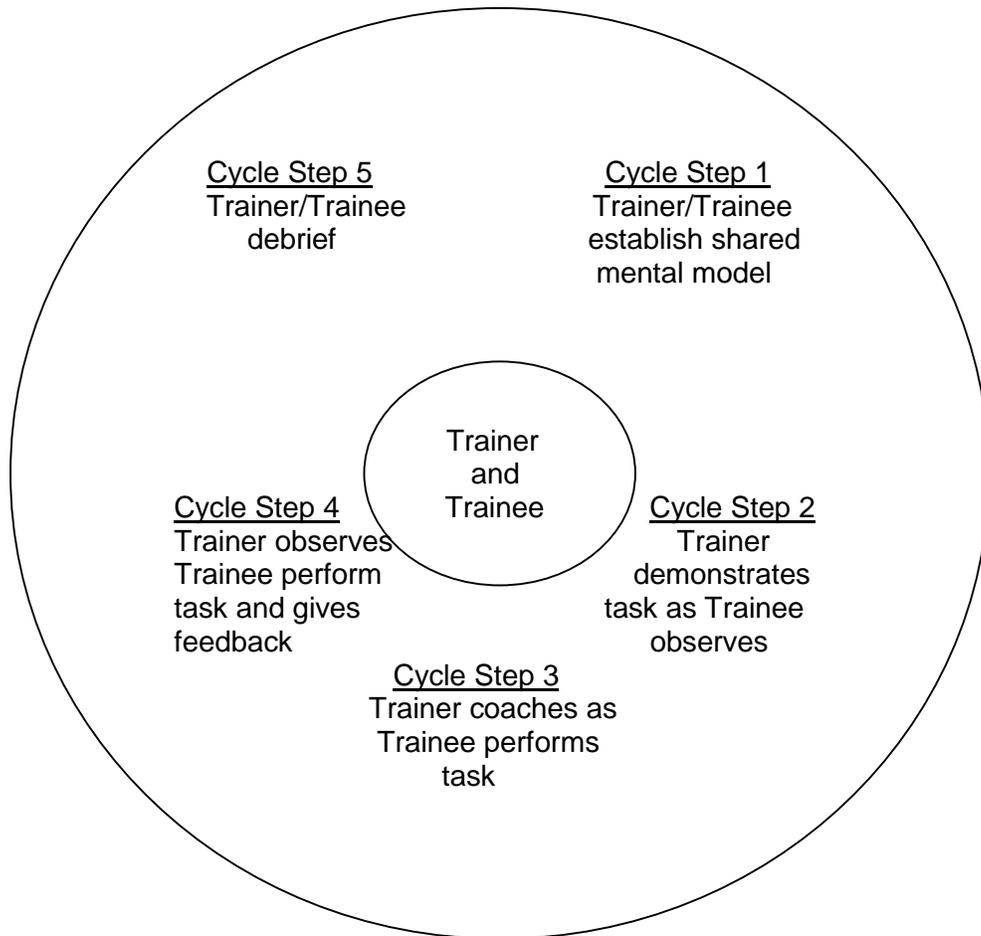


## OJT Training Module Cover Sheet

<b>Title:</b> 704 How to access and use the PLANTS Database
<b>Type:</b> X Skill <input type="checkbox"/> Knowledge
<b>Performance Objective:</b> Trainee will be able to... <ul style="list-style-type: none"><li>• Find and access the PLANTS Database website.</li><li>• Use the PLANTS Database website to derive standardized information about the vascular plants, mosses, liverworts, hornworts, and lichens of the U.S. and its territories.</li></ul>
<b>Target Proficiency:</b> <input type="checkbox"/> Awareness <input type="checkbox"/> Understanding <input type="checkbox"/> Perform with supervision X Apply independently <input type="checkbox"/> Proficiency, can teach others
<b>Trainer Preparation:</b> <ul style="list-style-type: none"><li>• Be familiar with the assigned reading and review material in the lesson plan that follows.</li><li>• Based on the trainee's job focus (soils, conservation, wetlands, etc.), make a list of plants of possible interest to the trainee to use in accessing information during the training.</li></ul>
<b>Special Requirements:</b> None
<b>Prerequisite Modules:</b> None
<b>Notes:</b> None
<b>Authors:</b> Johanna Pate Joel Douglas
<b>Approved by:</b> Shawn McVey

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



## OJT Module Lesson

Title: <b>704 How to access and use the PLANTS Database</b>	
WHAT	WHY, WHEN, WHERE, HOW, SAFETY, QUALITY
Cycle Step 1	<p>You and the trainee review objectives of module.</p> <p>You and the trainee should access and add as a Favorite the PLANTS Database.</p>
Cycle Step 2	<p>You navigate the website and show the trainee the following components of the PLANTS Database:</p>
1. Menu bar options and what is available with each	<ul style="list-style-type: none"> <li>• Home</li> <li>• About Plants</li> <li>• Team</li> <li>• Partners</li> <li>• What's new</li> <li>• NPDT</li> <li>• Help</li> <li>• Contact Us</li> </ul>
2. Search	<ul style="list-style-type: none"> <li>• Check Search Help first as it provides some tips for searching.</li> <li>• Demonstrate name, State, and advanced search options. Point out that the search cannot locate plants at the local level if the user does not have the necessary information.</li> </ul>
3. PLANTS Topics	<ul style="list-style-type: none"> <li>• Open each topic and explore the contents.</li> <li>• Demonstrate the operations available within each, for example:               <ul style="list-style-type: none"> <li>○ Classification—enter a common plant name for your area to view general information about the plant.</li> <li>○ Fact Sheets &amp; Plant Guides—open at least one of each for selected plants to view what is available.</li> <li>○ Threatened &amp; Endangered—show how to locate T &amp; E plants for your area and/or check to see if your selected plants are T or E.</li> <li>○ Wetland Indicator Status—find the status of the selected plants in your area.</li> </ul> </li> </ul>
4. Image Gallery	<p>Access available photos and line drawings for plants in your State.</p>

5. Download	<ul style="list-style-type: none"> <li>• Open each option and explore capabilities with the trainee.</li> <li>• Complete some example downloads.</li> </ul>
6. Related tools	Open each option and explore capabilities with the trainee.
Cycle Step 3	Coach the trainee as he or she accesses information from the various parts of the site as requested by you.
Cycle Step 4	Repeat Cycle Step 3 without coaching.
Cycle Step 5	Provides feedback and debrief the trainee. Reinforce specific items as needed until the trainee is able to perform independently and use the PLANTS Database.

### **OJT Module Lesson Measurement of Learning**

<b>Title: 704 How to access and use the PLANTS Database</b>	
<b>WHAT</b>	<b>WHY, WHEN, WHERE, HOW, SAFETY, QUALITY</b>
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 is done 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><b>SF-182</b> Trainee and/or supervisor access AgLearn to verify completion of the module via its SF-182</p>
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