



RF-DASH TRAINING EVENT

ORGANIZER TASK LIST

INTRODUCTION

You've decided that you want an RF-DASH training in your area. Now what? How do you go about hosting/organizing a training?

The list below is a step-by-step guide for putting together an RF-DASH training. It should be used by RF-DASH trainers and others. Ensuring that these tasks are completed will ensure the organization of a successful RF-DASH training event.

Please note that this task list is for multi-department trainings. It will be useful for persons planning single-department training events, but is written to assist with larger, multi-department events.

SUMMARY

The RF-DASH Training Organizer Task List included 20 total steps, listed in sequential order. Step descriptions, responsible party, and deadlines are in the "task list" section of the document.

1. Identify Instructors
2. Meet with RF-DASH Core Team
3. Form Planning Team
4. Identify Classroom Location
5. Set Training Date
6. Create Registration Form
7. Make and Share Promotional Materials
8. Secure Farm Location
9. Seek Out Sponsors
10. Assess Training Registration Count
11. Coordinate Food
12. Determine Farm Hazards
13. Request Training Materials
14. Final Registration Count
15. Create Press Release
16. Get RF-DASH PowerPoints
17. Complete Farm Tour
18. Conduct Training Event
19. Evaluate Training Event
20. Training Complete!

TASK LIST

Note: If you are the person that wants to organize an RF-DASH training, you are the training **host**. If you are an RF-DASH trainer, you are the **trainer**. The **RF-DASH Core Team** is prepared to assist with all the steps listed below. The **Planning Team** includes the host and other local folks involved in planning the training.

All steps should be completed to ensure a successful RF-DASH training event!

Task #	Task Description	Who is responsible?	When to complete?	Task Complete
1.	Identify Instructors - Identify RF-DASH instructor(s) to lead the training. - Use the RF-DASH Trainers Map to find RF-DASH trainers in your area. - Is there an RF-DASH trainer in your area that you could bring in to lead the training? - If not, contact the RF-DASH Core Team about leading your training.	Host	As soon as possible	
2.	Meet with RF-DASH Core Team - Schedule meeting between your Planning Team and the RF-DASH Core Team. - This meeting will help the core team know how they can best assist you and ensure that the crucial first steps in the planning process are completed successfully. - To schedule a meeting, please email Stephanie Bluhm, the RF-DASH Project Assistant: bluhm.stephanie@marshfieldresearch.org.	Host	As soon as possible	
3.	Form Planning Team - Put together a team to assist with planning and promoting the training. - Contact the following persons to see if they would be a part of the planning team: - RF-DASH trainer in county, or other motivated first responder (not necessarily a fire chief or ambulance manager). - County Cooperative Extension Agent – Extension agents can be great help organizing a training. If you do not know your county Extension Agent, contact RF-DASH Core Team. - County emergency manager – Emergency managers can assist with promoting the training to first responder networks.	Host	As soon as possible	

Task #	Task Description	Who is responsible?	When to complete?	Task Complete
4.	Identify Classroom Location - Identify classroom location for training event. - Usually this is a firehouse or something similar. - Needs to be able to hold up to 30 participants. - Make sure that the classroom location has the necessary technology or that someone can bring the necessary tech items. - Have a backup plan! - Email classroom location to RF-DASH trainer, especially if they are not local, so that they can begin making travel arrangements.	Host, Planning Team	As soon as possible	
5.	Set Training Date - Set a date for the training event. - Setting a date is <u>the most important step</u> and should be a coordinated decision by all members of the Planning Team. <u>Make sure that there are no conflicts with the selected date.</u> Conflicts might include: - Local community event. - Another nearby first responder training. - The training date should be at least one month away to allow for additional planning and promotion. 6-8 weeks away is ideal and will decrease the stress involved with the following steps.	Host, Planning Team	As soon as possible	
6.	Create Registration Form - Once you have a classroom and a date, set up the registration form. - The RF-DASH Core Team has ready-made registration forms available for use. - The maximum registration is 30 students. - On the registration form, be sure to list a “registration closed” date. After this date, no new registrations will be accepted. This helps with food and materials planning. <u>The “registration closed” date should be at least one week before the training date.</u>	RF-DASH Core Team	At least one month before training	

Task #	Task Description	Who is responsible?	When to complete?	Task Complete
7.	Make and Share Promotional Materials • Contact the RF-DASH Core Team so that they can help you create and disseminate promotional materials. • Promotional materials can include: ○ Webpage – a place where people can find info about the training ○ Event flyer – a printable flyer to give to people interested in the training ○ Press release – a short statement to be sent to local and state news media ○ Social media posts – to be shared widely, especially with firefighter groups ○ Radio interview – ag radio stations are a great way to promote the training • Share promotional materials widely. Usually, if you send the event flyer to a first responders' group or Facebook page, they will share it.	RF-DASH Core Team, Host, Trainer, Planning Team	<u>Make materials:</u> At least one month before training <u>Share materials:</u> continuously until training	
8.	Secure Farm Location • Identify a local farm to host the on-farm part of the training. ○ The farm can be large or small, but it should be one that is fairly representative of the area. • We have had success using local first responders' farms. County Extension Agents can also be a major help with this step. ○ Note: Usually, it is easier to find a farm than a classroom. • Share the farm address with RF-DASH trainer so that they can map it.	Host, Planning Team	As soon as possible	
9.	Seek Out Sponsors • With promotional materials in hand, seek out sponsors for the training event. • Possible sponsors include: ○ Community organizations ○ Agricultural companies/groups ○ Insurance companies and banks • The primary purpose of sponsor funds is to cover food for the training. ○ Additional funds can be used to supplement instructor travel, and/or provide a small gift for the host farm. • Be sure to thank any sponsors during the training and/or do a social media post thanking them, etc.	Host, Planning Team	As soon as possible	

Task #	Task Description	Who is responsible?	When to complete?	Task Complete
10.	Assess Training Registration Count - Figure out how many people have registered for the training. - Use this to estimate number of materials needed and any food orders. - Note: If 10 or more participants have registered, please complete step #14 (press release) at this point.	Host, Planning Team, RF-DASH Core Team	At least two weeks before training date	
11.	Coordinate Food - A full-day RF-DASH training usually includes breakfast, lunch, coffee, water, and some snacks. - Planning Team should work with local caterers or others to coordinate food for the training, including pick-up, amount to order, etc.	Host, Planning Team	At least two weeks before training date	
12.	Determine Farm Hazards - Call the owner/operator of the Farm Location to learn more about the hazards on their operation. - Questions to ask include: - Do you have any machinery that use PTOs? - Do you have any tractors? - What kinds of structures do you have on the farm? - Do you have any confined spaces? - Any other unique things on the farm (e.g., agritourism, farmworker housing, etc.)? - Inform the RF-DASH Core Team about the hazards at the farm location so that they know which hazard analysis sheets to include with the training materials.	Host, Planning Team, Trainer	Prior to Step #13	
13.	Request Training Materials - Create and/or request training materials. - RF-DASH training materials can be requested from the RF-DASH Core Team. - Training materials include the following: - RF-DASH training binder - RF-DASH patch - RF-DASH challenge coin - Training evaluation form - RF-DASH training certificate - Optional: 911 call sheets to give to local farms.	Host, Planning Team, Trainer	At least two weeks before training date	

Task #	Task Description	Who is responsible?	When to complete?	Task Complete
14.	Final Registration Count - Figure out the number of registrations. - Decide whether to have the training event: - If there are 10 or more registrations, move forward with the training. - If there are less than 10 registrations, cancel the training event. No exceptions. <u>This is the point of no return. It is essential to ensure an adequate registration in order to make the training event worthwhile.</u> - Adjust food orders as necessary.	Host, Trainer, Planning Team, RF-DASH Core Team	Registration closing date	
15.	Create Press Release - Once the training event has 10 or more registrants, work to complete a press release. <i>Press releases should be sent to media partners at least one week prior to training.</i> - The RF-DASH Core Team can assist.	Host, Planning Team, RF-DASH Core Team, Trainer	At least one week before training	
16.	Get RF-DASH PowerPoints - Trainer should contact the Core Team to get the current RF-DASH PowerPoints. - Presentations can be adjusted to fit the training region - Include statistics about agricultural injuries for the state where training is taking place. - Use AgInjuryNews.org to look up some news articles about recent farm injuries in the state.	Trainer	Before Training Date	
17.	Complete Farm Tour Tour the host farm before the training to learn about the operation and know what to look for when teaching the on-farm part of the training.	Trainer	Day before training	
18.	Conduct Training Event Do the training!	Trainer	Training date	
19.	Evaluate Training Event - Be sure to have participants complete evaluation forms after the training. These forms help ensure the fidelity and sustainability of RF-DASH. - Pro tip: Ask participants to submit evaluations to get their challenge coin and patch.	Trainer or Host	Immediately after training	
20.	Complete! Please send evaluations, photos, and other info to the RF-DASH team.	Host	After training	