

For: State and County Offices

**Hot Topics 5.0 Online Training**

Approved by: Deputy Administrator, Farm Loan Programs



**1 Overview**

**A Background**

DAFLP will conduct online training sessions to address multiple areas of concern primarily resulting from inquiries from the field staff. Collateral analysis within the Farm Business Plan and Security Agreements will be part of the topics of discussion.

**Important:** This training is **mandatory** for **all** Farm Loan Programs personnel and District Directors, **including** program technicians and analysts. State Executive Directors are welcomed and encouraged to attend.

The training video “Collateral Analysis” is **required** to be viewed **prior** to the selected webinar session. This video can be accessed by clicking on the link and selecting Module 7; this video can also be accessed by going to 1-FLP, Exhibit 15, A 2 b, FBP Training Modules. [http://help.onlineequity.com/Tutorial-Webinars/FSA\\_Recording.htm](http://help.onlineequity.com/Tutorial-Webinars/FSA_Recording.htm)

**B Purpose**

This notice provides the following:

- online training session registration instructions
- information about questions during the training
- participant and State Office action.

**C Contact**

If there are questions about this notice:

- County Offices shall contact State Offices
- State Offices shall contact LMD at 202-720-3889.

<b>Disposal Date</b>	<b>Distribution</b>
May 1, 2017	State Offices; State Offices relay to County Offices

## Notice FLP-752

### 2 Online Webinar Registration

#### A Registering for a Webinar Session

Each webinar session is limited to 125 participants. Registration will be on a first come, first served basis. Participants are encouraged to view the webinar sessions in groups, if possible.

If participants are viewing in groups, only 1 person in the group should register for the webinar. Participants may register for one of the following webinar sessions:

Session 1, January 17, 2017 9:00 AM – 11:00 AM EST  
<https://join.onstreammedia.com/register/63276668/hottopics5session1>

Session 2, January 17, 2017 1:00 PM – 3:00 PM EST  
<https://join.onstreammedia.com/register/63276668/hottopics5session2>

Session 3, January 19, 2017 9:00 AM – 11:00 AM EST  
<https://join.onstreammedia.com/register/63276668/hottopics5session3>

Session 4, January 19, 2017 2:00 PM – 4:00 PM EST  
<https://join.onstreammedia.com/register/63276668/hottopics5session4>

Session 5, January 24, 2017 9:00 AM – 11:00 AM EST  
<https://join.onstreammedia.com/register/63276668/hottopics5session5>

Session 6, January 24, 2017 1:00 PM – 3:00 PM EST  
<https://join.onstreammedia.com/register/63276668/hottopics5session6>

Session 7, January 26, 2017 9:00 AM – 11:00 AM EST  
<https://join.onstreammedia.com/register/63276668/hottopics5session7>

Session 8, January 26, 2017 1:00 PM – 3:00 PM EST  
<https://join.onstreammedia.com/register/63276668/hottopics5session8>

Session 9, January 31, 2017 1:00 PM – 3:00 PM EST  
<https://join.onstreammedia.com/register/63276668/hottopics5session9>

**Note:** Additional sessions may be added later if the demand warrants it. If clicking on the link does not work, participants may copy and paste the link into their web browser.

#### B After Registration

Before the webinar, registered participants will receive an e-mail from Onstream Invitation [\*\*webinars@infiniteconferencing.com\*\*](mailto:webinars@infiniteconferencing.com) which will contain a link to join the presentation at the date and time of their registered webinar. Participants need to save this e-mail to ensure that they are able to join the webinar at the scheduled date and time.

## Notice FLP-752

### 2 Online Webinar Registration

#### B After Registration (Continued)

Audio for the presentation will be delivered using a teleconference phone line which will be provided by e-mail to registered participants before the webinar. When joining the meeting, the system will ask the user to allow access to webcams and microphones. Participants should **not** allow access to webcams and microphones since they will not be used during the webinar.

#### C Training Session Questions

Verbal and online questions submitted during the online training will be answered during the training session as time permits.

#### D Improving Online Training Session Performance

Due to the large number of employees participating in the online training sessions, viewing may be improved by minimizing or eliminating other network activities during the scheduled time for the online training session.

### 3 Action

#### A Obtaining Additional Training Materials

The PowerPoint slides and other training materials developed for the online training sessions will be made available after all training sessions have been completed.

#### B Documenting Training

Instructions for documenting training in AgLearn will be provided during training sessions. Direct any questions about AgLearn to the State Training Officer.

#### C State Office Action

State Offices shall ensure that **all** FSA Farm Loan personnel and District Directors have reviewed this notice and are available for the training.