Introduction
The Center for Food Security and Public Health at Iowa State University has prepared a toolbox of materials for use by extension specialists and other educators to help cattle producers assess and manage disease risk on cattle operations. The materials focus on the routes of disease transmission (aerosol, oral, direct contact, fomites, and vectors). Since all diseases are transmitted by one or more of these routes, risk management based on disease transmission routes can reduce the risk for many infectious diseases. These materials should be used by advisors to beef and dairy producers to help decrease the risk of introduction and spread of disease and to enhance profitability of their operations. Both English and Spanish versions of these materials are available.

Extension Training
This handout will focus on training your colleagues or other educators that work with cattle producers. The goal is to train them with the same materials you were given at the original train-the-trainer program so that they can successfully deliver the message to producers and allied industries. This will likely occur in a group setting and involves some preparatory work on your part to ensure you have all the needed materials.

Learning Objectives for Training Your Colleagues
• Familiarize your colleagues with the training materials available
• Explain the various ways the training materials can be used
• Review tips for effective public speaking and understanding your audience
• Have your colleagues generate a list of three ways they could use the materials

Preparing to Train Your Colleagues
1. Determine how many hours you will need to effectively communicate the above learning objectives; a guide is provided on the following pages
2. Decide what resources you will need to train
   a. Training manuals- these can be purchased from the CFSPH; allow 3 weeks for printing and mailing
   b. CD-ROMs- after obtaining permission from CFSPH, these can be copied only if used for training purposes; the CFSPH will provide you with labels to be applied to the CDs with the RMA logo, CFSPH logo, and our contact information
   c. Handouts- if you have minimal time to train, you could print out the key resources from the CD
3. Arrange to have equipment available: computer, projector, screen, microphone, internet connection if demonstrating the online resources
4. Advertise the training date in advance so it is well attended
5. Practice your presentations
6. Contact CFSPH if you have any questions

As you prepare to train your colleagues, we encourage you to visit the CFSPH website www.cfsph.iastate.edu/RMA to download the latest versions of materials, obtain new materials or other resources that are available to enhance your training experience.
CFSPH Policy on Reproduction of Materials
It is important to us that we maintain responsibility for the content of our developed materials, that we receive feedback, and that we make improvements. The reproduction policies are:
• The handouts can be copied and distributed to appropriate audiences.
• The CFSPH logo should be kept on all materials; you are welcome to add your name as presenter/co-author, but please do not remove the CFSPH logo.
• All updated information will be available to trainers free of charge; we are committed to supporting you in your efforts to educate your colleagues and livestock producers.
• Additional copies of the CD-ROM and other supplemental material (training manuals) should be purchased from the CFSPH. If you need multiple copies for conducting a training and wish to copy them yourself, please contact the CFSPH (cfsph@iastate.edu) for permission and to be sure you have the latest updates.

Reporting
We are dedicated to offering only the highest quality materials. Your feedback greatly assists us in this matter. Upon completion of any education opportunity, please fill out a Report Form from the CD or our website and email it to cfsph@iastate.edu or fax it to 515-294-8259.

Training Your Colleagues
Group setting – 4 hour meeting
A proposed agenda for a complete training session:
   Hour 1- Overview of Biological Risk Management
   Hour 2- Preparing for Producer Meetings
   Hour 3- Public Speaking Tips/Qualities of an Effective Trainer
   Hour 4- Resources available online

Hour 1
The group will need to be introduced to the concept of Biological Risk Management much in the same way you were at the train-the-trainer session, by starting with the Overview of Biological Risk Management PowerPoint. This will be the information they should also present initially so it should be delivered to them as if they were an audience of cattle producers. It gives the audience a background on the importance of biological risk management, managing disease risk by routes of transmission as well as general prevention practices that can be implemented on any farm to minimize disease entry or spread.
Estimated time to deliver as written: 55 minutes

Overview of Biological Risk Management
The basic outline of the presentation is:
• Importance of BRM (20 minutes)
• Risk perception and assessment (15 minutes)
  – Routes of transmission
• Practical management plans (10 minutes)
  – General prevention practices
• Increased awareness through communication (5 minutes)
Using the Training Materials
Preparing to Train Your Colleagues

The following supplements should be incorporated into the presentation, where prompted by the speaker notes, so that your colleagues understand how it is designed to be delivered to cattle producers. Producers should take the handouts home to serve as a quick review of some of the key points delivered in this presentation:

- **Transmission Route Definition Handout**: This document defines the five common routes of disease transmission (aerosol, direct contact, fomite, oral, vector) as well as zoonotic and environmental transmission. Once you get to the *Routes of Transmission* section of the PowerPoint, this could be given to the audience to follow along. It is also a good way to finish the presentation and send home with your audience members as a reminder of the major routes of transmission.

- **General Prevention Practices Handout**: This document provides general prevention recommendations that beef or dairy operations can implement to decrease the risk of disease entry or spread on the farm. Once you get to the section of the PowerPoint on *Practical Management Plans*, this document could be given to the audience so they can follow along and read more details about each of the general statements provided in the presentation.

- **General Prevention Practices Checklist**: Upon conclusion of the presentation, this document is intended to be given to the audience to take home and evaluate their own operation for disease risk. Encourage its use and follow up with them individually on the farm to discuss ways to manage the disease risks they identify.

When training your colleagues, they should understand that the following messages are important and should be conveyed to cattle producers:

- All diseases are transmitted by a few common routes of transmission.
- Disease risk can be managed.
- Many disease risk management practices are inexpensive to implement.
- Everyone who has contact with cattle on their operation needs to be aware of disease risk management practices and how to apply them.

Hour 2

This is your opportunity to acquaint your colleagues with the training materials available. Spend some time going through the training manual, starting with the document, *Using the Training Materials – Preparing for Producer Education*. Point out that you presented the first PowerPoint and many of the supplemental handouts as if you were addressing an audience of cattle producers for the first time. Next, review with them the various ways they can conduct subsequent meetings, either as a group or one-on-one. Spend some time looking through the training manual at the resources pointed out in that handout.

Next, review the document – *An Overview of Disease Risk Management Training Tools*. This will review all of the resources available on the CD Rom. It is a good idea to have the audience follow...
along in the handout as you demonstrate the CD for them. This allows them to familiarize themselves with all the materials available and to locate them electronically.

Finally, because your audience will not be familiar with the Center for Food Security and Public Health, or the project development team, take them to the pages in the training manual that explain the CFSPH mission and list all the people responsible for the development of the materials. Encourage them to contact us directly if they have any questions about the materials or suggestions for improvements. We welcome your feedback as well as that of others using the training materials.

**Hour 3**

Each audience member may have different comfort levels as it pertains to public speaking and working with adult learners. This is your opportunity to present some key points regarding public speaking by using the materials by Slagell – *Public Speaking Handbook*. Using this information, you can work with your colleagues to address their concerns about anxiety, preparing for a presentation, and most importantly, how to make the presentation their own. There are tips for using PowerPoint and how to deal with question and answer sessions. These are effective practices used by many professional public speakers, so by sharing them with your colleagues, you can help enhance their presentations.

Since the majority of the audiences addressed will be adults, there are some key tips to understanding the learning process and working with this age group. Review the materials by Snyder – *Adult Learner Participant Manual* so that your audience understands the various ways to get their point across when working with cattle producers. These may be new concepts for your audience, so allow time for them to listen to the presentation and refer to the materials. This section can generate some good discussion based on people’s experiences, so allow time for that interaction.

**Hour 4**

While your colleagues will have a wealth of materials in the training manuals and the CD Rom, there are additional items available on the CFSPH website that may be useful to them. If you have Internet access, take them to [www.cfsph.iastate.edu/BRM](http://www.cfsph.iastate.edu/BRM) so that they can see where the latest information is available as it relates to disease risk management tools. As trainers begin to use the materials, improvements or additional information may be posted on the website, so we encourage users to access it quarterly for updates.

Also, if they are interested in conducting a full risk assessment for the cattle producers in their area, they can register for the online database, [https://www.cfsph.iastate.edu/BRM/Login.aspx](https://www.cfsph.iastate.edu/BRM/Login.aspx) This will give them access to the full questionnaire and allow them to conduct a risk assessment for multiple producers. The CD and training manual contain a full tutorial for using the online database – *BRM Online Tutorial*. Once registered for the database, users can follow along with the tutorial as they set up their clients and assessments. Full reports, in color or black and white, are generated from the answers provided by the producer so that working together management protocols can be established.

Additionally, if you are asked to give a presentation regarding various animal diseases, we have over 50 PowerPoint presentations and over 100 disease fact sheets available for free download on our website. Demonstrate the following web page: [http://www.cfsph.iastate.edu/DiseaseInfo/default.htm](http://www.cfsph.iastate.edu/DiseaseInfo/default.htm) where they may be accessed. If your colleagues are working with youth groups, there are over 50 short, 1-page disease fact sheets written at a sixth-grade reading level addressing various zoonotic diseases—those diseases that spread from animals to humans. These are available for free download at: [http://www.cfsph.iastate.edu/FastFacts/default.htm](http://www.cfsph.iastate.edu/FastFacts/default.htm)