# BGF-AMS Trainer Guide

## Comprehensive Training Delivery Guide for Pilot Program

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## Training Overview

### Training Objectives

By the end of the training day, participants will be able to: - ✓ Log into BGF-AMS independently - ✓ Navigate the system confidently - ✓ Create and manage field records - ✓ Create tillage programs - ✓ Record tillage services - ✓ Assign crops to fields - ✓ Generate and export reports - ✓ Troubleshoot common issues - ✓ Access help and support resources

### Success Criteria

**Immediate (End of Day):** - 90% of participants can log in independently - 85% can perform core tasks with minimal assistance - 80% report confidence level of 4/5 or higher - All critical system features validated - Feedback surveys 80%+ completion rate

**Short-term (1 Week):** - 75% actively using the system - Support requests manageable and decreasing - No critical unresolved issues

### Training Schedule

**Time:** 8:00 AM - 5:00 PM **Format:** Instructor-led with hands-on practice **Group Size:** 10-15 participants recommended **Breaks:** Morning (15 min), Lunch (60 min), Afternoon (15 min)

## Pre-Training Preparation

### One Week Before Training

**Materials Preparation:** - [ ] Print participant handbooks (10-15 copies) - [ ] Laminate quick reference cards (15 copies per card) - [ ] Prepare exercise workbooks (10-15 copies) - [ ] Print pre-training surveys (if not completed online) - [ ] Print post-training feedback forms (15 copies) - [ ] Prepare attendance sheet - [ ] Prepare certificate templates - [ ] Prepare trainer materials (lesson plans, notes)

**Technical Preparation:** - [ ] Verify system access for pilot school - [ ] Create test accounts for all participants - [ ] Pre-load sample data - [ ] Test all system features - [ ] Verify internet connectivity at venue - [ ] Prepare backup internet (mobile hotspot) - [ ] Test projector and laptop connection - [ ] Prepare presentation slides - [ ] Download offline documentation (backup)

**Logistics:** - [ ] Confirm training date and time with school - [ ] Confirm venue and room setup - [ ] Arrange transportation if needed - [ ] Book accommodation if required - [ ] Confirm number of participants - [ ] Send reminder email to participants - [ ] Share pre-training survey link - [ ] Coordinate with technical support team

**Review:** - [ ] Review pre-training survey responses - [ ] Identify participants needing extra support - [ ] Customize examples using school’s actual data - [ ] Review any special requirements noted - [ ] Prepare answers to anticipated questions

### Day Before Training

**Final Checks:** - [ ] Verify all materials are packed - [ ] Charge laptop and backup devices - [ ] Test internet access one more time - [ ] Confirm training room is available - [ ] Call/email participants to confirm attendance - [ ] Review lesson plans - [ ] Prepare opening remarks - [ ] Mental preparation and rest

**Pack Checklist:** - [ ] Laptop + charger - [ ] Projector (if not provided) - [ ] Extension cords - [ ] Mobile hotspot device - [ ] Participant handbooks - [ ] Quick reference cards - [ ] Exercise workbooks - [ ] Feedback forms - [ ] Attendance sheet - [ ] Certificates - [ ] Pens/markers - [ ] Name tags/cards - [ ] Trainer notes - [ ] Contact list (support, coordinator) - [ ] First aid kit - [ ] Snacks/water for trainer

## Training Day Setup

### Arrival (60-90 minutes before start)

**Room Setup (7:00 AM):** 1. **Seating Arrangement:** - U-shape or classroom style preferred - Ensure everyone can see screen - Space for movement and interaction - Access to power outlets

1. **Technology Setup:**
   * Test projector and laptop
   * Verify internet connection
   * Test system access
   * Open all necessary tabs/windows
   * Set up backup internet if needed
   * Adjust screen brightness
   * Test audio if using video
2. **Materials Distribution:**
   * Place handbook at each seat
   * Place quick reference cards
   * Place name cards
   * Place feedback form (collect at end)
   * Pens at each seat
3. **Visual Aids:**
   * Write agenda on whiteboard/flip chart
   * Post schedule with breaks
   * Display login instructions
   * Emergency contact numbers visible

**Trainer Preparation:** - Login credentials ready - Demo accounts tested - Sample data prepared - Lesson plans accessible - Water/coffee arranged - Restroom locations known - Emergency procedures understood

## Detailed Lesson Plans

### MODULE 1: Welcome & System Overview (30 minutes)

**Time:** 8:00 - 8:30 AM

#### Learning Objectives

* Understand training program structure
* Understand BGF-AMS purpose and benefits
* Know what to expect from the day
* Feel comfortable and engaged

#### Materials Needed

* Presentation slides
* Participant handbooks
* Attendance sheet

#### Lesson Plan

**8:00 - 8:10: Welcome & Introductions (10 min)**

1. **Warm Welcome**
   * Greet participants as they arrive
   * Informal chat to build rapport
   * Offer refreshments
2. **Formal Introduction**
   * Introduce yourself (name, role, experience)
   * Brief background on BGF-AMS project
   * Purpose of pilot program
3. **Participant Introductions**
   * Name, role, years of experience
   * One expectation for today
   * Keep it brief (30 seconds each)

**Trainer Note:** Create a welcoming, supportive atmosphere. Show enthusiasm!

**8:10 - 8:20: Training Overview (10 min)**

**Cover:** 1. **Schedule for the Day** - Morning sessions - Lunch break time - Afternoon sessions - End time - Break times

1. **Training Approach**
   * Mix of instruction and hands-on practice
   * Learn by doing
   * Questions encouraged anytime
   * No “silly” questions
2. **Materials Overview**
   * Participant handbook (their reference)
   * Quick reference cards (for later)
   * Exercise workbooks (for practice)
   * Take all materials home
3. **Ground Rules**
   * Respectful of each other
   * Phones on silent (unless emergency)
   * Help each other
   * Take breaks as needed
   * Have fun!

**Trainer Note:** Set positive, encouraging tone. Emphasize safety to make mistakes.

**8:20 - 8:30: System Overview (10 min)**

**Present:** 1. **What is BGF-AMS?** - Comprehensive farm management platform - Manage farms, fields, crops, tillage - Generate reports easily - Access anywhere with internet

1. **Key Features** (brief overview)
   * Farm & field management
   * Tillage program tracking
   * Crop management
   * Reporting & analytics
   * Equipment & inventory (mention briefly)
2. **Benefits for Your School**
   * Organized record keeping
   * Easy report generation
   * Track progress over time
   * Data-driven decisions
   * Save time
   * Improve farm management
3. **Success Stories** (if available)
   * Brief example of similar school
   * Concrete benefits achieved
   * Build confidence and excitement

**Trainer Note:** Focus on benefits, not technical details. Answer “What’s in it for me?”

**Transition:** “Now let’s get hands-on and start using the system!”

### MODULE 2: System Access & Navigation (60 minutes)

**Time:** 8:30 - 9:30 AM

#### Learning Objectives

* Successfully log into the system
* Navigate the main interface
* Understand the dashboard
* Locate key features
* Manage user profile

#### Materials Needed

* Login credentials for each participant
* Live system access
* Projected demonstration

#### Lesson Plan

**8:30 - 8:45: Logging In (15 min)**

**Demonstrate (5 min):** 1. Open browser 2. Type URL (display clearly on screen) 3. Enter username 4. Enter password 5. Click Login 6. First-time password change process

**Guided Practice (10 min):** 1. Distribute login credentials 2. Ask participants to log in 3. Walk around to assist 4. Ensure everyone successful before continuing

**Common Issues to Watch For:** - Wrong URL entered - Caps Lock on - Typing errors in username - Browser issues

**Trainer Note:** Don’t move on until everyone is logged in. This is critical!

**8:45 - 9:00: Dashboard Tour (15 min)**

**Demonstrate:** 1. **Top Navigation Bar** - Logo (home button) - Search bar - Notifications - Profile menu

1. **Side Navigation Menu**
   * Explain collapsible sections
   * Tillage Program
   * Map
   * Farm Management section
   * Administration (if applicable)
2. **Main Content Area**
   * Summary cards
   * Recent activity
   * Quick actions

**Interactive Activity:** Ask participants to: - Find the Farms section - Find the Tillage Program - Find their profile

**Trainer Note:** Go slowly. Give people time to find things. Confirm everyone found each item before moving on.

**9:00 - 9:15: Navigation Practice (15 min)**

**Guided Exploration:** 1. “Click on Farms” 2. Wait for everyone 3. “Now return to Dashboard - click the logo” 4. “Click on Fields” 5. “Return to Dashboard” 6. “Click on Tillage Program, then Programs” 7. “Return to Dashboard”

**Independent Exploration (5 min):** - “Spend 5 minutes clicking around” - “Explore different sections” - “Don’t worry, you can’t break anything!” - Walk around to observe and assist

**Group Check:** - “Who found something interesting?” - “Any questions so far?” - Address any confusion

**Trainer Note:** Encourage exploration. Normalize confusion - it’s new!

**9:15 - 9:30: User Profile & Settings (15 min)**

**Demonstrate:** 1. Click name (top right) 2. Select “Profile” 3. Review profile information 4. Show how to change password 5. Explain role and permissions

**Guided Practice:** 1. Ask participants to access their profile 2. Have them change their password 3. Have them view their assigned farms 4. Review their role

**Password Best Practices:** - At least 8 characters - Mix of letters, numbers, symbols - Not easy to guess - Write it down securely - Don’t share with others

**Q&A Time (5 min):** - Open floor for questions - Address any navigation confusion - Clarify terminology

**Module Assessment:** ✓ Can everyone log in? ✓ Can everyone navigate to different sections? ✓ Can everyone access their profile? ✓ Does everyone understand the basic layout?

**Trainer Note:** This foundation is critical. Ensure solid understanding before proceeding.

**Transition:** “Great job! Now let’s look at farm information.”

### MODULE 3: Farm Management (60 minutes)

**Time:** 9:30 - 10:30 AM

#### Learning Objectives

* Access and view farm information
* Understand farm data sections
* Navigate to specific farms
* Locate farms on maps

#### Lesson Plan

**9:30 - 9:45: Viewing Farm Information (15 min)**

**Demonstrate:** 1. Navigate to Farms section 2. Show farms list 3. Click on a farm (use their school’s farm) 4. Tour through all sections: - Basic information - Land details - Infrastructure - Agricultural information - Location & GPS

**Explain Each Section:** - Why this information is important - How it’s used - Where it comes from

**Guided Practice:** 1. Ask participants to go to Farms 2. Have them find their school’s farm 3. Have them explore each section 4. Walk around to assist

**Trainer Note:** Use their actual farm data. Makes it real and relevant!

**9:45 - 10:00: Understanding Farm Data (15 min)**

**Interactive Discussion:** 1. Show farm size, arable land, cleared land 2. Ask: “Does this match what you know?” 3. Discuss any discrepancies 4. Explain how to note corrections

**Key Data Fields:** - **Total Size:** Total farm area - **Arable Land:** Land suitable for crops - **Cleared Land:** Land currently cleared - **Soil Type:** Important for crop selection - **Water Sources:** Critical for planning - **Irrigation:** Affects what can be grown

**Activity:** Ask participants to find answers: - What is your farm’s total size? - What soil type do you have? - What water sources are available? - Is your farm irrigated?

**Trainer Note:** Engage participants. Make it a conversation, not lecture.

**10:00 - 10:15: Farm Location & Maps (15 min)**

**Demonstrate:** 1. Show GPS coordinates section 2. Explain latitude/longitude 3. Show map view 4. Demonstrate zooming and panning 5. Show how to locate farm on map

**Explain GPS Importance:** - Precise location - Boundary definition - Area calculation - Integration with other tools

**Guided Practice:** 1. Have participants find GPS coordinates 2. Have them locate farm on map 3. Practice zooming in/out 4. Note any missing/incorrect data

**Trainer Note:** GPS may be intimidating. Keep it simple. Focus on viewing, not editing yet.

**10:15 - 10:30: Q&A and Wrap-up (15 min)**

**Review Activity:** Ask participants to: 1. Navigate to their farm 2. Find one piece of information 3. Share with group

**Address Questions:** - Open floor for any farm management questions - Clarify any confusing concepts - Document any data issues found

**Key Takeaways:** - You can view all your farm information in one place - Data is organized logically - Maps help visualize location - Data can be updated (we’ll learn how later)

**Trainer Note:** Ensure understanding before break. They need this foundation.

**MORNING BREAK: 10:30 - 10:45 AM (15 minutes)**

**Trainer Tasks During Break:** - Address individual questions - Check in with struggling participants - Note any issues for documentation - Prepare for next module - Ensure system still working properly

### MODULE 4: Field Management (75 minutes)

**Time:** 10:45 AM - 12:00 PM

#### Learning Objectives

* View and filter fields list
* Understand field information
* Create new field records
* Edit existing field information
* Add GPS boundaries (if applicable)

#### Lesson Plan

**10:45 - 11:00: Viewing Fields (15 min)**

**Demonstrate:** 1. Navigate to Fields section 2. Show fields list 3. Demonstrate filtering: - By farm - By status - By crop 4. Show search function 5. Click on a field to view details

**Field Information Tour:** - Field name and description - Size (hectares) - Soil type - Status - Current crops - GPS boundaries - History

**Guided Practice:** 1. Navigate to Fields 2. View all fields 3. Filter by your farm 4. Click on a specific field 5. Explore all information tabs

**Trainer Note:** If they have many fields, practice filtering is important.

**11:00 - 11:30: Creating a New Field (30 min)**

**Demonstrate Step-by-Step (10 min):** 1. Go to Fields 2. Click “+ Add New Field” 3. Fill in required fields: - Field name: “Demo Field 1” - Farm: Select from dropdown - Size: 2.5 hectares 4. Fill in optional fields: - Description - Soil type - Topography - Status: Active 5. Skip GPS for now 6. Click “Create Field” 7. Show success message 8. Find new field in list

**Guided Practice (20 min):** 1. Ask each participant to create a test field 2. Provide these details to use: - Name: “[YourName] Practice Field” - Size: 1.5 hectares - Soil type: (their choice) - Status: Active 3. Walk around to assist 4. Ensure everyone completes successfully

**Common Issues:** - Forgetting required fields - Number format for size - Dropdown not working - Save button not clicking

**Trainer Note:** This is hands-on. Everyone must successfully create a field!

**11:30 - 11:50: Editing Fields & GPS (20 min)**

**Demonstrate Editing (10 min):** 1. Open a field 2. Click “Edit” button 3. Change something (description) 4. Click “Save Changes” 5. Show updated information

**GPS Boundaries (if time/applicable):** 1. Show GPS section in field 2. Explain boundary points 3. Demonstrate adding a point: - Click “Add Boundary Point” - Enter Latitude: -17.8292 - Enter Longitude: 31.0522 - Click “Add” 4. Show point on map 5. Explain multiple points form boundary

**Guided Practice:** 1. Have participants edit their practice field 2. Add a description or change status 3. Save changes 4. Verify changes saved

**Optional GPS Practice:** - If participants have actual GPS coordinates - Help them add real boundary points - Document any technical issues

**Trainer Note:** Editing is important but usually straightforward. GPS is optional depending on audience needs.

**11:50 - 12:00: Field Management Wrap-up (10 min)**

**Quick Quiz (Verbal):** - “How do you create a new field?” (someone answers) - “Where do you find field size?” (someone answers) - “Can you delete a field?” (answer: depends on role, usually no)

**Key Takeaways:** ✓ Fields are organized by farm ✓ Creating fields is straightforward ✓ Can filter and search to find fields ✓ GPS boundaries are optional but helpful ✓ Can edit fields anytime

**Preview Next Session:** “After lunch, we’ll work on tillage programs - this is the core of what many of you do!”

**LUNCH BREAK: 12:00 - 1:00 PM (60 minutes)**

**Trainer Tasks:** - Eat and rest! - Review morning feedback (informal observations) - Check system performance - Prepare afternoon materials - Address any individual needs - Document issues found - Quick touch-base with technical support

### MODULE 5: Tillage Program Management (60 minutes)

**Time:** 1:00 - 2:00 PM

#### Learning Objectives

* Understand tillage programs concept
* Create a tillage program
* Record tillage services
* Track program progress
* View tillage dashboard

#### Lesson Plan

**1:00 - 1:15: Tillage Programs Overview (15 min)**

**Energizer Activity:** - Quick stretch break - “How’s everyone feeling after lunch?” - Brief recap of morning

**Explain Tillage Programs:** 1. **What is it?** - Seasonal plan for land preparation - Tracks what needs to be done - Monitors progress

1. **Why use it?**
   * Organized planning
   * Track progress
   * Know what’s complete/remaining
   * Generate reports easily
   * Historical records
2. **Key Components:**
   * Program: Overall seasonal plan
   * Services: Individual tillage activities
   * Progress: Automatic tracking

**Show Example:** - Navigate to Tillage Program - Show a sample program - Show progress tracking - Show service records

**Trainer Note:** Connect to their real work. “How do you track tillage now?”

**1:15 - 1:35: Creating a Tillage Program (20 min)**

**Demonstrate (10 min):** 1. Go to Tillage Program > Programs 2. Click “+ New Program” 3. Fill in details: - Name: “2025 Practice Program” - Description: “Practice session for training” - Start Date: Today - End Date: 3 months from today - Farm: Select their farm - Total Hectares: 25 - Status: Active 4. Click “Create Program” 5. Show success and new program in list

**Guided Practice (10 min):** Instructions for participants: 1. Create a practice program for current season 2. Use these guidelines: - Name it with current year/season - Start date: within next week - End date: appropriate for season - Realistic hectares for your farm 3. Walk around to assist 4. Ensure everyone successful

**Check Understanding:** - “Where do you see your program?” - “What does the progress show?” - “How much has been tilled?” (should be 0)

**Trainer Note:** Ensure they understand the program is the “container” for service records.

**1:35 - 1:55: Recording Tillage Services (20 min)**

**Demonstrate (10 min):** 1. Two ways to record: - From program - From dashboard

1. Method 1: From Program
   * Click on program name
   * Click “Add Service”
2. Fill in service details:
   * Farm: Select
   * Field: Select
   * Date: Today
   * Hectares: 3.5
   * Equipment: (optional) “Tractor + plough”
   * Provider: (optional) “District team”
   * Cost: (optional) $150
   * Notes: (optional)
3. Click “Record Service”
4. Show updated progress in program

**Guided Practice (10 min):** Ask participants to: 1. Record a practice service in their program 2. Use these details: - Use one of their fields - Any reasonable hectares amount - Today’s date - Add equipment if they know 3. Save the service 4. Check that program progress updated

**Verify:** - Walk around checking each person - Confirm service recorded - Confirm progress showing correctly - Address any issues

**Trainer Note:** This is core functionality. Must work perfectly!

**1:55 - 2:00: Tillage Dashboard (5 min)**

**Quick Demonstration:** 1. Go to Tillage Program > Dashboard 2. Show summary cards 3. Show progress charts 4. Show recent activity 5. Explain metrics

**Have Participants View:** - Navigate to dashboard - Find their program data - See their recorded service

**Key Point:** “The dashboard updates automatically as you record services. This gives you real-time view of progress!”

**Trainer Note:** Keep this brief. Focus on showing the value.

**Transition:** “Great progress! Now let’s look at crop management.”

### MODULE 6: Crop Management (60 minutes)

**Time:** 2:00 - 3:00 PM

#### Learning Objectives

* Understand crop database
* Browse available crops
* Assign crops to fields
* Record planting information
* View crop status

#### Lesson Plan

**2:00 - 2:15: Crop Database Overview (15 min)**

**Explain Two-Part System:** 1. **Crop Database:** - Master list of all crops - Pre-loaded with common crops - Reference information

1. **Field-Crop Assignments:**
   * Links crops to fields
   * Records planting details
   * Tracks crop status

**Demonstrate:** 1. Navigate to Crops > All Crops 2. Browse crop list 3. Click on a crop (e.g., Maize) 4. Show crop information: - Category - Growing season - Requirements - Varieties

**Guided Exploration:** 1. Have participants browse crops 2. Find crops they typically grow 3. Explore crop details 4. Note any missing crops

**Discussion:** - “What crops do you grow?” - “Are they all in the system?” - “Any missing?” (document for later)

**Trainer Note:** Keep engagement high. Talk about their actual crops.

**2:15 - 2:45: Assigning Crops to Fields (30 min)**

**Demonstrate Method 1: From Field (10 min)** 1. Go to Fields 2. Click on a field 3. Click “Assign Crop” 4. Fill in details: - Crop: Select from dropdown (Maize) - Variety: (optional) “SC513” - Planting Date: Select date - Expected Harvest: Auto-suggested, adjust if needed - Area Planted: Usually equals field size - Expected Yield: (optional) 5 tonnes 5. Click “Assign Crop” 6. Show field now has active crop

**Demonstrate Method 2: From Crop (5 min)** 1. Go to Crops > All Crops 2. Click on a crop 3. Click “Assign to Field” 4. Select field 5. Fill same details 6. Assign

**Guided Practice (15 min):** Ask participants to: 1. Assign a crop to their practice field OR actual field 2. Use a crop they actually grow 3. Include planting date (actual or planned) 4. Set expected harvest date 5. Walk around to assist each person 6. Verify everyone successful

**Common Issues:** - Can’t find specific crop variety - Unsure of expected harvest date - Field already has crop assigned

**Solutions:** - Can add variety name in variety field - System suggests harvest date based on crop - Can have multiple crops per field (intercropping)

**Trainer Note:** This connects to their real work. Encourage using actual data.

**2:45 - 3:00: Crop Status & Management (15 min)**

**Demonstrate:** 1. View field with assigned crop 2. Show crop status indicators 3. Show how to update crop information 4. Show crop history in field

**Different Views:** 1. **From Fields:** See which crops are in which fields 2. **From Crops:** See where specific crop is planted

**Practical Application:** - “This helps you see what’s planted where” - “Helps plan next season” - “Historical data for analysis” - “Required for reporting”

**Quick Practice:** 1. Have participants view their crop assignment 2. Navigate different ways to see it 3. Update if needed (change note or date)

**Key Takeaways:** ✓ Crops assigned to specific fields ✓ Records planting and harvest dates ✓ Can track multiple crops ✓ Historical records maintained

**Trainer Note:** Emphasize practical benefit - knowing what’s where!

**AFTERNOON BREAK: 3:00 - 3:15 PM (15 minutes)**

### MODULE 7: Reporting & Analytics (45 minutes)

**Time:** 3:15 - 4:00 PM

#### Learning Objectives

* Access tillage dashboard
* Generate reports
* Export to Excel
* Interpret key metrics

#### Lesson Plan

**3:15 - 3:30: Tillage Dashboard Deep Dive (15 min)**

**Comprehensive Dashboard Tour:** 1. Navigate to Tillage Program > Dashboard 2. Explain each metric: - Active programs count - Total hectares planned - Hectares completed - Completion percentage 3. Show visual charts 4. Explain recent activity feed

**Reading the Data:** - What do these numbers tell you? - How to identify what needs attention - Progress at a glance

**Have Participants:** 1. Open dashboard 2. Find their program data 3. Interpret their metrics 4. Discuss what they see

**Trainer Note:** Help them understand the story the data tells.

**3:30 - 3:50: Generating Reports (20 min)**

**Demonstrate Report Generation (10 min):** 1. Go to Tillage Program > Tillage Reports 2. Select report type (Program Summary) 3. Set date range: - Start: Beginning of season - End: Today 4. Filter by farm (if needed) 5. Click “Generate Report” 6. Review report on screen: - Program details - Services summary - Progress data - Costs (if recorded)

**Guided Practice (10 min):** Ask participants to: 1. Generate a report for their program 2. Use appropriate date range 3. Review the report 4. Check that their data appears

**Walk Around:** - Verify everyone can generate report - Help interpret results - Answer questions about data shown

**Trainer Note:** Reports are a key benefit. Make sure they see value.

**3:50 - 4:00: Exporting to Excel (10 min)**

**Demonstrate:** 1. Generate a report (as above) 2. Locate “Export to Excel” button 3. Click the button 4. Save file dialog appears 5. Save to desktop or downloads 6. Open the Excel file 7. Show data in Excel format 8. Explain can now edit, print, share

**Guided Practice:** 1. Have participants export their report 2. Verify file downloaded 3. Open in Excel (if available) 4. View the data

**Benefits of Excel Export:** - Can manipulate data - Create custom reports - Print for meetings - Share with stakeholders - Archive records

**Trainer Note:** Excel export is hugely valuable. Emphasize flexibility.

**Transition:** “Excellent! Now let’s practice with real data.”

### MODULE 8: Real Data Entry Practice (30 minutes)

**Time:** 4:00 - 4:30 PM

#### Learning Objectives

* Apply all learned skills with actual data
* Enter historical data
* Identify data migration challenges
* Build confidence for independent use

#### Lesson Plan

**4:00 - 4:05: Introduction (5 min)**

**Explain Activity:** “Now it’s time to work with your actual farm data. This is where learning becomes real!”

**Objectives:** - Enter real data from your records - Practice all skills learned today - Identify any issues or challenges - Get comfortable with realistic scenarios

**What You’ll Do:** 1. Bring out your existing farm records 2. Enter data into BGF-AMS 3. Create real fields (if not already done) 4. Record actual tillage services 5. Assign actual crops 6. Trainer and peers will help

**Trainer Note:** This is most valuable part. Real practice, real value.

**4:05 - 4:25: Guided Real Data Entry (20 min)**

**Scenario-Based Practice:**

**Scenario 1: Creating Actual Fields (if needed)** If they haven’t created real fields yet: 1. Use their farm maps/records 2. Create fields with actual names 3. Enter accurate sizes 4. Record actual soil types 5. Set correct status

**Scenario 2: Recording Historical Tillage** If they have recent tillage records: 1. Create/use existing program 2. Record actual services performed 3. Enter accurate dates 4. Real hectares tilled 5. Actual equipment used

**Scenario 3: Recording Current Crops** If they have crops currently planted: 1. Assign real crops to actual fields 2. Enter actual planting dates 3. Realistic expected harvest dates 4. Actual area planted

**Support Approach:** - Walk around continuously - Help individuals with their specific data - Troubleshoot data entry issues - Document common challenges - Encourage peer helping

**Questions to Ask:** - “What are you trying to enter?” - “What data do you have available?” - “Let’s enter one record together” - “Who else has similar data to enter?”

**Trainer Note:** This is messy and individualized. Be patient and supportive. This is where real learning happens.

**4:25 - 4:30: Debrief (5 min)**

**Group Discussion:** - “What challenges did you encounter?” - “What data was easy to enter?” - “What data was confusing?” - “What’s missing that you need?”

**Document Issues:** - Data format problems - Missing fields - Unclear labels - System limitations - Feature requests

**Encouragement:** - “Great job working with real data!” - “Any confusion is normal” - “You’ll get faster with practice” - “Support is available”

**Trainer Note:** Validate their experience. Document everything for improvement.

### MODULE 9: Wrap-up & Next Steps (30 minutes)

**Time:** 4:30 - 5:00 PM

#### Learning Objectives

* Review key learning points
* Complete feedback surveys
* Understand next steps and support
* Receive certificates

#### Lesson Plan

**4:30 - 4:40: Review & Q&A (10 min)**

**Quick Recap:** “Let’s review what we learned today:”

1. **System Access ✓**
   * Logging in
   * Navigation
   * Profile management
2. **Farm Management ✓**
   * Viewing farm information
   * Understanding data sections
3. **Field Management ✓**
   * Creating fields
   * Editing fields
   * GPS boundaries
4. **Tillage Programs ✓**
   * Creating programs
   * Recording services
   * Tracking progress
5. **Crop Management ✓**
   * Assigning crops to fields
   * Recording planting info
6. **Reporting ✓**
   * Generating reports
   * Exporting to Excel
7. **Real Data Entry ✓**
   * Practical application

**Final Q&A:** - Open floor for any remaining questions - Address any lingering confusion - Clarify anything unclear

**Trainer Note:** Keep it upbeat and positive. Celebrate learning!

**4:40 - 4:50: Feedback Survey (10 min)**

**Distribute Feedback Forms:** - Give everyone a paper survey - Or share online link

**Instructions:** - “Please complete this survey” - “Your honest feedback is valuable” - “Helps us improve the system and training” - “Takes about 10 minutes” - “Anonymous responses welcome”

**While They Complete:** - Available for individual questions - Don’t hover - Prepare certificates - Pack materials

**Collect Surveys:** - As participants finish - Thank each person - Ensure high completion rate

**Trainer Note:** Feedback is critical. Encourage honest responses.

**4:50 - 5:00: Next Steps & Closing (10 min)**

**Next Steps:** 1. **This Week:** - Practice what you learned - Enter your farm data - Generate a report - Reach out if stuck

1. **Support Available:**
   * Help Desk: support@bgf-ams.com / [Phone]
   * Hours: Mon-Fri, 8 AM - 5 PM
   * Response within 4 hours for critical issues
   * Trainer available for follow-up questions
2. **Follow-up:**
   * Check-in call in 2-3 days
   * Follow-up survey in 1 week
   * Additional training if needed
3. **Resources:**
   * Participant handbook (take home)
   * Quick reference cards (take home)
   * Online help: [URL]
   * Video tutorials (coming soon)

**Encouragement:** - “You’ve learned a lot today!” - “It’s normal to forget some things” - “Practice will make you comfortable” - “We’re here to support you” - “Your feedback will improve the system”

**Distribute Certificates:** - Call each name - Hand certificate - Congratulate - Thank for participation

**Final Thank You:** - Thank everyone for their time - Thank for being pilot school - Thank for honest feedback - Wish them success

**Group Photo:** (Optional but nice) - Take group photo with certificates - Share with school/coordinator

**Trainer Note:** End on a high note. They should feel accomplished and supported.

## Training Delivery Tips

### General Best Practices

**Pacing:** - Don’t rush - better to skip optional content than rush important concepts - Check understanding frequently - Adjust pace based on participant needs - Build in extra time for challenges

**Engagement:** - Ask questions frequently - Use participants’ names - Encourage participation - Praise effort and progress - Make eye contact - Move around the room

**Demonstrations:** - Speak while you demonstrate - Narrate every click - Go slowly - Repeat if needed - Check everyone following

**Hands-On Practice:** - Essential for learning - Don’t move on until everyone succeeds - Walk around continuously - Provide individual support - Encourage peer helping

**Energy Management:** - Stay enthusiastic - Take breaks when needed - Mix activities (demo, practice, discussion) - Post-lunch energy dip is real - plan accordingly - Stay positive even when tired

### Handling Different Learning Paces

**Fast Learners:** - Give additional challenges - Ask them to help others - Have them explore advanced features - Don’t let them distract others

**Slow Learners:** - Extra individual attention - Break tasks into smaller steps - Buddy with faster learner - Encourage, don’t rush - Follow up after class

**Very Struggling Participants:** - One-on-one time during breaks - Simplified exercises - Written step-by-step guides - Consider additional training session - May need basic computer skills training first

### Managing Difficult Situations

**Technical Failures:** - Stay calm - Have backup plans - Mobile hotspot for internet - Offline materials ready - Reschedule if catastrophic failure

**Resistant Participants:** - Understand their concerns - Emphasize benefits - Start with easy wins - Don’t force participation - One-on-one conversation

**Disruptive Participants:** - Address privately during break - Set expectations respectfully - May need coordinator involvement - Focus on willing participants

**Off-Topic Questions:** - “Great question, let’s discuss at break” - “Let’s stay focused on [topic], but I’ll come back to that” - “Write that down for later discussion” - Honor questions but maintain flow

### Creating Supportive Environment

**Do:** - Celebrate every success - Normalize mistakes - “There are no silly questions” - Encourage helping each other - Share your own learning stories - Be patient - Be approachable

**Don’t:** - Show frustration - Make participants feel stupid - Rush through important concepts - Ignore struggling participants - Use jargon without explanation - Assume prior knowledge

## Common Issues & Solutions

### Technical Issues

**Issue: Participant can’t log in** - Check username spelling - Check password (case-sensitive) - Try different browser - Reset password - Check internet connection - Verify account created

**Issue: Page won’t load** - Refresh browser - Check internet connection - Clear browser cache - Try different browser - Restart computer if needed

**Issue: Can’t save data** - Check all required fields filled - Check data format (numbers, dates) - Check internet connection - Try again - Document error message - Contact technical support

**Issue: GPS coordinates not saving** - Check coordinate format - Verify latitude/longitude ranges - One point at a time - Skip if repeatedly failing - Note as issue to resolve later

**Issue: Report won’t generate** - Check date range valid - Try removing filters - Refresh and try again - Check internet connection - Document and contact support

### Training Issues

**Issue: Participants not engaged** - Check pacing (too fast/slow?) - Add more interaction - Use real examples - Take energy break - Ask what would help

**Issue: Participants confused** - Slow down - Re-demonstrate - Break into smaller steps - Check understanding more frequently - Provide individual support

**Issue: Running behind schedule** - Prioritize core content - Shorten optional sections - Skip nice-to-have demos - Extend day if possible - Schedule follow-up session

**Issue: Running ahead of schedule** - More practice time - Explore advanced features - Work with real data longer - Extra Q&A time - Early break (they’ll appreciate it)

**Issue: Participant has no data to enter** - Use sample scenarios - Create hypothetical data - Practice with dummy data - Focus on understanding process - Plan real entry for later

## Assessment & Evaluation

### During Training Assessment

**Observation Checklist:** Use this to track participant progress during training:

| Participant Name | Login ✓ | Navigate ✓ | Create Field ✓ | Tillage Program ✓ | Crop Assign ✓ | Report ✓ | Notes |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

**Competency Assessment:** By end of day, can participant: - ☐ Log in independently - ☐ Navigate to different sections - ☐ View farm information - ☐ Create a field - ☐ Edit a field - ☐ Create tillage program - ☐ Record tillage service - ☐ Assign crop to field - ☐ Generate report - ☐ Export to Excel

**Rating Scale:** - ✓✓ Can do confidently, independently - ✓ Can do with minor assistance - ~ Can do but unsure/slow - ✗ Cannot do yet, needs more practice

### Post-Training Evaluation

**Trainer Self-Assessment:**

**What went well?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What was challenging?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What would I do differently?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Participant readiness (overall impression):** ☐ Ready to use system independently ☐ Ready with some additional support ☐ Need more training before independent use

**Technical issues encountered:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**System features that need improvement:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Training materials that need improvement:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Follow-up needed:** ☐ Additional training session ☐ One-on-one coaching for specific participants ☐ Specific feature training ☐ Basic computer skills training

## Post-Training Follow-up

### Day After Training

**Trainer Tasks:** - [ ] Submit feedback surveys to coordinator - [ ] Complete trainer assessment - [ ] Document all issues found - [ ] Document participant concerns - [ ] Submit technical issues to support team - [ ] Send thank you email to participants - [ ] Send summary to school administrator

**Email Template to Participants:**

Subject: Thank You - BGF-AMS Training  
  
Dear [School] Team,  
  
Thank you for participating in yesterday's BGF-AMS training! It was a pleasure working with you.  
  
Remember:  
- Your login: [URL]  
- Help Desk: support@bgf-ams.com / [Phone]  
- Your handbook and quick reference cards  
- We're here to support you!  
  
I'll check in with you in 2-3 days to see how you're doing.  
  
Best regards,  
[Trainer Name]

### Days 2-3: First Check-in

**Phone or Email Contact:** - “How’s it going with the system?” - “Have you logged in since training?” - “Any questions or challenges?” - “What have you been able to do?” - “What do you need help with?”

**Document:** - Usage patterns - Challenges encountered - Support needs - Success stories

### Week 1: Follow-up Survey

**Send one-week follow-up survey** - Email link to all participants - Reminder after 2 days - Phone call if no response by day 5

**Review responses:** - Identify participants needing extra support - Address any critical issues - Document common challenges - Plan any additional training needed

### Ongoing Support

**Weekly check-ins (Weeks 2-4):** - Brief email or call - “How’s it going?” - Address any issues - Encourage continued use

**Monthly (After Week 4):** - Less frequent check-ins - Monitor usage through system - Available for support as needed - Quarterly review meetings

## Appendices

### Appendix A: Pre-Training Checklist

**One Week Before:** - [ ] Materials printed and prepared - [ ] Login accounts created - [ ] System tested end-to-end - [ ] Venue confirmed - [ ] Participants confirmed - [ ] Pre-training surveys sent - [ ] Travel arranged - [ ] Accommodation booked (if needed)

**Day Before:** - [ ] All materials packed - [ ] Technology tested - [ ] Internet verified - [ ] Final confirmation with school - [ ] Review lesson plans - [ ] Review participant list - [ ] Equipment charged

**Morning Of:** - [ ] Arrive early - [ ] Room setup complete - [ ] Technology working - [ ] Materials distributed - [ ] Refreshments arranged - [ ] Agenda visible - [ ] Welcome slide displayed

### Appendix B: Trainer Pack Checklist

**Technology:** - [ ] Laptop + charger - [ ] Backup laptop (if available) - [ ] Projector (if needed) - [ ] HDMI/VGA cables - [ ] Extension cords - [ ] Power strips - [ ] Mobile hotspot + charger - [ ] Mouse (backup for laptop) - [ ] USB drive with offline materials

**Training Materials:** - [ ] Participant handbooks (10-15) - [ ] Quick reference cards (15 sets) - [ ] Exercise workbooks (10-15) - [ ] Feedback forms (15) - [ ] Attendance sheet - [ ] Certificates (15, blank) - [ ] Trainer guide - [ ] Lesson plans - [ ] Pens/pencils (15) - [ ] Markers for whiteboard - [ ] Name tags/cards - [ ] Blank paper

**Administrative:** - [ ] Contact list (support, coordinator, school) - [ ] Login credentials list - [ ] Issue tracking forms - [ ] Emergency procedures - [ ] School information - [ ] Map/directions

**Personal:** - [ ] Water bottle - [ ] Snacks - [ ] Phone charger - [ ] Cash/card - [ ] Medication (if needed) - [ ] Business cards

### Appendix C: Emergency Contacts

**Technical Support:** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program Coordinator:** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**System Administrator:** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Contact:** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Services:** Local emergency: \_\_\_\_\_\_\_\_\_\_\_ Nearest hospital: \_\_\_\_\_\_\_\_\_\_\_

**Trainer Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Trainer Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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