

Inspector Training Workshop Planning Checklist

Planning for the Workshop

- 3 months before workshop
 - Submit workshop proposal and plan to State ATFS Committee
 - Date
 - Location/Region
 - Budget (travel, meals, meeting room, presenters, handouts, etc.)
 - Minimum & maximum number of participants
 - Request permission from your State ATFS Committee
 - Select and reserve workshop site for the date, time, and number of hours needed
 - Invite another Facilitator to co-present the workshop
 - Consider scheduling a complimentary training (QDMA, NRCS, etc.) to fill out the day
- 2 months before workshop
 - Develop promotional materials such as brochures, flyers, registration forms, etc.
 - Distribute promotional materials via email or mail to prospective attendees
 - Post workshop details to State Tree Farm Program calendar of events
 - Advertise workshop in various news outlets including State newsletters and Forestry Associations
 - Send notice to State Society of American Foresters Chapter to distribute to members
 - Request Continuing Forestry Education (CFE) Credits for State specific needs
 - o State specific needs are the responsibility of local presenters
- 1 month before workshop
 - Request workshop materials from ATFS staff or download from Leaders Only section of web site
 - Send second registration reminder to prospective attendees
- 2 weeks before workshop
 - Review "Principles for Working with Adult Learners"
 - Review materials and customize state specific slides
 - o Workshop objectives (to ensure inspectors understand the 2015-2020 AFF Standards, the requirements of the Tree Farm program, and are able to conduct a Tree Farm inspection).
 - o State regulations, policies, contacts, and recent non-conformities
 - o Constraints (space, time, weather, etc.) and strategies for overcoming them
 - o Requirements for CFE credits (Society of American Foresters are pre-approved)
 - o Material and equipment needs

2 weeks before workshop
(continued)

- Outline workshop agenda and plan schedule; coordinate with co-presenters on section(s) covered
- Arrange for refreshments and snacks
- Gather support materials: AV equipment, paper, pens, and any handouts

1 week before workshop

- Send confirmations and directions/map to those registered.
- Ensure you have all necessary material for training
 - o Workshop Registration Form, powerpoint with notes, 2015-2020 Standard, highlights of standard revisions, inspector manuals, new 004 Forms, evaluations, CFE credit forms

Day before workshop

- If possible, visit workshop site in advance to check things out.

Day of workshop

At the Workshop Site

- Set up workshop space (if possible, the afternoon or evening before).
- Check to be sure equipment is working.
- Locate restrooms, light switches, plugs, and easiest access to the outdoors.
- Set up registration table, handout table, and food/beverage area
- Before starting be sure each participant has completed Workshop Registration Form
- At the beginning of the workshop, orient participants to the restrooms and refreshments.
- Provide a brief overview of the agenda, including when breaks/lunch will be taken.
- Start off with the Anti-Trust statement
- At the end of the workshop, be sure each participant completes Workshop Evaluation
- Have participants sign CFE form(s) if needing credit

Post-Workshop Tasks

- Summarize workshop evaluations and share results with co-facilitators
- Send completed Workshop Registration Forms to state administrator for entry into ATFS database
- Send in signed CFE form(s) for processing credits
- (Optional) Send thank you letters with a list of workshop participants contact information
- Remind participants of any additional ATFS opportunities and/or requirements