

LOCAL FOOD LEADER

Train-the-Trainer

Local Food Leader Overview

The Iowa State University Extension and Outreach Local Food Leader (LFL) Certification is an innovative certification program that provides individual engagement skills for building capacity in food systems. The certification was developed for beginning local food practitioners and local food supporters. The overall goal of the certification is to increase capacity for local food practitioners working on food systems programs around the US. This research-based training is organized to teach core competencies regarding networking and facilitation skills around food systems, building trust and relationships, developing plans of work and funding strategies, and evaluation mechanisms to show impact.

Local Food Leader objectives:

- ☐ Increase awareness, understanding, and confidence to work with various individuals, organizations, and institutions to develop their community food system.
- ☐ Understand new tools for conducting evaluation of programs, projects, and systems change in their communities.
- ☐ Develop new skills for facilitating conversations around topics of food systems and ability to support teamwork within their own communities, including coalition development.
- ☐ Identify their personal values and understand the connections they have to their work in food systems.
- ☐ Understand the importance of inclusion and building trust with diverse audiences and stakeholders.
- ☐ Increase ability to manage and facilitate conversations effectively between dynamic groups of people.
- ☐ Improve networks and relationships with both local and regional cohorts.
- ☐ Provide partners with tools and resources in developing various food systems sectors: production, transformation, distribution, consumption, and resource management (grants, best practices, research, etc.).
- ☐ Understand business development tools such as plans of work, logic models, project scope, and budgets

The certification can be offered either in-person or virtually and each include four online modules through Moodle. It is anticipated that not all participants will want to receive full certification and may not participate in all modules online. To receive full certification, it is required to participate in both the workshop and modules. Trainers must be certified in Local Food Leader.

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LOCAL FOOD LEADER

Train-the-Trainer

Levels of Involvement for Local Food Leader Trainers

As a certified Local Food Leader, individuals can be involved in training and hosting Local Food Leader workshops, as well as contributing and grading online module curriculum. The following sections describe the Local Food Leader Trainer options and Iowa State Extension and Outreach Farm, Food and Enterprise Development's role (FFED).

Definitions and Fees:

Cohort Only: An individual who stays engaged with quarterly meetings and annual train the trainers and do not play a role in training or organizing workshops.

Level 1: An individual who supports workshops as a trainer of in-person curriculum. Level 1 trainers are contracted out by Level 2 or 3 trainers and do not play a role in organizing workshops. Time will be paid for by a Level 2 or 3 trainer.

Level 2: An individual or organization that hosts the in-person workshops. Level 2 trainers are responsible for organizing workshop logistics, registration and paying trainers for each training. Level 2 trainers have the option of organizing and leading cohort check-in meetings for online module curriculum but are not required.

Level 3: An individual or organization that takes on Level 2 trainer duties and manages the Local Food Leader online Moodle course. This includes logistics, teaching and grading of the online curriculum. Level 3 trainers are responsible for organizing and leading cohort check-in meetings for online module curriculum.

Trainer Options	Professional Development & Quarterly Meetings	Teaches in-Person Workshops	Hosts and Plans Workshops	Hosts and Grades Online Curriculum
Cohort only	X			
Level 1	X	X		
level 2	X	X	X	
level 3	X	X	X	X

Trainer Program Fees

Trainers agree to pay FFED a one-time per trainer fee of \$200 in the first year of participating in the training program. After the initial payment, Trainers pay FFED an annual membership of \$100 to continue use of Local Food Leader materials. If you are unable to dedicate time to offering Local Food Leader in your community but would like to stay engaged with quarterly trainer cohort meetings and annual Train the Trainer, the cohort only option is \$50. All payments will occur in February in line with the annual Train-the-Trainer program that is encouraged for all trainers to participate in.

- Trainer Cohort Meetings only (\$50)
- New trainer (\$200)
- Returning trainer (\$100)

LOCAL FOOD LEADER

Train-the-Trainer

Levels of Involvement Matrix

This matrix details the logistics of each trainer level and FFED's supporting role.

	Level 1	Level 2	Level 3
Trainer			
Role	Supports workshops as a trainer of curriculum. Trainers are contracted and paid by the Level 2 or Level 3 trainers and do not play a role in organizing workshops.	Hosts and teaches workshops in their state. Level 2 trainers are responsible for organizing workshop logistics including registration and paying trainers for their time during workshops and are responsible for organizing and leading cohort check-in meetings for online module curriculum.	Acts as the host (see Level 2 roles and responsibilities), as well as manages and grades the Local Food Leader online Moodle course for their cohort(s). Management of the online course includes registering cohort(s), grading assignments and quizzes, acting as point of contact for course inquiries and technical assistance and providing support for participants through cohort check-in meetings.
Materials provided	Trainer binder Presentation slide deck and notes Facilitation poster Asset and Sector posters	<i>See Level 1 +</i> Office Hour discussion meeting agenda and talking points Reports of grades and activities from Moodle	<i>See Level 2 +</i> Moodle guide and rubric for grading assignments
Revenue	Suggested: receive \$40/hour from Level 2 or 3 trainers for time in workshops *Trainer will work with Level 2 or 3 trainers on a fee for their involvement prior to training	Workshop registrations <i>Suggested rate:</i> \$75 for workshops	<i>See Level 2 +</i> Moodle registration: receive half of payment for Moodle registration (see below) The online module certification fee of \$300 for full certifications or \$75/module is divided evenly between FFED and Level 3 trainer.
Expenses	N/A	If applicable- pay Level 1 trainer payout: \$40 per hour (if applicable) Binder fee: \$20 per participant (to FFED)	<i>See Level 2 +</i> Moodle: variable based on time dedicated to Moodle cohort grading
Workshop			
Curriculum	The curriculum is designed so that trainers can be flexible and responsive to their place-based needs.	<i>See Level 1</i>	<i>See Level 1</i>

LOCAL FOOD LEADER

Train-the-Trainer

	While FFED is interested in collaborating on activity and presentation development, core learning objectives of the curriculum must be followed, and all presentations must continue regarding content. However, slides and activities may shift based on place-based needs. You may choose to add to the content provided but cannot not take away from the curriculum. Approval from FFED must be confirmed before any edits to activities and presentations are printed or distributed.		
Scheduling	N/A	You can schedule, host and receive registration fees for workshops. You must inform FFED at least one (1) month in advance of the dates of your workshop. You must confirm the number of participants at least two (2) weeks prior to your workshop for accurate and timely printing and delivery of participant binders.	<i>See Level 2</i>
Binder	N/A	FFED will print all binders for workshops. If you choose to add content or change presentation slides, these presentations must be sent to FFED at least one (1) month before printing workshop binders (2 weeks prior to workshop). This allows for any discussion needed between Level 2 and Level 3 trainers and FFED regarding workshop changes, agenda, etc.	<i>See Level 2</i>

LOCAL FOOD LEADER

Train-the-Trainer

Branding	N/A	All co-branding of workshop materials will be done in collaboration with FFED. The binders have several areas for co-branding and partnership resources and can be designed to include those items as needed.	<i>See Level 2</i>
Online Modules			
Scheduling	N/A	Online modules will be offered through the Iowa State Extension Store, and participants can register following participation in a workshop.	<i>See Level 2</i>
Branding	N/A	N/A	All co-branding of online modules will be done in collaboration with FFED. Partnership logos can be added to the Moodle platform. In addition, if you wish to create a local presentation and welcome, that can be added to your Moodle page.
Grading	N/A	N/A	Online modules are required to be graded in a timely fashion as it applies to your cohort meeting timeline.
FFED Support			
Workshop	If your state or region does not have Level 2 or Level 3 trainers, FFED can partner with a community organization to host and offer the workshop. Upon an agreement with a local sponsor, Iowa State will then pay the trainer \$40/ hour for time in contribution to the workshop. Iowa State will print binders and assist with logistics with the local community organization.	N/A	N/A
Binder	FFED will print all binders for workshops.	<i>See Level 1</i>	<i>See Level 1</i>

LOCAL FOOD LEADER

Train-the-Trainer

Online Modules	Manages the Local Food Leader online modules, including online registration for cohort, grading coursework, point of contact for course inquiries and technical assistance and updating the course as needed. Collects Moodle fee: \$300/certification or \$75/module Host cohort meetings via Zoom	<i>See Level 1</i> If requested, Send module reports to trainers prior to cohort meetings (if applicable)	Manages the platform for Local Food Leader online modules, and provides technical assistance when necessary Collects Moodle Fee: and pays Trainer half Develop co-branded Moodle course and add needed local presentations and materials.
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