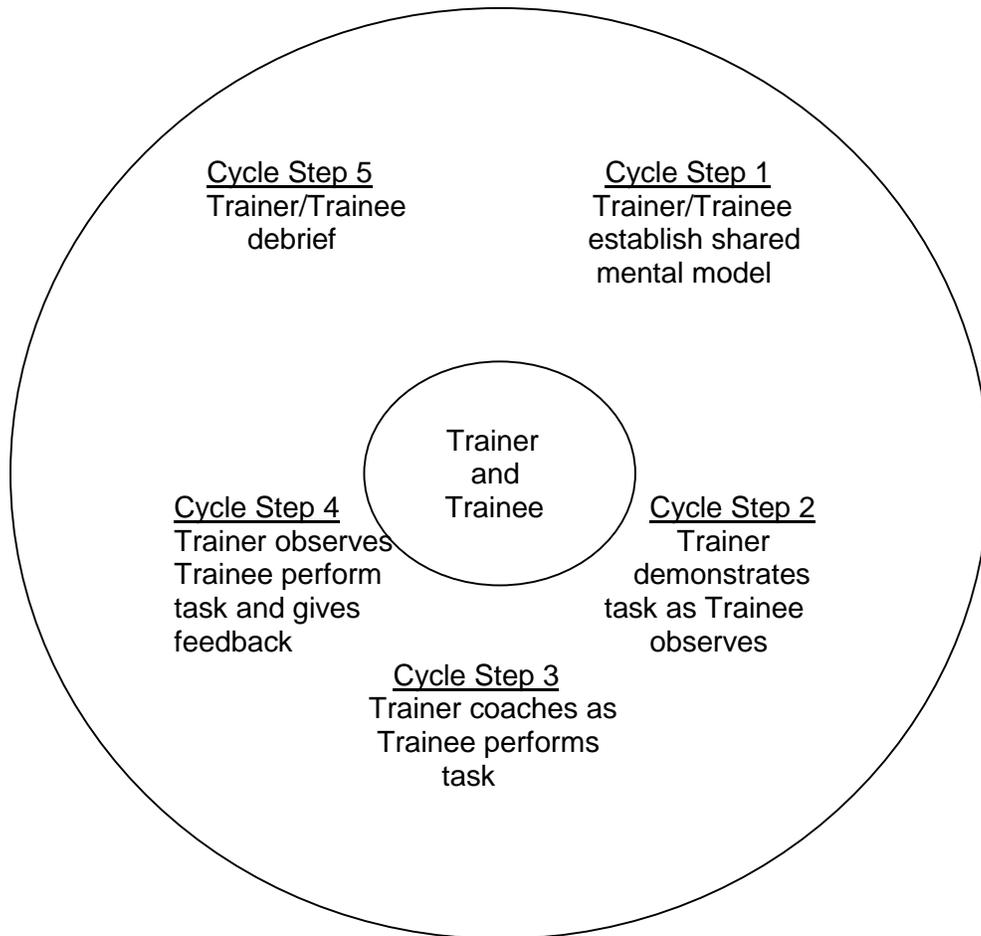


OJT Training Module Cover Sheet

Title: 719 How to locate, access, and use local flora information
Type: <input checked="" type="checkbox"/> Skill <input type="checkbox"/> Knowledge
Performance Objective: Trainee will be able to... <ul style="list-style-type: none">• Locate and access flora information for your local area.• Use the local flora information in ecological site inventory efforts.
Target Proficiency: <input type="checkbox"/> Awareness <input type="checkbox"/> Understanding <input type="checkbox"/> Perform with supervision <input checked="" type="checkbox"/> Apply independently <input type="checkbox"/> Proficiency, can teach others
Trainer Preparation: <ul style="list-style-type: none">• Be familiar with the assigned reading and review material in the lesson plan that follows.• If not done previously, consider contacting local colleges and universities with botany or related departments to acquire existing local flora publications and information that may not be accessible via Web searches.
Special Requirements: None
Prerequisite Modules: None
Notes: None
Authors: Johanna Pate Joel Douglas
Approved by: Shawn McVey

The Five-Step OJT Cycle for Procedural Training (Skill)



OJT Module Lesson

Title: 719 How to locate access and use local flora information	
WHAT	WHY, WHEN, WHERE, HOW, SAFETY, QUALITY
Cycle Step 1	<p>Review objectives of module with trainee.</p> <p>You and trainee access search engine of choice (Google, Bing, other).</p>
Cycle Step 2	Demonstrate the following:
1. Perform Internet search.	<p>Begin demonstration of Internet searches relevant to the local area and State, using the following or other search strings:</p> <ul style="list-style-type: none"> • Local flora of _____ <ul style="list-style-type: none"> ○ Name of State (e.g., Virginia) ○ Name of region or locality (e.g., Appalachia, Great Plains, Nebraska Sandhills) • Review results of search for relevant information and secure information via links, downloads, or other means. • While reviewing results, discuss how selected results can be used in local ecological site inventory activities. <ul style="list-style-type: none"> ○ Plant communities, present and historical
2. Review existing library of information.	<ul style="list-style-type: none"> • Show trainee existing materials on local flora from NRCS, other USDA and U.S. government agencies, local colleges and universities (Extension Service, botany departments, etc.), and other sources. • While reviewing results, discuss how information can be used in local ecological site inventory activities.
Cycle Step 3	Coach trainee as he or she accesses further information.
Cycle Step 4	Repeat Cycle Step 3 without coaching.
Cycle Step 5	Provide feedback and debrief trainee. Reinforce specific items as needed until trainee is able to perform independently when locating, accessing, and using local flora information.

OJT Module Lesson Measurement of Learning

Title: 719 How to locate access and use local flora information	
WHAT	WHY, WHEN, WHERE, HOW, SAFETY, QUALITY
Trainee's learning is measured.	During project activities, assign this task to the trainee. Sign off on performance when target proficiency is achieved.
Follow-up	Follow-up within 6 months to make sure training is retained.

Performance Report Form

<p>Complete attachment: Trainee Performance Report Form template.pdf</p> <p>or</p> <p>SF-182 Trainee and/or supervisor access AgLearn to verify completion of the module via its SF-182</p>
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