E State Office Action

The State Office shall ensure that all remaining personnel who want to participate in the training are registered and are able to participate in the training.