

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice FLP-894**

1-FLP, 6-M

**For:** State and County Offices

**Farm Loan Programs Trainers Training**

**Approved by:** Deputy Administrator, Farm Loan Programs



**1 Overview**

**A Background**

Effective training of FLOT's is critical to FLP delivery. The National Office recognizes the vital role trainers hold in training FLOT's. Therefore, the National Office has begun holding trainers training sessions to provide new and existing FLOT trainers the tools and support needed to carry out an effective training program.

**B Purpose**

This notice:

- announces the trainers training
- provides guidance on registering for the training
- provides information on training schedule.

**C Contact**

If there are questions about this notice:

- County Offices will contact State Offices
- State Offices will contact Gretchen Thomas, National FLOT Coordinator, by e-mail to [gretchen.thomas@usda.gov](mailto:gretchen.thomas@usda.gov).

**Disposal Date**

July 1, 2024

**Distribution**

State Offices; State Offices relay to County Offices

## 2 Training Information

### A Training Content

The trainers training:

- is mandatory for employees who will be listed as trainers in FLOTrack
- is a 3-hour interactive web class
- has been developed to provide guidance on:
  - understanding the trainer role and responsibilities
  - communication tips
  - identifying skills of an effective trainer
  - applying effective teaching elements.

**Notes:** Class size is limited to 10 participants. Training is optional for trainers who have previously completed FSA trainers training.

Additional training materials can be found on the Farm Loan Programs Training SharePoint site at [https://usdagcc.sharepoint.com/sites/fsa-oa/field-office/Farm\\_Loan\\_Programs\\_Training](https://usdagcc.sharepoint.com/sites/fsa-oa/field-office/Farm_Loan_Programs_Training).

### B Registering for the Training

FLC's may approve and register all FLP staff with an active role in FLOT training on the FLC Only SharePoint site at [https://usdagcc.sharepoint.com/sites/fsa-oa/field-office/Farm\\_Loan\\_Programs\\_Training/Registration/](https://usdagcc.sharepoint.com/sites/fsa-oa/field-office/Farm_Loan_Programs_Training/Registration/).

All registration requests for training should be submitted through the FLC SharePoint.

**Note:** FLC's are encouraged to register trainers promptly because class size is limited.

### C Training Schedule

Training sessions will be held monthly, as necessary, based on the number of attendees.

### D Trainers Training Participation Credit

FLOT trainers will receive credit in AgLearn for participating in trainers training. The National Office will provide a list of attendees to AgLearn personnel to update the participants record of learning.