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This publication is an integral part of COLEAD’s resource collection, which consists of pedagogical and technical tools and materials, both online and offline. All these tools and methods are the result of more than 20 years’ experience and have been gradually put in place through technical assistance programmes implemented by COLEAD, notably in the context of development cooperation between the OEACP and the EU.

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# TABLE OF CONTENTS

## 1. SUSTAINABLE PRODUCTION AND TRADE

- Corporate Social Responsibility / Intermediate Level ........................................... 12
- Corporate Social Responsibility / Advanced Level ................................................... 13
- Agriculture, Health and Environment / Intermediate Level ....................................... 14
- Agriculture, Health and Environment / Advanced Level .......................................... 16

## 2. FOOD PRODUCTION AND PROCESSING

- Introduction to Sustainable Farming and Integrated Crop Management ....................... 20
- Sustainable Farming and Integrated Crop Management / Intermediate Level .................. 21
- Sustainable Farming and Integrated Crop Management / Advanced Level ...................... 22
- Introduction to Organic Agriculture ........................................................................... 23
- Organic Agriculture / Intermediate Level ................................................................. 24
- Organic Agriculture / Advanced Level ...................................................................... 25
- Introduction to Crop Protection .................................................................................. 26
- Crop Protection / Intermediate Level ......................................................................... 27
- Crop Protection / Advanced Level ............................................................................. 28
- Introduction to Integrated Management of Pests and Diseases ..................................... 29
- Integrated Management of Pests and Diseases / Intermediate ....................................... 30
- Integrated Management of Pests and Diseases / Advanced .......................................... 31
- Introduction to Best Crop Protection Practices ............................................................ 32

- Best Crop Protection Practices / Intermediate Level .................................................... 33
- Best Crop Protection Practices / Advanced Level ......................................................... 34
- Crop Protection and Safe Use of Pesticides ................................................................ 36
- Implementation of Crop Protection Measures ............................................................. 39
- Development of a Crop Protection Strategy ................................................................ 40
- Organic Agriculture .................................................................................................... 42
- Modern Orchard Management: Mango Pruning Techniques ........................................ 44
- Mango Commercial Quality Best Practices at Harvest and Post-Harvest Level ............ 46
- Pineapple Good Harvest and Post Harvest Practices .................................................... 48
- Avocado Good Harvest and Post Harvest Practices ..................................................... 50
- The Cultivation of Coconut Trees ............................................................................... 53
# 3. Environment Management

<table>
<thead>
<tr>
<th>Knowledge of Environmental Factors</th>
<th>57</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impacts of Agricultural Practices on the Environment / Intermediate Level</td>
<td>58</td>
</tr>
<tr>
<td>Impacts of Agricultural Practices on the Environment / Advanced Level</td>
<td>60</td>
</tr>
<tr>
<td>Restoration of Environmental Quality / Intermediate Level</td>
<td>61</td>
</tr>
<tr>
<td>Restoration of Environmental Quality / Advanced Level</td>
<td>62</td>
</tr>
<tr>
<td>Sustainable Production Systems</td>
<td>64</td>
</tr>
<tr>
<td>Waste Management</td>
<td>66</td>
</tr>
<tr>
<td>Training of Trainers on “Sustainable Environmental Management”</td>
<td>68</td>
</tr>
</tbody>
</table>

# 4. Plant Health

| Assessment of Sanitary and Phytosanitary / Intermediate Level | 72 |
| Assessment of Sanitary and Phytosanitary Risks / Advanced Level | 75 |
| Communication on Sanitary and Phytosanitary Risks / Intermediate Level | 76 |
| Communication on Sanitary and Phytosanitary Risks / Advanced Level | 78 |
| Organization of Official Controls / Intermediate Level | 80 |
| Organization of Official Controls / Advanced Level | 82 |
| Organization of Inspections / Intermediate Level | 84 |
| Organization of Inspections / Advanced Level | 86 |
| Organization and Management of a Laboratory / Intermediate Level | 87 |
| Organization and Management of a Laboratory / Advanced Level | 88 |
| Organization of National Food Control Systems / Intermediate Level | 90 |
| Organization of National Food Control Systems / Advanced Level | 92 |
| Organization, Missions and Operation of an NPPO / Intermediate Level | 94 |
| Organization, Missions and Operation of an NPPO / Advanced Level | 96 |
| Pest Risk Analysis in Collaboration with COLEAD and IPPC / Intermediate Level | 98 |
| Pest Risk Analysis Course in Collaboration with COLEAD and IPPC / Advanced Level | 100 |
| Pest Risk Analysis (Collaboration with IPPC & CABI) | 102 |
| Phytosanitary Export Certification System: And Re-exporters | 104 |
| Phytosanitary Export Certification System: Plant and Plant Product Providers | 106 |
| Phytosanitary Export Certification System: Export Inspectors | 108 |
| Phytosanitary Export Certification System: Export Supervisors | 110 |
| Phytosanitary Inspection | 112 |
| Monitoring Organisms Harmful to Plants as Part of an Integrated Pest Risk Management System | 114 |
| Establishment of Pest Free Country (PFC) | 116 |
| Organization of Official Control | 118 |
| Execution of Official Control | 120 |
| Sampling and Methods for Detecting Harmful Organism | 122 |
| Phytosanitary Certificates and Additional Declaration Requirements for Export to the European Union | 124 |
| Integrated Management Measures for Fruit Fly Control for Companies in the Mango Sector | 126 |
## 5. Food Safety

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Management of Food Safety Risks</td>
<td>128</td>
</tr>
<tr>
<td>Management of Food Safety Risks / Intermediate Level</td>
<td>130</td>
</tr>
<tr>
<td>Management of Food Safety Risks / Advanced Level</td>
<td>131</td>
</tr>
<tr>
<td>Introduction to Hygiene and Food Safety</td>
<td>132</td>
</tr>
<tr>
<td>Hygiene and Food Safety / Intermediate Level</td>
<td>133</td>
</tr>
<tr>
<td>Hygiene and Food Safety / Advanced Level</td>
<td>134</td>
</tr>
<tr>
<td>Introduction to Regulations and Private Standards</td>
<td>135</td>
</tr>
<tr>
<td>Private Regulations and Standards / Intermediate Level</td>
<td>136</td>
</tr>
<tr>
<td>Private Regulations and Standards / Advanced Level</td>
<td>137</td>
</tr>
<tr>
<td>Introduction to Traceability</td>
<td>138</td>
</tr>
<tr>
<td>Traceability / Intermediate Level</td>
<td>139</td>
</tr>
<tr>
<td>Traceability / Advanced Level</td>
<td>140</td>
</tr>
<tr>
<td>Good Hygiene Practices</td>
<td>141</td>
</tr>
<tr>
<td>Good Hygiene Practices and the Basic Principles of Traceability</td>
<td>142</td>
</tr>
<tr>
<td>The Principles of Food Safety Quality Management System and Traceability</td>
<td>143</td>
</tr>
<tr>
<td>Internal Audit of a Management System for an NPPO</td>
<td>144</td>
</tr>
<tr>
<td>Internal Audit of a Management System for a Company</td>
<td>145</td>
</tr>
<tr>
<td>GLOBALGAP Standard (Modalities and Checklist)</td>
<td>146</td>
</tr>
<tr>
<td>Internal Inspections (GLOBALGAP Option II)</td>
<td>147</td>
</tr>
<tr>
<td>GLOBALGAP: How to Introduce the Standard to Outgrowers</td>
<td>148</td>
</tr>
<tr>
<td>Include COVID-19 Measures in the FSQM System</td>
<td>149</td>
</tr>
<tr>
<td>The HACCP Method</td>
<td>150</td>
</tr>
</tbody>
</table>

## 6. Social Accountability and Empowerment

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Ethical Production</td>
<td>162</td>
</tr>
<tr>
<td>Ethical Production / Intermediate Level</td>
<td>164</td>
</tr>
<tr>
<td>Ethical Production / Advanced Level</td>
<td>165</td>
</tr>
<tr>
<td>GRASP (Option 2): How to Explain It to Outgrowers?</td>
<td>167</td>
</tr>
<tr>
<td>Training of Trainers on The Theme of Production Ethics and Corporate Social Responsibility</td>
<td>168</td>
</tr>
</tbody>
</table>

## 7. Management and Development of Organisations

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Business Management / Intermediate Level</td>
<td>174</td>
</tr>
<tr>
<td>Introduction to Business Management / Advanced Level</td>
<td>176</td>
</tr>
<tr>
<td>Accounting and Financial Management</td>
<td>178</td>
</tr>
<tr>
<td>Business Development</td>
<td>179</td>
</tr>
<tr>
<td>Marketing and Communication</td>
<td>180</td>
</tr>
<tr>
<td>Corporate Finance Management</td>
<td>181</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>182</td>
</tr>
<tr>
<td>Commercial and Financial Risk Management</td>
<td>183</td>
</tr>
<tr>
<td>Strategic Business Development</td>
<td>184</td>
</tr>
<tr>
<td>Effective Accounting and Financial Management</td>
<td>186</td>
</tr>
<tr>
<td>Financial and Non-Financial Risk Management</td>
<td>188</td>
</tr>
<tr>
<td>Principles of a Good Marketing and Communication Strategy</td>
<td>190</td>
</tr>
<tr>
<td>Claims Handling</td>
<td>192</td>
</tr>
<tr>
<td>Commercial Negotiation</td>
<td>194</td>
</tr>
<tr>
<td>Trade Fair Preparation and Participation (Companies)</td>
<td>196</td>
</tr>
<tr>
<td>Packhouse Optimisation</td>
<td>198</td>
</tr>
<tr>
<td>Business Survival Bootcamp</td>
<td>200</td>
</tr>
<tr>
<td>#COVID19 - Support to Deal with the Business Implications of COVID-19: Online Support Sessions</td>
<td>201</td>
</tr>
<tr>
<td>Bookkeeping and Cost Benefit Calculations for Outgrowers</td>
<td>202</td>
</tr>
<tr>
<td>Training of Trainers on ”Business Management and Development”</td>
<td>204</td>
</tr>
<tr>
<td>Implementation of the Coled Rapid SPS Assessment Tool (R-SAT)</td>
<td>206</td>
</tr>
</tbody>
</table>

## 8. Training Methodologies

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Face-to-Face to Distance: Transposing Your Training</td>
<td>208</td>
</tr>
<tr>
<td>How to Use Moodle for Creating and Animating an Online Training Course</td>
<td>210</td>
</tr>
<tr>
<td>Coaching: Integrated Management Measures for Fruit Fly Control for Companies in the Mango Sector</td>
<td>212</td>
</tr>
<tr>
<td><strong>NOTE:</strong> The content provided above is a representation of the table of contents format. The actual text is not included.</td>
<td></td>
</tr>
</tbody>
</table>
THE COMMITTEE LINKING ENTREPRENEURSHIP – AGRICULTURE – DEVELOPMENT (COLEAD)

The development of a sustainable global food system is crucial to meeting the challenges of reducing poverty and inequality, ensuring food security for all and protecting our planet. COLEAD’s ambition is to contribute to the transition of the agricultural sector towards more sustainable agri-food systems adapted to local contexts.

COLEAD is a network of companies, professional organisations, experts and private and public partners working in the agricultural and food sector, the world of development and the transmission of knowledge and expertise.

Our mission is to facilitate and implement all actions that directly and/or indirectly increase the contribution of agricultural sectors to achieving the Sustainable Development Goals (SDGs).

In practice, through development programmes, we provide online and on-the-spot technical assistance, professional training and support services in the areas of regulatory monitoring, market knowledge, partnerships, research and innovation brokerage and access to finance. COLEAD is thus a toolbox at the service of players in a sustainable agri-food system.

The growing complexity of the world, the repeated crises of the last 50 years and those of today (post-Covid economic turbulence, accelerating climate change, the war in Ukraine, etc.) demand intelligent policies and force us to remain humble in the face of the unknown and the volatility of the global economy. There is no single approach to prescribe and no miracle solution, apart from the certainty that we need to create greater resilience at all levels. To be able to absorb shocks and crises, to adapt and, finally, to engage in genuinely transformational approaches over the longer term. This is the gamble that COLEAD is taking, by focusing its action on human capital.

That’s why vocational training is at the heart of COLEAD’s expertise and vision: “Growing People”.

“..."
Growing people

is COLEAD’s vision that the mandatory and ongoing change to the global agri-food model requires and will require capacity building and ongoing training for current and future generations of producers, entrepreneurs, consultants, technicians, public or educational service agents and, in general, all the economic players in the agricultural and food system. This is particularly the case in sub-Saharan Africa, where the opportunities are as great as the challenges, and where sustainable agriculture is a driving force for a sustainable future.

COLEAD’s training system, based on the values of Performance-Continuous Improvement-Commitment-Difference-Humanity, is the result of over 20 years’ experience in the member countries of the OEACP (Organisation of African, Caribbean and Pacific States), particularly in the horticultural sector.

2000

Start of vocational training

2002

Creation of a “Training Unit” at COLEAD

2003

Strategy (training of trainers, cascade and evolutionary system)

2004-2008

Setting up a network of experts and trainers in the countries where COLEAD operates

2009-2015

Inclusion of the public sector as a training target in its own right within the vocational training offered by COLEAD

2016-2018

Integrating sustainability and extending the themes to the management and development of organisations

2019-2023

Consolidation of learning themes and acceleration of digital learning

20.000 learners registered on the e-learning platform

2023

ISO 21000 certification of COLEAD’s vocational training system

MULTIPLYING THE IMPACT
COLEAD’s training system is currently based around three strategic areas:

— Axis 1: Guarantee a coherent, structured, high-quality training offer that meets the needs and expectations of learners and enables their organisations, and the agricultural sector in general, and the horticultural sector in particular, to maintain, adapt and develop in the long term.

— Priority 2: Strengthen the expertise and skills, both technical and educational, of local human resources so that they can provide day-to-day support to players in the agricultural sector in their projects.

— Priority 3: Increase the number of people benefiting from skills enhancement through relay training organisations and by encouraging the systematic and cascading transfer of knowledge and skills.

Every operator, from managers to workers, from middle managers to small producers, has a role to play in ensuring the sustainability of agriculture and food. We are also convinced of the importance of having an appropriate legal framework and effective public services to supervise and control operators. That’s why it’s essential that our learning methods and tools are designed to match the skill levels and needs of each of these links in the chain. By involving local and international experts at the heart of this system, we rely on their ability to come up with training solutions tailored to local realities.

Training means continually capitalising on and disseminating knowledge, know-how and specialised expertise to contribute to the profound transformation of agriculture and ensure that it can play its full role in food security, ecosystem preservation and economic growth. Our training system must contribute to the long-term enhancement of learners’ skills to enable them to realise their projects.

To meet these challenges, COLEAD’s training courses cover eight key themes:

1. Sustainable production and trade
2. Agricultural production and processing
3. Environmental management
4. Food safety
5. Plant health
6. Respect for the individual and professional development
7. Company management and development
8. Training methodologies

From sustainable agricultural production to environmental management, food safety and professional development, COLEAD emphasises the crucial importance of education and training in achieving the United Nations’ Sustainable Development Goals (SDGs). COLEAD’s training programmes are designed to contribute directly and indirectly to the achievement of these SDGs. These programmes enable the development of specific skills and knowledge, while promoting a holistic approach to sustainability.

Growing people is about progress, growth and sustainable growth by giving companies and people the means to flourish while respecting the environment and the humanity of each individual.
All the courses in this catalogue are grouped by theme. An overview of each course is provided on the next page.

In practice, the range of training courses is designed to be rich and varied to adapt to the diversity of target audiences and partner-beneficiary organisations. Most of the training courses are aimed at acquiring good practice. Some are aimed more at raising awareness on specific subjects and changing behaviour (ethics in the workplace, a major change in regulations, the importance of in-house training, etc.). Others are designed to enhance knowledge. Finally, COLEAD offers individualised support (coaching, tandem sessions) within organisations to ensure that learning takes root in everyone.

COLEAD distinguishes four types of training according to their purpose, learning methods and activities: awareness-raising, theoretical training, practical training and on-the-job training. Each course falls into one of these four categories.

### COLEAD ONLINE RESOURCE CENTRE

COLEAD offers an online professional training platform. This is part of a resource centre that brings together tools and technical support. These resources are designed, updated and distributed via donor-funded programmes. They are based on the specific needs of the horticultural sector in African, Caribbean and Pacific countries. These resources can be used by other agricultural sectors and other regions wishing to increase their contribution to achieving the Sustainable Development Goals (SDGs).

### COLEAD’S TRAINING COMMITMENTS

- comply with the requirements of its learners and relevant stakeholders, the requirements of ISO 21001:2018, as well as the legal and regulatory requirements, and any other requirements that apply to its training activity.
- adapt its training objectives and strategy, taking into account relevant educational, didactic, scientific and technical developments and the needs and expectations of its stakeholders.
- to fulfil its corporate social responsibility and ensure effective management of intellectual property.
- make available the resources needed to ensure the effectiveness of the Training Management System and its continuous improvement.
Corporate Social Responsibility (CSR) is an approach adopted by companies and organisations to take greater account of the environmental and social impacts of their activities. It implies that the company or organisation integrates the three pillars of sustainable production and trade into its overall vision: economic, environmental and social. CSR also involves dialogue with stakeholders (including customers, suppliers, employees, the state and local civil society), as it considers that the company has duties towards ‘society’. In line with the United Nations (UN) Sustainable Development Goals (SDGs), COLEAD recognises the need to address the three dimensions of sustainability in this way, and offers CSR pathways and an understanding of the links between agriculture and health, and agriculture and the environment, in its range of vocational training courses.
CORPORATE SOCIAL RESPONSIBILITY / INTERMEDIATE LEVEL

Find out how to integrate a social responsibility approach into your company based on the principles of the ISO26000 standard. Acquire the knowledge necessary to implement a social responsibility approach within my company.

PROGRAM

OBJECTIVES
— Understand the origins, development and characteristics of the concept of social responsibility
— Explain the process by which the ISO 26000 standard was developed and the interest shown by companies in CSR
— Explain why the CSR approach is of interest, relevant and anticipates risks

CONTENTS
— Social responsibility: what is it?
— Why start a process of taking social responsibility?

METHODS
— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
— Knowledge tests (MCQ, online tests, …)

PREREQUISITES
— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS
— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments
Do you want to initiate a CSR approach within your company but you don’t know where to start? This course is for you!

Position yourself as a company with a view to a possible start of a CSR approach.

**PROGRAM**

**OBJECTIVES**
- Explain the basic principles of and how to implement a CSR a corporate approach
- Identify stakeholders and understand the importance of dialogue with them
- Understand and develop the 7 key questions of the ISO 26000 standard

**METHODS**
- Presentations (PowerPoint or similar tools), self-paced training

**EVALUATIONS**
- Knowledge tests (MCQ, online tests…)

**PREREQUISITES**
- Be able to self-train
- Be able to connect to the internet

**RECOMMENDATIONS**
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

**TYPES OF ORGANIZATIONS CONCERNED**
- Companies
- Service providers

**TARGETED AUDIENCE**
- Company
  - Company manager
  - Farm Manager
  - Head of Human Resources
  - Communication & CSR Manager
- Service providers
  - Expert-Trainer

**CONTENTS**
- The guidelines of the appropriation methodology in the social responsibility approach
- The 7 basic principles of social responsibility
- The concept of materiality and its stages
- The 7 central questions of the ISO 26000 standard
- Integration of the approach within an organization

**THEORETICAL TRAINING**
- DISTANCE - SELF-PACED -
- TRAINING CODE
- ACCESS TRAINING
AGRICULTURE, HEALTH AND ENVIRONMENT / INTERMEDIATE LEVEL

Spreading a fertilizer, applying a treatment,... These are classic gestures of the producer among many others. But what is the impact of all our agricultural practices on our health and our direct environment?

With this course, identify on the one hand the environmental consequences of the agricultural practices of your organization and on the other hand think about the changes to be implemented for a more sustainable production.

PROGRAM

OBJECTIVES

— List the impacts of the use of fertilizers, the use of phytosanitary products, varietal selection, product processing, post-harvest treatments and product packaging on human health

— List the impacts of agriculture on soil, water, air and biodiversity

— Cite examples of solutions to be implemented to reduce the impact of agriculture on its environment

CONTENTS

— Impacts of agriculture and agricultural products on human health

— Impacts of agriculture on the environment
TARGETED AUDIENCE
Company
- Company manager
- Farm Manager
- Production Manager
- Nurseries manager
- Crop Protection Manager
- Irrigation Manager
- Harvest Manager
- Quality-Traceability Manager
- Risk Manager

Service providers
- Expert-Trainer

METHODS
- Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
- Knowledge tests (MCQ, online tests,...)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

THEORETICAL TRAINING
DISTANCE - SELF-PACED -
TRAINING CODE
ACCESS TRAINING

TP_1.168
AGRICULTURE, HEALTH AND ENVIRONMENT / ADVANCED LEVEL

Our agricultural activities impact our environment, but the reverse is also true. But how does our environment impact our agricultural activities?

Discover the close links between environment and agricultural production (both mutually influencing each other) in order to consider your agricultural practices from a more sustainable perspective.

PROGRAM

OBJECTIVES

— Describe the action of abiotic factors (temperature, light, water, wind and gas) on agrosystems
— Explain the four stages of life cycle analysis
— Describe the legal framework and private voluntary standards for sustainable environmental management

CONTENTS

— Impact of environmental factors on agricultural production
— Strategies for mitigating and adapting to environmental factors
— Life cycle analysis in agriculture
— Legal framework for sustainable environmental management
**TARGETED AUDIENCE**

**Public sector**
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Director of phytosanitary diagnosis laboratory
- Expert in phytosanitary risk assessment
- Phytosanitary inspector
- PPP application officer

**Company**
- Company manager
- Farm Manager
- Production Manager
- Nurseries manager
- Crop Protection Manager
- Irrigation Manager
- Harvest Manager
- Quality-Traceability Manager
- Risk Manager

**Service providers**
- Expert-Trainer

**METHODS**
- Presentations (PowerPoint or similar tools), self-paced training

**EVALUATIONS**
- Knowledge tests (MCQ, online tests, ...)

**PREREQUISITES**
- Be able to self-train
- Be able to connect to the internet

**RECOMMENDATIONS**
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments
The introduction of an intensive production model in countries with high development potential, based on mechanisation, chemical control, fertilisers, monoculture and skilled labour, has made a major contribution to raising productivity and improving the profitability of the sector. However, this intensification has had undesirable effects on the environment, particularly on the soil. However, as the risks associated with agricultural practices (such as chemical control) are analysed and measured, the production system can be corrected to become more sustainable. By proposing to build farmers’ capacity to analyse the risks generated by poor practices, COLEAD is enabling them to develop a robust and resilient model based on integrated production and crop protection systems.

Processing perishable foodstuffs also helps to strengthen the resilience of a production system. It allows products to be preserved over long periods, avoids wastage during periods of overproduction and even reduces poverty by creating jobs and income.
INTRODUCTION TO SUSTAINABLE FARMING AND INTEGRATED CROP MANAGEMENT

“Everyone talks about sustainable agriculture and integrated production, but what is it?
Discover in this course what lies behind the notions of sustainable agriculture and integrated production.”

PROGRAM

OBJECTIVES
- List and explain the impacts of agriculture on the environment
- Define the notion of sustainability in agriculture
- List the factors (soil, water, etc.) playing a role in a sustainable agricultural system
- Understand sources of pollution

METHODS
- Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
- Knowledge tests (MCQ, online tests,...)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

TYPES OF ORGANIZATIONS CONCERNED
- Companies
- Service providers

TARGETED AUDIENCE
Company
- Farm Manager
- Smallholder
- Production Manager
- Nurseries manager
- Crop Protection Manager
- Irrigation Manager
- Harvest Manager

Service providers
- Expert-Trainer

THEORETICAL TRAINING
DISTANCE - SELF-PACED -
30 min

TRAINING CODE
TP_2.096
ACCESS TRAINING
SUSTAINABLE FARMING AND INTEGRATED CROP MANAGEMENT / INTERMEDIATE LEVEL

“Producing sustainably and responsibly is our present and future challenge!”

Sustainability is today at the heart of the main concerns of customers and the international market. See with this course how to set up a management system that meets these requirements.

PROGRAM

OBJECTIVES
— Explain the different agricultural production systems
— List the steps leading to integrated production
— List the environmental requirements of the main quality standards

CONTENTS
— Sustainable agriculture and integrated production
— From chemical control to integrated production
— The environmental requirements of the main quality standards

METHODS
— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
— Knowledge tests (MCQ, online tests, …)

PREREQUISITES
— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS
— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments

THEORETICAL TRAINING
DISTANCE - SELF-PACED -
TRAINING CODE
ACCESS TRAINING

THEORY
DISTANCE
SELF-PACED
TRAINING
ACCESS

7H3O
TP_2.094
SUSTAINABLE FARMING AND INTEGRATED CROP MANAGEMENT / ADVANCED LEVEL

“Do we really know how we impact, through our activities, our farm? Become aware of how your agricultural practices affect, for good or bad, your soil, water and biodiversity on your farm.”

PROGRAM

OBJECTIVES
- Explain the role of soil and organic matter in an agricultural system
- List the mechanisms of soil degradation and the techniques for preventing this degradation
- Understand the functions of organic matter in the soil and the benefits of using waste products for organic fertilization
- List the risks of water pollution and the techniques for preventing this pollution
- Understanding biodiversity, the essential services it provides, and the practices that affect it

METHODS
- Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
- Knowledge tests (MCQ, online tests, …)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

TYPES OF ORGANIZATIONS CONCERNED
- Companies
- Service providers

TARGETED AUDIENCE
Company
- Farm Manager
- Horticultural producer
- Production Manager
- Nurseries manager
- Crop Protection Manager
- Irrigation Manager
- Harvest Manager

Service providers
- Expert-Trainer
INTRODUCTION TO ORGANIC AGRICULTURE

"If we discovered organic farming!"

Everyone talks about organic farming. Discover in this course what it consists of and what are the basic principles behind this production system.

PROGRAM

OBJECTIVES
- Understand the main principles of organic farming
- List the main characteristics of organic farming (comparing to conventional farming)
- Understand why organic farming offers a market opportunity for producers in ACP countries
- State the basic steps of biological conversion

METHODS
- Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
- Knowledge tests (MCQ, online tests…)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

TYPES OF ORGANIZATIONS CONCERNED
- Companies
- Service providers

TARGETED AUDIENCE

Company
- Farm Manager
- Horticultural producer
- Production Manager
- Nurseries manager
- Crop Protection Manager
- Irrigation Manager
- Harvest Manager

Service providers
- Expert-Trainer

PRACTICAL TRAINING

30 min

THEORETICAL TRAINING

DISTANCE - SELF-PACED -

TRAINING CODE

ACCESS TRAINING
ORGANIC AGRICULTURE / INTERMEDIATE LEVEL

You wish to switch from a conventional production system to an organic production system. Do you want to discover the implications this can have for your business and what conversion strategy to adopt? This course is for you!

Improve your ability to ask yourself the right questions for a possible conversion.

PROGRAM

OBJECTIVES

— Define organic farming and explain its principles
— List and describe the main regulations and the main private standards of organic farming
— Explain the fundamental role of soil and organic matter in organic farming systems
— Explain the functions of organic matter and humus in the soil
— Define organic conversion

CONTENTS

— Organic production: principles and definitions
— Regulation and certification Organic farming
— Soil protection and conservation
— Management of soil organic matter and composting
— Biological conversion

METHODS

— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS

— Knowledge tests (MCQ, online tests, ...)

PREREQUISITES

— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS

— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments
ORGANIC AGRICULTURE / ADVANCED LEVEL

Produce organic very well! But how is this different from my conventional farming system?

Clearly identify all the sites on which you will have to work before embarking on a transition to organic farming.

PROGRAM

OBJECTIVES
— Define soil fertility in organic farming
— Explain the basic concepts of water management and biodiversity in organic agriculture
— List the specificities of pest management in organic farming
— Know the principles of weed management in organic farming
— Explain the methods of seed and plant production in organic farming

METHODS
— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
— Knowledge tests (MCQ, online tests,...)

PREREQUISITES
— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS
— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments

TYPES OF ORGANIZATIONS CONCERNED
• Companies
• Service providers

TARGETED AUDIENCE
Company
• Farm Manager
• Horticultural producer
• Production Manager
• Nurseries manager
• Crop Protection Manager
• Irrigation Manager
• Harvest Manager

Service providers
• Expert-Trainer

CONTENTS
— Soil fertility in organic production
— Water resources and biodiversity management
— Phytosanitary protection
— Weed and vegetation management
— Production of organic seeds and seedlings

THEORETICAL TRAINING
DISTANCE - SELF-PACED -
TRAINING CODE
ACCESS TRAINING
INTRODUCTION TO CROP PROTECTION

"If I say crop protection, what comes to mind?"

Discover the concept of crop protection in a fun and interactive way.

PROGRAM

OBJECTIVES
- Identify the issues involved in crop protection
- List the different categories of plant pests and diseases
- Understand how to implement a crop protection strategy and the role of chemical control

EVALUATIONS
- Knowledge tests (MCQ, online tests, ...)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

TYPES OF ORGANIZATIONS CONCERNED
- Companies
- Service providers

TARGETED AUDIENCE

Company
- Farm Manager
- Horticultural producer
- Production manager
- Nurseries manager
- Crop protection manager
- Packing manager

Service providers
- Expert-Trainer

CONTENT
- Crop protection issues
- Categories of Plant Pests and Diseases
- Crop protection strategies
- The role of chemical control

METHODS
- Presentations (PowerPoint or similar tools), self-paced training

THEORETICAL TRAINING
DISTANCE - SELF-PACED -
TRAINING CODE
ACCESS TRAINING

TRAINING CODE
TP_2.102

THEORETICAL TRAINING
DISTANCE - SELF-PACED -
TRAINING CODE
ACCESS TRAINING

PURPOSE OF THE TRAINING
Introduce the subject and make the learner want to know more about crop protection.
CROP PROTECTION / INTERMEDIATE LEVEL

Get to know pests to maximize your field and post-harvest yields!

Review the basics (identification, impacts, etc.) of the issue of pest management on farms.

PROGRAM

OBJECTIVES
— Categorize pests
— Define the concepts of epidemiology and dynamics of pest populations
— Characterize pathogenic microorganisms and their development conditions
— Classify weeds
— Explain the phenomenon of herbicide resistance

METHODS
— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
— Knowledge tests (MCQ, online tests,...)

PREREQUISITES
— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS
— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments

CONTENTS
— Importance of crop pests and need to protect crops
— Epidemiology, dynamics and identification of pest populations
— Development and identification of plant diseases
— Weed competition and identification

PURPOSE OF THE TRAINING
Describe the 3 categories of harmful organisms (pests, diseases, weeds), their dynamics and their impacts on crops.

TYPES OF ORGANIZATIONS CONCERNED
- Companies
- Service providers

TARGETED AUDIENCE
Company
- Farm Manager
- Horticultural producer
- Production manager
- Nurseries manager
- Crop protection manager
- Packing manager

Service providers
- Expert-Trainer

TRAINING CODE
TP_2.100

THEORETICAL TRAINING
DISTANCE - SELF-PACED -
TRAINING CODE
ACCESS TRAINING
CROP PROTECTION / ADVANCED LEVEL

Let’s reflect on our fight against pests and work towards more effective and sustainable pest control programs!

Have the necessary knowledge to reflect on your control strategies, currently in place, against harmful organisms.

PROGRAM

OBJECTIVES
— Know the methods for observing and sampling the various harmful organisms
— Explain the concepts of intervention thresholds and economic damage
— Be familiar with the different pest control strategies
— Be familiar with the different techniques used in integrated pest management and the steps involved in implementing an integrated pest management programme
— Illustrate the process of developing a control strategy by studying a case study

CONTENTS
— Observation techniques and sampling methods
— Develop a crop protection strategy
— Principles of biological control and integrated control
— Case study

METHODS
— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
— Knowledge tests (MCQ, online tests,...)

PREREQUISITES
— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS
— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments

PURPOSE OF THE TRAINING
Improve management of pest populations on farms.

TYPES OF ORGANIZATIONS CONCERNED
• Companies
• Service providers

TARGETED AUDIENCE
Company
• Farm Manager
• Horticultural producer
• Production manager
• Nurseries manager
• Crop protection manager
• Packing manager

Service providers
• Expert-Trainer

TRAINING CODE
TP_2.101

THEORETICAL TRAINING
DISTANCE - SELF-PACED -
9H30
ACCESS TRAINING
INTRODUCTION TO INTEGRATED MANAGEMENT OF PESTS AND DISEASES

Discover the BA.BA to improve your plan to fight against bio-aggressors.

Discover in this course what it consists of and what are the basic principles that make it possible to develop an integrated management of bio-aggressors.

PROGRAM

OBJECTIVES
- Understand key terms such as active substance, formulation and Good Plant Protection Practices (GPP)
- Identify various types of plant protection products and their applications
- Learn proper techniques for using and applying plant protection products

METHODS
- Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
- Knowledge tests (MCQ, online tests, ...)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

OBJECTIVES

TYPE OF ORGANIZATIONS CONCERNED
- Companies
- Service providers

TARGETED AUDIENCE

Company
- Farm Manager
- Horticultural producer
- Production manager
- Nurseries manager
- Crop protection manager

Service providers
- Expert-Trainer

METHODS

THEORETICAL TRAINING
DISTANCE - SELF-PACED -
30 min
TRAINING CODE
ACCESS TRAINING

TP 2.105
INTEGRATED MANAGEMENT OF PESTS AND DISEASES / INTERMEDIATE

"Know your enemies and implement new approaches to defeat them!"

As you know, integrated pest management requires a great knowledge of these harmful organisms and reflection on our methods of managing them. This course is there for that!

PROGRAM

OBJECTIVES
- Understand the importance of crop pests and the need to protect crops
- Define and classify plant protection products according to their biological activity
- Understand the factors leading to resistance to plant protection products
- Understand the undesirable effects of chemical control and the need to develop integrated control programmes

METHODS
- Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
- Knowledge tests (MCQ, online tests, ...)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

TYPES OF ORGANIZATIONS CONCERNED
- Companies
- Service providers

TARGETED AUDIENCE
Company
- Farm Manager
- Horticultural producer
- Production manager
- Nurseries manager
- Crop protection manager

Service providers
- Expert-Trainer

CONTENT
- Importance of crop pests and the need for crop protection
- Chemical treatments of crops and harvested products
- Introduction: from chemical control to integrated production

TRAINING CODE
TP_2.103

THEORETICAL TRAINING
DISTANCE - SELF-PACED -
7H30
ACCESS TRAINING
INTEGRATED MANAGEMENT OF PESTS AND DISEASES / ADVANCED

Want to improve your pest control program but don’t know where to start? This course is for you!

Challenge your approach to pest management to be more efficient and cost-effective.

PROGRAM

OBJECTIVES
— Briefly describe the different pest control strategies and how they have evolved over the last few decades.
— Describe the concept of phytosanitary treatment
— List the measures to be taken to ensure compliance with Good Plant Protection Practices during treatment
— Understand the history of the European on pesticides and biocides

METHODS
— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
— Knowledge tests (MCQ, online tests, ...)

PREREQUISITES
— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS
— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments

TYPES OF ORGANIZATIONS CONCERNED
• Companies
• Service providers

TARGETED AUDIENCE
Company
• Farm Manager
• Horticultural producer
• Production manager
• Nurseries manager
• Crop protection manager
Service providers
• Expert-Trainer

THEORETICAL TRAINING
DISTANCE - SELF-PACED -
TRAINING CODE
ACCESS TRAINING

31
INTRODUCTION TO BEST CROP PROTECTION PRACTICES

How can I properly ensure the safety of my operators?

Discover in a playful and interactive way the notion of safety and good phytosanitary practices.

PROGRAM

OBJECTIVES
- Understand the importance of thoroughly reading a crop protection product label before commencing work
- State and explain the different information present on a label of a phytosanitary product
- Acquire knowledge on the proper application of crop protection products and how to ensure personal safety

CONTENTS
- Information and pictograms on a plant protection product label
- Protection methods against plant protection products
- Application techniques for plant protection products

METHODS
- Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
- Knowledge tests (MCQ, online tests,...)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

TRAINING CODE
TP_2.108

THEORETICAL TRAINING
DISTANCE - SELF-PACED -
30 min

TRAINING ACCESS

32
BEST CROP PROTECTION PRACTICES / INTERMEDIATE LEVEL

The health and safety of your staff is paramount within your organization! Take this course to learn more.

Transform your health and safety policy, your risk analysis into concrete rules in order to secure the working conditions of your staff.

PROGRAM

OBJECTIVES
— Define the notions of toxicity, exposure and intoxication
— Explain the methods for assessing the risk of operator exposure
— List the main occupational risks
— Define a health and safety policy
— Explain the analysis of accidents using the cause tree method

METHODS
— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
— Knowledge tests (MCQ, online tests, …)

PREREQUISITES
— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS
— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments

TYPES OF ORGANIZATIONS CONCERNED
• Companies
• Service providers

TARGETED AUDIENCE
Company
• Farm Manager
• Horticultural producer
• Production manager
• Nurseries manager
• Crop protection manager
• Plant protection products application operator

Service providers
• Expert-Trainer

CONTENTS
— Notions of toxicology
— Exposure to phytosanitary products
— Risk analysis, health and safety policy
— Investigation of accidents and search for causes
Do you work with phytosanitary products and are you wondering how to ensure that you move towards zero risk? If so, this course is for you!

Reduce the risks incurred when using phytosanitary products.

PROGRAM

OBJECTIVES
- List all the precautions to be taken when applying phytosanitary products
- Explain the role and benefits of personal protective equipment (PPE)
- List the different elements present on the packaging of phytosanitary products
- Define the rules concerning the transport and storage of phytosanitary products
- Define the first aid and first aid to be given in the event of an accident

CONTENTS
- Reduce exposure and protect yourself
- Product packaging and labeling
- Safe and compliant storage of phytosanitary products
- General organization of the transport of phytosanitary products
- First aid and first aid in the event of an accident
METHODS
— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
— Knowledge tests (MCQ, online tests, …)

PREREQUISITES
— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS
— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments
CROP PROTECTION AND SAFE USE OF PESTICIDES

“Protect your crops!
Protect your customers and consumers!
This is your challenge!

Guarantee the safety of your products to your customers, ensure the health of your workers and strengthen your position in local, regional and export markets.

PROGRAM

OBJECTIVES

- Diagnose and categorize crop enemies
- List the different control methods and choose the most appropriate control method
- Implement a control method
- List the characteristics of phytosanitary products and the associated risks
- Adopt good phytosanitary practices (PPE, reading labels, etc.)
- Rescue in case of poisoning

CONTENTS

- Crop enemies
- Methods of struggle
- Organization and implementation of phytosanitary treatments
- Notions of toxicology
- Reduce exposure to phytosanitary products
- Organization and implementation of phytosanitary treatments
**Prerequisites**

- Occupy a position of manager in connection with the phytosanitary treatment of crops
- Master crop protection techniques from sowing to harvest

**Recommendations**

- Having followed the course on Integrated management of pests and diseases / Intermediate level (TP_2.103)
- Having followed the course on Crop Protection / Level Advanced (TP_2.101)
- Having followed the course on the Best Crop Protection Practices / Intermediate level (TP_2.106)

**Methods**

- Presentations (PowerPoint or similar tools), video
- Demonstration, application exercises
- Questions & answers, brainstorming, metaplan
- Group work, collaborative exercise (group project)
- Case study, pedagogical animation, debriefing / feedback, sharing of experience, field visit and group exercises

**Evaluations**

- Collaborative (or group) work
- Oral presentation

**Theoretical Training**

- **4 Days**
- **Face to Face**

**Training Code**

- TP_2.025
IMPLEMENTATION OF CROP PROTECTION MEASURES

"Select and apply the most appropriate control method on your production culture.

Which control method is the best for your company? What are the risks related to the product used, for your plant and for the applicator? What are the good application techniques? Pass on the knowledge to your staff member!

PROGRAM

OBJECTIVES
- Understand the main categories of crop pests, their biological characteristics and the damage they cause
- Understand the value of crop observations and the determination of intervention thresholds
- Be familiar with the various control methods, their advantages and limitations
- Understand the principle of integrated pest management (IPM)
- Identify the risks associated with the use of PPPs and know the methods for mitigating these risks and ensuring the effectiveness of treatments
- Be able to find and understand the information on a PPP label

CONTENTS
- Crop Enemies
- Crop Protection Methods, and Integrated Pest Management
- Safety, Health, and Effective Application of PPP’s
- Plant Protection Product Label
METHODS
— Presentations (power point or other), documents to be read (manuals, articles, syntheses)
— Demonstration, application exercises
— Discussions, questions & answers, brainstorming
— Group work, collaborative exercise (group project), exercise with peer correction
— Role playing, debriefing / feedback, sharing experience

EVALUATIONS
— Knowledge tests (MCQs, online tests, etc.)
— Participation in synchronous online activities (live zoom…)
— Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,…)
— Collaborative (or group) work
— Oral presentation
— Homework assignment

PREREQUISITES
— Be able to work independently
— Be able to use a computer and connect to an e-learning site and a videoconference tool
— Having followed the courses on crop protection / intermediate level (TP_2100) and on best crop protection practices / intermediate level (TP_2106) or having equivalent experience

RECOMMENDATIONS
— Have a stable internet connection
— Be in a quiet room to work
— Have a computer with working audio equipment (Headset, microphone and webcam)
DEVELOPMENT OF A CROP PROTECTION STRATEGY

Making the most appropriate decision to protect your production culture!

Which integrated pest management strategy is the best for your company?
What are the main components of your functional pest and disease monitoring program?
Draft your own IPM strategy by following this training. You will be able to know more about the pest and disease within your production culture and validate your strategy with the trainers.

PROGRAM

OBJECTIVES

- List and identify pests and diseases of primary concern in your production culture
- Describe the main components of a functional pest and disease monitoring program
- Assess the robustness of their current pest and disease management strategy and estimate their current yield losses due to pest and disease pressure
- Draft the IPM strategy, including methodology and equipment for their farm operations
- Make the appropriate crop protection decision considering thresholds, feasibility, registered products in the country of use and the production system
CONTENTS
— Crop enemies and the need to control them
— Components of a functional pest and disease monitoring programme
— Set a crop protection strategy
— Implementation of a draft IPM plan for crop-pest combination of choice

METHODS
— Presentations (power point or other), documents to be read (manuals, articles, syntheses)
— Demonstration, application exercises
— Discussions, questions & answers
— Group work, collaborative exercise (group project)
— Role playing, debriefing / feedback, sharing experience

EVALUATIONS
— Knowledge tests (MCQs, online tests, etc.)
— Participation in synchronous online activities (live zoom...)
— Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
— Collaborative (or group) work
— Oral presentation
— Homework assignment

PREREQUISITES
— Be able to work independently
— Be able to use a computer and connect to an e-learning site and a videoconference tool
— Having followed the training course Crop protection / Intermediate level (TP_2.100) or having equivalent experience
— Having followed the course Best crop protection practices / Intermediate level (TP_2.106) or having equivalent experience

RECOMMENDATIONS
— Have a stable internet connection
— Be in a quiet room to work
— Have a computer with working audio equipment (Headset, microphone and webcam)
ORGANIC AGRICULTURE

Prepare your conversion to organic farming!

Do you want to start organic farming but you don’t know where to start? This training is for you.

PROGRAM

OBJECTIVES

— List the principles and foundations of organic farming
— Position yourself in relation to the main international and national certifications
— List the principles of biological conversion
— Conduct an initial diagnosis of organic conversion both at company level and at producer level (within the framework of group certification) on the basis of feasibility indicators
— List the key steps to be implemented for certification (group certification with the implementation of the ICS and individual certification)

CONTENTS

— Principles - Fundamentals of organic farming
— Organic regulations and standards
— The different indicators of a biological conversion
— Implementation of an organic certification

METHODS

— Presentations (PowerPoint or similar tools), documents to read (manuals, articles, summaries), self-study course
— Demonstration, application exercises
— Discussions, debates
— Group work, exercise with correction by peers
— Experience sharing

PURPOSE OF THE TRAINING

Undertake an analysis of the company’s situation with a view to converting to organic production.

TYPES OF ORGANIZATIONS CONCERNED

• Companies

TARGETED AUDIENCE

Company
• Farm Manager
• Horticultural producer
• Production manager
• Crop protection manager
EVALUATIONS

- Knowledge tests (MCQ, online tests, etc.)
- Active participation in face-to-face or synchronous online activities (live zoom, etc.)
- Active participation in asynchronous online activities (forum, quiz, consultation of additional resources, ...)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

PREREQUISITES

Face to face training

- Occupy a production manager position
- Be able to apply a conventional technical crop protocol
- Having followed the course on Introduction to organic agriculture (TP_2.099)

Distance training

- Occupy a production manager position
- Be able to apply a conventional technical production route
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool
- Having followed the course on Introduction to organic agriculture (TP_2.099)

RECOMMENDATIONS

Face to face training

- Already have a production (conventional or not)
- Having followed the Organic Agriculture course / Intermediate level (TP_2.097)

Distance training

- Already have a production (conventional or not)
- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)
- Having followed the Organic Agriculture course / Intermediate level (TP_2.097)
MODERN ORCHARD MANAGEMENT: MANGO PRUNING TECHNIQUES

Let’s cut away our prejudices and implement modern management of our orchards!

Increase the quality of your mangoes with modern orchard management techniques!

PROGRAM

OBJECTIVES

- Define the concept of modern orchard management
- Make the links between pruning operations and increased profitability and fruit quality
- Evaluate a tree to prune
- Carry out the different types of pruning (training, rejuvenation, production, maintenance and sanitary)
- List the favorable periods and the precautions to be taken for the different sizes

CONTENTS

- The principles of modern orchard management
- Definition and basis of size
METHODS
— Presentations (PowerPoint or similar tools)
— Application exercises

EVALUATIONS
— Active participation in face-to-face or synchronous online activities (live zoom, etc.)
— Coaching: practice in the workplace

PREREQUISITES
— Occupy a supervisor position in mango production or be in charge of training producers
— Master the basics of the technical route of the mango tree
— Have basic pruning equipment orchards (secateurs, ladders, etc.)

RECOMMENDATIONS
— The organisation must have a mango orchard or have a group of producer-suppliers willing to modernise their orchards
MANGO COMMERCIAL QUALITY BEST PRACTICES AT HARVEST AND POST-HARVEST LEVEL

Mango quality forever!

Improve the quality of your mangoes to perform in export markets!

PROGRAM

OBJECTIVES

- List and explain the quality criteria for mango destined for export
- Choose the relevant orchards with good harvest potential for export estimating volumes
- Describe the pre-harvest, harvest and post-harvest factors that influence mango fruit quality
- List the good pre-harvest, harvest and post-harvest practices for mango to guarantee the commercial fruit quality

CONTENTS

- The role of actors in the mango supply chain
- Field and harvest activities
- Packhouse operations
METHODS

- Presentations (PowerPoint or similar tools),
- Documents to be read (manuals, articles, syntheses)
- Demonstration, application exercises, Tutorial
- Discussions, questions & answers, brainstorming
- Group work, collaborative exercise (group project), exercise with peer correction
- Case study, Field training workshop, Role playing, Débriefing / Feedback

EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom…)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,…)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

PREREQUISITES

Face to face training

- Occupy a managerial position in mango production
- Having followed the training on The principles of Food Safety Quality Management System and Traceability (TP_5.049) or equivalent professional experience

Distance training

- Occupy a managerial position in mango production
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool
- Having followed the training on The principles of Food Safety Quality Management System and Traceability (TP_5.049) or equivalent professional experience

RECOMMENDATIONS

Face to face training

- Having followed the training on packhouse optimisation (TP_7.002)

Distance training

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)
- Having followed the training on packhouse optimisation (TP_7.002)
FOOD PRODUCTION AND PROCESSING

- DOMAIN -
SPS

PINEAPPLE GOOD HARVEST AND POST HARVEST PRACTICES

“Make your pineapple a fruit that everyone envies you!

Improve the quality of our pineapples for even more exports!”

PROGRAM

OBJECTIVES
- Position yourself and cite your roles and duties in the pineapple sector
- List the export pineapple selection criteria
- List good hygiene practices throughout the stages from production to packaging to harvest
- List the provisions to be implemented to plan and organize the packaging of pineapples
- List the various formalities and measures required before export (controls, analyses, certificates, etc.)

TYPES OF ORGANIZATIONS CONCERNED
- Companies

TARGETED AUDIENCE
Company
- Packing manager
- Processing Manager
- Quality-Traceability Manager

CONTENTS
- Pineapple selection criteria for export by air (variety, size, maturity, etc.)
- Good Harvesting Practices
- Packaging, transport, palletization
- Sanitary quality at all stages, from harvest to packaging
- Traceability at all stages, from harvest to packaging
METHODS

- Presentations (PowerPoint or similar tools), documents to read (manuals, articles, summaries)
- Demonstration
- Discussions, debates, questions-answers, brainstorming
- Group work
- Experience sharing

EVALUATIONS

- Active participation in face-to-face or synchronous online activities (live zoom...)
- Collaborative (or group) work
- Oral presentation

PREREQUISITES

- Occupy a managerial position for a company active in the packaging of pineapples
- Having followed the training Good Hygiene Practices (TP_5.048) or Good hygiene practices and the basic principles of traceability (TP_5.050) or have equivalent experience

RECOMMENDATIONS

- The organisation must already be active in packaging pineapple
AVOCADO GOOD HARVEST AND POST HARVEST PRACTICES

“The avocado! Good for the health of your business!

Improve the quality of your avocados to perform in export markets!”

PROGRAM

OBJECTIVES

- Describe the characteristics of avocado tree (biology, varieties, flowering pattern, ...)
- Classify avocado fruits based on quality
- Describe the pre-harvest, harvest and post-harvest factors that influence avocado fruit quality
- Apply and conduct orchard fruit sampling for maturity testing
- Perform maturity tests and interpret the results

CONTENTS

- Avocado tree and fruit quality traits
- Harvesting and Transporting Avocado
- Avocado handling in the Packhouse
- Marketing of avocado

METHODS

- Presentations (PowerPoint or other), self-study courses, reading material (manuals, articles, summaries)
- Discussions, questions and answers, brainstorming
- Case studies, experience sharing
EVALUATIONS

- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources, ...)
- Collaborative (or group) work

PREREQUISITES

Face to face training

- Working for a company already active in the avocado packaging and/or production

Distance training

- Working for a company already active in the avocado packaging and/or production
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

RECOMMENDATIONS

Distance training

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)
THE CULTIVATION OF COCONUT TREES

To avoid breaking your head for the production of coconuts, follow this training!!

Improve your coconut yields!

PROGRAM

OBJECTIVES
- Describe the botany of the different varieties (and hybrids) of the coconut palm, its agromorphological characteristics, as well as its economic importance
- List good practices for creating and managing a coconut tree nursery
- List good practices for creating, monitoring and managing a coconut plantation
- Recognize coconut palm diseases and pests and associate them with preventive methods and/or control methods
- List good practices for harvesting and post-harvest management of coconuts

CONTENTS
- General informations on the coconut tree
- Creation and management of a tree nursery
- Establishment of a plantation
- Monitoring and management of a plantation

METHODS
- Presentations (PowerPoint or similar tools), documents to read (manuals, articles, summaries), films to watch
- Field trip
- Exchanges with participants pre-training survey on the main problems encountered in coconut cultivation

EVALUATIONS
- Knowledge tests (MCQs, online tests, etc.)
- Active participation in face-to-face or synchronous online activities (live zoom, etc.)
- Collaborative (or group) work

PREREQUISITES
- Occupy a managerial position in the production of coconut trees
- Master the basics of the coconut tree technical route

RECOMMENDATIONS
- The organisation must have a coconut production area

PURPOSE OF THE TRAINING
Manage coconut cultivation from seed to post-harvest.

TYPES OF ORGANIZATIONS CONCERNED
- Companies

TARGETED AUDIENCE
Company
- Farm Manager
- Horticultural producer
- Production manager
- Nurseries manager
- Crop protection manager

TRAINING CODE
TP_2.024

PRACTICAL TRAINING
FACE TO FACE
4.5 DAYS

53
Agricultural production and livestock farming are conditioned by a range of environmental parameters: light, water, temperature, harmful or beneficial organisms, etc. When one of these is lacking, production can be jeopardised. We also know that farming practices can have a negative impact on ecosystems. It is therefore essential to understand how our environment works (how a soil functions, the water, carbon and nitrogen cycles, the role of biodiversity, etc.), and the potential impact of farming on this environment, so that we can adopt the necessary conservation and restoration practices. COLEAD offers the opportunity to learn about and understand the foundations of the environment in the broadest sense, to look specifically at the effects of agriculture on the environment and to learn about techniques and methods for restoring environmental quality. Risk analysis and 'life cycle analysis', as approaches that contribute to sustainable environmental management, are also an integral part of this training theme.
Let’s get to know all the factors that can affect the life and growth of our plants!

Think about the place of your agricultural production system at different levels (soil, biocenosis, etc.)

PROGRAM

OBJECTIVES
— Explain the influence of biotic and abiotic factors on the agrosystem
— Describe the water cycle
— Define a soil (composition, formation, properties)
— List and explain the services provided by biodiversity

CONTENTS
— Influence of environmental factors on agriculture and adaptation strategies
— Hydrological context of agriculture and water needs of plants
— Introduction to Soil Science
— Role and importance of biodiversity for agricultural production

METHODS
— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
— Knowledge tests (MCQ, online tests, ...)

PREREQUISITES
— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS
— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments
Let’s become aware of the impact of our agricultural practices on what surrounds us!

Acquire the knowledge allowing you to reflect on your agricultural production methods in order to improve them.

PROGRAM

OBJECTIVES

— Explain the legal framework and the non-regulatory framework (voluntary norms and private standards) of sustainable management of the environment
— List the impacts of agriculture on water quality
— Explain soil fertility
— List the impacts of agriculture on biodiversity
— List the impacts of agriculture on air quality
— Explain the impact of agricultural activities on waste production
CONTENTS
— Regulatory framework on sustainable management of the environment and requirements of private standards
— Sources of contamination and the importance of water quality
— Soil functions and fertility
— Threats to biodiversity and impacts of production systems
— Impacts of agriculture on air quality
— Impacts of agricultural activities on waste production and consequences

METHODS
— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
— Knowledge tests (MCQ, online tests,...)

PREREQUISITES
— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS
— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments
IMPACTS OF AGRICULTURAL PRACTICES ON THE ENVIRONMENT / ADVANCED LEVEL

Let’s become aware of the impact of our agricultural practices on what surrounds us!
Identify agricultural practices that can be improved to ensure more sustainable production in the long term.

PROGRAM

OBJECTIVES
- Detail the impacts of agriculture on water
- Detail the impacts of agriculture on soil fertility
- Detail the impacts of agriculture on biodiversity
- Detail the impacts of agriculture on air quality

EVALUATIONS
- Knowledge tests (MCQ, online tests, ...)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

CONTENTS
- Impact of agriculture on water quality
- Impact of agriculture on soil fertility
- Impacts of agriculture on biodiversity
- Impacts of agricultural practices on air quality

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

METHODS
- Presentations (PowerPoint or similar tools), self-paced training

PURPOSE OF THE TRAINING
Detail the impacts of agricultural production on soil, water, biodiversity and air.

TYPES OF ORGANIZATIONS CONCERNED
- Companies
- Service providers

TARGETED AUDIENCE
Company
- Farm Manager
- Horticultural producer
- Production Manager
- Nurseries manager
- Crop Protection Manager
- Irrigation Manager
- Harvest Manager

Service providers
- Expert-Trainer

9H30
THEORETICAL TRAINING
DISTANCE - SELF-PACED -
TRAINING CODE
TP_3.091
ACCESS TRAINING
RESTORATION OF ENVIRONMENTAL QUALITY / INTERMEDIATE LEVEL

Let’s reflect on our agricultural practices to make them sustainable!
Let’s move towards more sustainable agriculture by adapting to regulatory pressure and climate change.

PROGRAM

OBJECTIVES

— List a set of measures reducing the impact of agricultural practices on soil, water, air, biodiversity
— List and define 6 sustainable agricultural production methods
— Explain the methodology to be applied within the operation during a risk analysis
— Define the concept of life cycle analysis and its stages
— List the national and international regulatory framework for waste
— List the environmental benefits of good waste management

CONTENT

— How to reduce the impacts of agriculture on the environment?
— Assess the risks of environmental impacts to meet the requirements of the standards
— Prioritize your interventions thanks to the life cycle analysis (LCA)
— Rational management of waste related to agricultural production

METHODS

— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS

— Knowledge tests (MCQ, online tests, …)

PREREQUISITES

— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS

— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments
RESTORATION OF ENVIRONMENTAL QUALITY / ADVANCED LEVEL

Let’s change our agricultural practices for more sustainable production!

Let’s work on the solutions to implement for a more sustainable agriculture.

PROGRAM

OBJECTIVES

- Detail the set of measures improving water management within the farm
- Detail the set of measures improving soil management within the farm
- Detail the set of measures improving the management of biodiversity within the farm
- Detail the set of measures improving waste management within the farm
- Learn methods to reduce emissions of pollutants, particulates, and greenhouse gases into the atmosphere

CONTENTS

- Improving water management and reducing the impact on water resources
- Preserve and restore soil fertility
- Cultivation practices favorable to biodiversity
- Reduction and recovery of agricultural waste
- Reduce and offset air pollutant emissions
METHODS
— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
— Knowledge tests (MCQ, online tests,...)

PREREQUISITES
— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS
— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments
SUSTAINABLE PRODUCTION SYSTEMS

Do you produce sustainably?

Permaculture, agroecology, conservation agriculture, sustainable agriculture... these are just a few examples of agricultural production methods. But how do we produce?

PROGRAM

OBJECTIVES

- List the impacts and limits of industrial agriculture based on intensive use of inputs and tillage
- Define the legal and regulatory framework for sustainable management of the environment
- Identify agricultural practices that do not comply with the requirements of private standards in terms of environmental preservation and sustainability
- Compare the characteristics of various production methods (conventional production, organic production, agroforestry, permaculture, agroecology)
- Analyze the effects of industrial agriculture and poor practices on soil, water, biodiversity, air
- Know how to use the SAE or “Self-Assessment System” (COLEAD tool) in its operation

CONTENTS

- Preserve and restore soil fertility
- Assess the sustainability of production systems
- Improving production methods and practices
- Implement a sustainable management plan
METHODS
— Documents to read (manuals, articles, summaries), self-study courses
— Application exercises
— Discussions, questions-answers
— Exercise with peer correction
— Debriefing / Feedback

EVALUATIONS
— Knowledge tests (MCQ, online tests, etc.)
— Active participation in face-to-face or synchronous online activities (live zoom, etc.)
— Active participation in asynchronous online activities (forum, quiz, consultation of additional resources, ...)
— Homework assignment

PREREQUISITES
— Occupy a management position within an organization active in the horticultural sector
— Be able to work independently
— Be able to use a computer and connect to an e-learning site and a videoconference tool

RECOMMENDATIONS
— Have a stable internet connection
— Be in a quiet room to work
— Have a computer with working audio equipment (Headset, microphone and webcam)
WASTE MANAGEMENT

Manage your waste to make your business more sustainable and gain in competitiveness.

We produce waste every day during our activities in the fields, in the packhouse,... But how can we recover or reduce it? Could they generate revenue for us? Take this training to learn more!

PROGRAM

OBJECTIVES

— Define the notion of waste in the horticultural context
— Identify and classify the nature, source and flow of waste produced within your company
— Identify key business-level threats, weaknesses, strengths and opportunities for waste management
— Identify sustainable practices for recovering organic waste within a company
— List the main elements to develop a waste management plan

CONTENTS

— The discovery of waste
— Reducing the production of agricultural waste
— Recovery of waste and organic matter
— Energy recovery from organic waste
**METHODS**

- Presentations (PowerPoint or similar tools), documents to read (manuals, articles, summaries), self-study course
- Application exercises
- Discussions, questions-answers
- Collaborative exercise (group project), exercise with correction by peers
- Debriefing / Feedback

**EVALUATIONS**

- Knowledge tests (MCQ, online tests, etc.)
- Active participation in face-to-face or synchronous online activities (live zoom, etc.)
- Active participation in asynchronous online activities (forum, quiz, consultation of additional resources, ...)
- Collaborative (or group) work

**PREREQUISITES**

- Hold a position of supervisor involved in the management of the waste of his organization
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

**RECOMMENDATIONS**

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)
Sustainable management of the environment: a crucial issue for organizations in which you can be an actor!

Do you want to improve yourself as a trainer and coach? Do you want to broaden your horizon of skills on sustainable management of the environment? This training is for you!

PROGRAM

OBJECTIVES
— Clearly explain the essential elements on a subject related to the sustainable management of the environment
— Interact and regulate a group of distance learners
— Make good media (such as the slideshow)
— Communicate more effectively
— Develop a training program

CONTENTS
— Knowledge of environmental factors
— Impacts of agricultural practices on the environment
— Restoration of environmental quality
— Training facilitator methods (preparation and facilitation)
METHODS
— Presentations (PowerPoint or similar tools), documents to read (manuals, articles, summaries), self-study course
— Application exercises
— Discussions, debates, questions-answers
— Group work, collaborative exercise (group project)
— Case study, debriefing / feedback, experience sharing

EVALUATIONS
— Knowledge tests (MCQ, online tests, etc.)
— Active participation in face-to-face or synchronous online activities (live zoom, etc.)
— Active participation in asynchronous online activities (forum, quiz, consultation of additional resources, ...)
— Oral presentation

PREREQUISITES
— Have a experience specialized in the theme of “Environmental Management”
— Have experience in supporting organizations in the horticultural sector in ACP countries
— Have prior experience in adult training (at least 5 years)
— Know the environmental issues of the horticultural sector
— Be able to support organizations in their transition to sustainable production practices
— Be able to work independently
— Be able to use a computer and connect to an e-learning site and a videoconference tool

RECOMMENDATIONS
— Have a stable internet connection
— Be in a quiet room to work
— Have a computer with working audio equipment (Headset, microphone and webcam)
— Having followed of all self-paced training courses in the environment theme

THEORETICAL TRAINING
DISTANCE - TUTORED - (spread over a period of 4 months)
TRAINING CODE
TP_3.038
1 DAY / WEEK
Plant Health incorporates two different dimensions of equal importance: (i) the compliance of plant products with standards guaranteeing food safety, as well as standards mainly concerning pesticide residues (compliance with applicable Maximum Residue Limits or MRLs) and certain environmental contaminants (heavy metals, mycotoxins, etc.). (ii) the absence of regulated harmful organisms (including ‘quarantine organisms’) such as insects, nematodes, viruses, fungi or bacteria, which are not naturally present in a given region, but which may be introduced unintentionally as a result of international transport. Plant health therefore means using products that comply with standards guaranteeing food safety, as well as offering a product that is free from harmful organisms. Each Member State is therefore required to draw up a policy for the preservation and protection of plant health. This brings together all the elements of a concerted strategy. The following COLEAD training programmes cover this issue and its key concepts.
ASSESSMENT OF SANITARY AND PHYTOSANITARY / INTERMEDIATE LEVEL

"Estimate the situation of your organization on the theme “quality” of products.

Food safety, SPS agreement, biological hazard, harmful organisms, etc. You are interested in all these notions and you would like to know more about their meanings, their relationships, etc. Then this course is made for you!

PROGRAM

OBJECTIVES

- List the SPS, TBT agreements and the various international standards covering the field of quality (sanitary, commercial, organoleptic, etc.) of agricultural products
- List the key concepts of food safety and describe the relationships between them
- Define the three main categories of danger by citing examples for each of them
- Define the notions of harmful organisms and quarantine organisms
- Familiarize with global institutions responsible for establishing agricultural product quality standards and regulations
- Explain the application of risk analysis to food safety issues
**Contents**
- SPS agreements and international standards
- Food safety basics
- Biological, physical and chemical risks
- Major pests (including quarantine organisms)
- Regulatory framework for foods of plant origin
- Introduction to risk analysis

**Methods**
- Presentations (PowerPoint or similar tools), self-paced training

**Evaluations**
- Knowledge tests (MCQ, online tests,...)

**Prerequisites**
- Be able to self-train
- Be able to connect to the internet

**Recommendations**
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

**Training Code**
TP.4128
Assessing a risk, managing a risk, communicating a risk are activities that are both closely linked and very different. This course will explain that to you!

Compare the concept of risk analysis (and these three components) with what is done in practice within your organization.

**PROGRAM**

**OBJECTIVES**
- Define risk assessment and its methodology
- List the general principles of pest risk assessment
- List the different categories of information carriers
- Define risk management by comparing it to risk assessment
- Describe the role of communication in the risk management framework
- Explain the different types of communication related to risk management and assessment

**METHODS**
- Presentations (PowerPoint or similar tools), self-paced training

**EVALUATIONS**
- Knowledge tests (MCQ, online tests,...)

**PREREQUISITES**
- Be able to self-train
- Be able to connect to the internet

**RECOMMENDATIONS**
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

**CONTENTS**
- Risk assessment (food safety)
- General principles of pest risk assessment
- Documentary resources: where to find information
- Communication on results of risk assessment and official controls and risk management measures
COMMUNICATION ON SANITARY AND PHYTOSANITARY RISKS / INTERMEDIATE LEVEL

What and how to communicate about sanitary and phytosanitary risks?

This course allows you to understand the role and importance of communication in the context of the management of sanitary and phytosanitary risks.

PROGRAM

OBJECTIVES

- Categorize the components of quality
- List the key food safety concepts and briefly describe the relationships between them
- Know the factors responsible for the risk of poisoning
- Differentiate the past “obligation of means” approach versus the current “obligation of results” approach in the context of food safety
- Define the notion of traceability
- Differentiate Tracing from Tracking and ascending traceability from descending
Evaluations
— Knowledge tests (MCQ, online tests, ...)

Prerequisites
— Be able to self-train
— Be able to connect to the internet

Recommendations
— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments

Contents
— Food Safety Basics
— Traceability: principles, objectives and elements of a traceability system
— Data Information System
— Implementation of a traceability system
— Early Detection and Emergency Response (RASFF)
— Food safety risk communication

Methods
— Presentations (PowerPoint or similar tools), self-paced training
COMMUNICATION ON SANITARY AND PHYTOSANITARY RISKS / ADVANCED LEVEL

How to communicate well on sanitary and phytosanitary risks within your organization?

There are different types of communication depending on the situations experienced, the interlocutors,… We do not communicate in the same way during a serious food epidemic as during a normal situation! What are these differences and what good practices should be implemented?

PROGRAM

OBJECTIVES

— Describe communication and its good practices in the context of food risk analysis during epidemics and major food crises
— Differentiate the communication of food safety control results in normal times, in emergency situations and in the context of international food trade
— List and explain the types of communication during risk management and assessment
**CONTENTS**
- Communication during major epidemics and food crises
- Communication on the results of food safety checks
- Communication on results of risk assessment and official controls and risk management measures
- Communication case study

**METHODS**
- Presentations (PowerPoint or similar tools), self-paced training

**EVALUATIONS**
- Knowledge tests (MCQ, online tests, ...)

**PREREQUISITES**
- Be able to self-train
- Be able to connect to the internet

**RECOMMENDATIONS**
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

**THEORETICAL TRAINING**
**DISTANCE - SELF-PACED -**
**TRAINING CODE**
**ACCESS TRAINING**
ORGANIZATION OF OFFICIAL CONTROLS / INTERMEDIATE LEVEL

Contribute to the quality of national horticultural value chains!

In a world where product exchanges are increasing, the role of official controls is becoming more and more crucial!
But what do we mean by official control?

PROGRAM

OBJECTIVES

— List commonalities and differences between public food law and private food regulation
— List the regulations defining official controls and their implications with third countries
— List the international and European regulations in charge of the quality of agricultural products
— List the main principles of national official control and surveillance programs applicable to the processing of foods of plant origin and applicable to residues and environmental contaminants
— Explain the concept of sampling and sampling plan
— Understand the importance of monitoring residues and contaminants in food products, and learn practical methods for their implementation

PURPOSE OF THE TRAINING

List the ins and outs (regulatory framework, methodology) of the notion of official control of agricultural products.

TYPES OF ORGANIZATIONS CONCERNED

• Competent authorities
• Service providers

TARGETED AUDIENCE

Public sector
• Head of official SPS controls
• Head of legislation
• Head of communication on SPS risks
• Expert in pest risk assessment
• Expert in health risk assessment
• Sanitary inspector
• Phytosanitary inspector

Service providers
• Expert-Trainer

In a world where product exchanges are increasing, the role of official controls is becoming more and more crucial!

But what do we mean by official control?
CONTENTS

- Principles of official controls and certification systems (public/private)
- Role of competent authorities in official controls, activities and tasks of official controllers (verifications, inspections, audits, certification)
- Regulatory framework for foods of plant origin
- General principles of national surveillance and official control programs in the processing of foods of plant origin
- Main notions of sampling
- Official control of residues and environmental contaminants

METHODS

- Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS

- Knowledge tests (MCQ, online tests, ...)

PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

THEORETICAL TRAINING 13H30  TP_4.130 TRAINING CODE ACCESS TRAINING
ORIENTATION OF OFFICIAL CONTROLS / ADVANCED LEVEL

Official control, a more complex activity than it seems!

Keep up to date review what you have learned consider your own NPPO’s position on official controls Carrying out an official control may seem like a fairly basic activity. However, it requires preparation, planning, compliance with standards and regulations during its execution and appropriate communication. Let’s see how it all works!

PROGRAM

OBJECTIVES

— List the general rules regarding sample collection techniques
— Define the modalities of the sampling plans for the statistical control of the proportion of non-compliant individuals of a batch of goods
— Define the control of hygiene and microbiological safety of food
— Mention the differences between border import control in a country that has no trade agreement with a third country and border import control in a country that has a trade agreement or is part of a political and commercial organization of states
— Explain the content of an inspection report and the possible follow-up to the inspections
— Mention the differences and commonalities between the communication of the results of food safety controls, in normal times, in emergency situations and in the context of international food trade
CONTENTS
— The sampling method for specific official controls at planning level
— Planning of checks, inspections and audits
— Border control planning
— Report on control activities
— Communication on the results of food safety checks in the food chain

METHODS
— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
— Knowledge tests (MCQ, online tests, ...)

PREREQUISITES
— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS
— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments
ORGANIZATION OF INSPECTIONS / INTERMEDIATE LEVEL

"Inspection, a crucial activity to protect its national value chains."

Organizing inspections is one of the central activities of the competent authorities as well as within a company. But in what framework and what logic do they fit?

PROGRAM

OBJECTIVES

- List the various international and European agreements and standards covering the field of quality (sanitary, commercial, organoleptic, etc.) of agricultural products
- Define the concepts of pests and quarantine
- Define and connect the notions of food hygiene, good hygiene practices and prerequisite programs
- Explain the HACCP method (role, principles and steps)
- Describe the principles and steps for setting up a Food Safety Quality Management System and a traceability system
- Explain the implementation of a system for responding to food safety emergencies
EVALUATIONS
— Knowledge tests (MCQ, online tests, …)

PREREQUISITES
— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS
— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments

CONTENTS
— Regulatory framework for foods of plant origin
— Major pests (including quarantine organisms)
— Prerequisite programs (PRP/PrPo): hygiene principles and requirements for water supply and cold chain
— The HACCP method: principles and implementation
— Implementation of a FSQMS (Food Safety Quality Management System) in a company
— Traceability: principles, objectives and elements of a traceability system

METHODS
— Presentations (PowerPoint or similar tools), self-paced training

THEORETICAL TRAINING
DISTANCE - SELF-PACED -
TRAINING CODE
ACCESS TRAINING
ORGANIZATION OF INSPECTIONS / ADVANCED LEVEL

“Control? Inspection? Audit? These terms are familiar to us. But what differentiates them in substance and in their implementation?

Evaluate the control, inspection and audit activities implemented within your organization.

PROGRAM

OBJECTIVES

— List the main elements making up the doctrine in terms of control, inspection and audit
— Describe the concept of a self-monitoring system and the steps leading to its implementation
— List the challenges and objectives of a control in a company
— Describe the 3 stages of a control in a company
— List inspection and audit procedures
— Describe the typical contents of an inspection report

METHODS

— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS

— Knowledge tests (MCQ, online tests,...)

PREREQUISITES

— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS

— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments

TP_4.133
THEORETICAL TRAINING
DISTANCE - SELF-PACED -
TRAINING CODE
ACCESS TRAINING
ORGANIZATION AND MANAGEMENT OF A LABORATORY / INTERMEDIATE LEVEL

“Laboratories, a key element of food safety!
Laboratories have key roles at all levels of food safety systems!
Let’s take a look at their organization!

PROGRAM

OBJECTIVES

— List the regulations relating to surface treatments on fruits and vegetables, pesticides used on plants and pesticide residues
— Describe the characteristics of each laboratory category
— Define ISO/IEC 17025 and good laboratory practices
— List the missions entrusted to a plant health laboratory
— List the standards and processes for certification and accreditation of a laboratory
— Define the concept of metrology and its role in laboratories

CONTENTS

— Legislation and the role of private standards
— Regulatory framework for foods of plant origin
— The role of laboratories in the food safety system
— Organization of the laboratory (in accordance with ISO 17025 standards)
— Organization of a plant health laboratory
— Quality management (accreditation, certification of laboratories)

METHODS

— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS

— Knowledge tests (MCQ, online tests,..)

PREREQUISITES

— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS

— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments

THEORETICAL TRAINING
DISTANCE - SELF-PACED -
TRAINING CODE
ACCESS TRAINING
ORGANIZATION AND MANAGEMENT OF A LABORATORY / ADVANCED LEVEL

Each hazard corresponds to a specific analysis method! Let’s study this!!

See how to improve current practices taking place in laboratories.

PROGRAM

OBJECTIVES

— Understand the principles of the analytical methods and equipment used for heavy metals, mycotoxins and pesticide residues
— Learn methods for detecting pathogenic micro-organisms in food
— Distinguish between quarantine and non-quarantine pest detection methods
— Familiarize with criteria for selecting analytical methods and validating them
— List guidelines for reporting results obtained from chemical analysis and microbiological examination of foodstuffs
— List all the elements necessary for the realization of a business plan for laboratories

PURPOSE OF THE TRAINING

List a set of validated methods, covering chemical analyzes and microbiological examinations, necessary for official controls.

TYPES OF ORGANIZATIONS CONCERNED

• Competent authorities
• Service providers

TARGETED AUDIENCE

Public sector
• Director of phytosanitary diagnostic laboratory
• Director of contaminant analysis laboratory

Service providers
• Expert-Trainer
CONTENTS
— Analytical methods (chemical contaminants, such as residues, heavy metals, dioxins, mycotoxins, ...)
— Methods for the detection of foodborne pathogens
— Methods for detecting quarantine organisms (insects and nematodes)
— Validation of methods
— Writing analysis reports
— Business Plan for Laboratories

METHODS
— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
— Knowledge tests (MCQ, online tests, ...)

PREREQUISITES
— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS
— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments
ORGANIZATION OF NATIONAL FOOD CONTROL SYSTEMS / INTERMEDIATE LEVEL

Purpose of the training
Define the concept of food safety system.

Types of organizations concerned
• Competent authorities
• Service providers

Food safety is important, but what is it?
In response to food crises and growing consumer demand for safe, high-quality products, food safety has become a major concern for governments and all players in the agri-food chain! But what is it really about?

Program
Objectives
— Describe the general regulatory framework (standards and international agreements) that govern trade
— List and explain the key concepts relating to food safety
— Define the responsibilities and obligations of the different stakeholders of a food safety system
— Explain how to strengthen national food control systems
— Define the notion of food safety policy
TARGETED AUDIENCE

Public sector
- Director of a Competent Authority in charge of SPS issues
- Head of official SPS controls
- Head of data management
- Head of legislation
- Head of plant health surveillance programmes
- Head of communication on SPS risks
- Director of phytosanitary diagnostic laboratory
- Expert in health risk assessment
- Expert in contaminant analysis
- Sanitary inspector

Service providers
- Expert-Trainer

CONTENTS
- SPS Agreement and international standards
- General principles of food safety in the European regulatory framework
- Respective responsibilities of stakeholders
- Guidelines for strengthening national food control systems
- Food safety policy

METHODS
- Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
- Knowledge tests (MCQ, online tests, ...)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments
ORGANIZATION OF NATIONAL FOOD CONTROL SYSTEMS / ADVANCED LEVEL

Assess the status of your national food control system.

Now we know what a food safety system consists of, but what are the main components needed to make it work at the national level?

PROGRAM

OBJECTIVES

- Describe the framework of European regulations and private standards related to food safety
- Define the concept of surveillance in the context of food safety
- List the challenges and basic principles of official food safety controls
- List the different categories of laboratories and their respective roles in food safety systems
- Explain how to coordinate food safety services
- Explain the role of verification and validation procedures in the operation of the food control system
TARGETED AUDIENCE

Public sector
- Director of a Competent Authority in charge of SPS issues
- Head of SPS risk assessment
- Head of official SPS controls
- Head of data management
- Head of legislation
- Head of plant health surveillance programmes
- Head of communication on SPS risks
- Director of contaminant laboratory
- Expert in health risk assessment
- Expert in contaminant analysis
- Sanitary inspector

Service providers
- Expert-Trainer

EVALUATIONS
- Knowledge tests (MCQ, online tests, ...)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

CONTENTS
- Regulations and the role of private standards
- General principles of national surveillance and control systems
- Organization of national food control systems
- Coordination of activities in a food safety system
- Role of laboratories in food safety systems
- Evaluation of the national food safety system

METHODS
- Presentations (PowerPoint or similar tools), self-paced training

THEORETICAL TRAINING
DISTANCE - SELF-PACED -
TRAINING CODE
ACCESS TRAINING
ORGANIZATION, MISSIONS AND OPERATION OF AN NPPO / INTERMEDIATE LEVEL

“Let’s do the WWWWHHHW (What, Who, Where, When, How, How Much, Why) of the NPPOs together!

Assess the situation of your NPPO.

PROGRAM

OBJECTIVES
— Explain the terms SPS Agreement and International Plant Protection Convention (IPPC) and the relationship between them
— Detail the functions, obligations, missions, structures and funding mechanisms of a National Plant Protection Organization (NPPO)
— List stakeholder contributions and participations in NPPO missions and activities

CONTENTS
— Market access: SPS agreement and International Plant Protection Convention
— Structures and setting up a NPPO
— Functioning of a National Plant Protection Organization
— Managing relations with stakeholders

PURPOSE OF THE TRAINING
Define the key points related to the concept of National Plant Protection Organization.

TYPES OF ORGANIZATIONS CONCERNED
- Competent authorities
- Service providers
TARGETED AUDIENCE

Public sector
- Director of a Competent Authority in charge of sanitary and phytosanitary (SPS) issues
- Director of a National Plant Protection Organization (NPPO)
- Head of SPS risk assessment
- Head of official SPS controls
- Head of data management
- Head of legislation
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Head of phytosanitary certification
- Head of communication on SPS risks
- Director of phytosanitary diagnostic laboratory
- Director of contaminant analysis laboratory
- Expert in pest risk assessment
- Expert in health risk assessment
- Expert in analysis of plant protection products (PPPs)
- Expert in contaminant analysis
- Expert in phytosanitary diagnosis
- Sanitary inspector
- Phytosanitary inspector

Service providers
- Expert-Trainer

METHODS
- Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
- Knowledge tests (MCQ, online tests,…)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

THEORETICAL TRAINING
DISTANCE - SELF-PACED -
TRAINING CODE
ACCESS TRAINING

TP_4.138
TRAINING CODE
95
ORGANIZATION, MISSIONS AND OPERATION OF AN NPPO / ADVANCED LEVEL

Let’s dive into the key missions of NPPOs!

Assess the situation of your NPPO in relation to its 4 essential missions: pest surveillance, market access, diagnosis and export certification.

PROGRAM

OBJECTIVES

— Describe different pest surveillance components by NPPOs
— Understand the diagnostic laboratory’s role, management, and sustainability in fulfilling NPPO missions
— Understand export certification objectives and NPPO responsibilities
— Understand NPPO’s role in market access and the importance of conducting Pest Risk Assessments

CONTENTS

— Pest surveillance
— Diagnostic services
— Export certification
— The role of the NPPO in market access
TARGETED AUDIENCE

Public sector
- Director of a Competent Authority in charge of sanitary and phytosanitary (SPS) issues
- Director of a National Plant Protection Organization (NPPO)
- Head of SPS risk assessment
- Head of official SPS controls
- Head of data management
- Head of legislation
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Head of phytosanitary certification
- Head of communication on SPS risks
- Director of phytosanitary diagnostic laboratory
- Director of contaminant analysis laboratory
- Expert in pest risk assessment
- Expert in health risk assessment
- Expert in analysis of plant protection products (PPPs)
- Expert in contaminant analysis
- Expert in phytosanitary diagnosis
- Laboratory assistant
- Sanitary inspector
- Phytosanitary inspector

Service providers
- Expert-Trainer

METHODS
- Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
- Knowledge tests (MCQ, online tests,...)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments
PEST RISK ANALYSIS IN COLLABORATION WITH COLEAD AND IPPC / INTERMEDIATE LEVEL

Pest Risk Analysis Essentials!
Equip yourself with the essential skills to conduct Pest Risk Analysis (PRA): become proficient in categorizing pests, identifying pathways, assessing economic impacts. Join us on this empowering journey to access global markets with regulated pest-free products and strengthen your capacity in plant health.

PROGRAM

OBJECTIVES
— Explain the context of pest risk analysis
— Collect and analyse the essential PRA data
— Implement PRA pathway for any new import of plant commodity

CONTENTS
— History and background
— Pest risk analysis — an overview
— Pest risk analysis — illustration

PURPOSE OF THE TRAINING
Understand the principles of Pest Risk Analysis (PRA), the steps of the process, the necessary resources and the importance of having usable national data.

TYPES OF ORGANIZATIONS CONCERNED
• Competent Authorities
• Companies
TARGETED AUDIENCE

Public sector
- Director of a Competent Authority in charge of sanitary and phytosanitary (SPS) issues
- Director of a National Plant Protection Organization (NPPO)
- Head of risk assessment
- Head of official SPS controls
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Head of phytosanitary certification
- Head of communication
- Director of a phytosanitary diagnostic laboratory
- Director of contaminant analysis laboratory
- Expert in pest risk assessment
- Expert in health risk assessment
- Expert in analysis of plant protection products (PPPs)
- Expert in contaminant analysis
- Expert in phytosanitary diagnosis
- Technician in analytical laboratory
- Technician in phytosanitary diagnosis laboratory
- Laboratory assistant
- Sanitary inspector
- Phytosanitary inspector
- Plant protection monitoring officer

Company
- Horticultural producer

METHODS
- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses), self-study course

EVALUATIONS
- Knowledge tests (MCQs, online tests, etc.)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources, ...)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments
PEST RISK ANALYSIS COURSE IN COLLABORATION WITH COLEAD AND IPPC / ADVANCED LEVEL

Purpose of the training
Facilitate access to global markets for regulated pest-free products by conducting effective pest risk analysis (PRA)

Types of organizations concerned
- Competent Authorities
- Companies

Pest Risk Analysis: Let’s go deeper!
Unlock the power of IPPC standards and enhance your role as a plant health expert. Ensure seamless international market access for horticultural products by strengthening local plant health capacity and promoting the implementation of ISPMs. Join our training program and become a master of pest risk analysis today.

Program
Objectives
- Implement the 3 stages of a Pest Risk Analysis
- Gain hands-on experience by conducting a pest risk analysis (PRA)
PREREQUISITES
— Be able to self-train
— Be able to connect to the internet
— Having followed the training course Pest risk analysis in collaboration with COLEAD and IPPC- Intermediate level (TP_4.085)

RECOMMENDATIONS
— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments

PREREQUISITES
— Be able to self-train
— Be able to connect to the internet
— Having followed the training course Pest risk analysis in collaboration with COLEAD and IPPC- Intermediate level (TP_4.085)

RECOMMENDATIONS
— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments

TARGETED AUDIENCE
Public sector
• Director of a Competent Authority in charge of sanitary and phytosanitary (SPS) issues
• Director of a National Plant Protection Organization (NPPO)
• Head of risk assessment
• Head of official SPS controls
• Head of plant health surveillance programmes
• Head of phytosanitary control
• Head of phytosanitary certification
• Director of a phytosanitary diagnostic laboratory
• Director of contaminant analysis laboratory
• Expert in pest risk assessment
• Expert in health risk assessment
• Expert in analysis of plant protection products (PPPs)
• Expert in contaminant analysis
• Expert in phytosanitary diagnosis
• Technician in analytical laboratory
• Technician in phytosanitary diagnosis laboratory
• Laboratory assistant
• Sanitary inspector
• Phytosanitary inspector
• Plant protection monitoring officer

Company
• Horticultural producer

CONTENT
— Initiation
— Pest risk assessment
— Pest risk management and review
— Case study

METHODS
— Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses), self-study course
— Case study

EVALUATIONS
— Knowledge tests (MCQs, online tests, etc.), Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
PEST RISK ANALYSIS (COLLABORATION WITH IPPC & CABI)

"Practical hand-on Training on PRA

Are you wondering how to conduct PRAs in your territory?
Are you looking after relevant databases and tools to help you with this mission?
Are you eager to meet colleagues and/or create new contact with experienced persons working on PRA?
This training is for you.

PROGRAM

OBJECTIVES
— Explain the importance and role of PRA in a phytosanitary system
— Reference the theoretical bases of PRA, in relation to the main ISPMs and relevant guidelines
— Find information and people that they need for PRA
— Use relevant tools that are available to conduct Pest Risk Analysis
— Handle risk and uncertainty appropriately
— Complete the 8 steps for both pest and pathway PRAs

 contents
— Introduction to Pest Risk Analysis
— Pest and pathway prioritization for PRA
— PRA initiation and pest categorization
— Assessing the Probability of Introduction and Spread
— Assessing potential consequences and overall risk
— Risk management and risk communication

PURPOSE OF THE TRAINING
Strengthen your capacity to implement PRA in your territory in line with the priorities of the International Plant Protection Convention and in compliance with the International Standards for Phytosanitary Measures and relevant guidelines.

TYPES OF ORGANIZATIONS CONCERNED
• Competent Authorities
TARGETED AUDIENCE

Public sector
- Director of a Competent Authority in charge of sanitary and phytosanitary (SPS) issues
- Director of a National Plant Protection Organization (NPPO)
- Head of risk assessment
- Head of official SPS controls
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Head of phytosanitary certification
- Head of communication
- Director of a phytosanitary diagnostic laboratory
- Director of contaminant analysis laboratory
- Expert in pest risk assessment
- Expert in health risk assessment
- Expert in analysis of plant protection products (PPPs)
- Expert in contaminant analysis
- Expert in phytosanitary diagnosis
- Technician in analytical laboratory
- Technician in phytosanitary diagnosis laboratory
- Laboratory assistant
- Sanitary inspector
- Phytosanitary inspector
- Plant protection monitoring officer

METHODS
- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses), self-study course
- Demonstration, application exercises
- Discussions, debates, questions & Answers, brainstorming
- Group work, collaborative exercise (group project), exercise with peer correction
- Case study, Role playing, debriefing / feedback, sharing experience

EVALUATIONS
- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

PREREQUISITES
- Good knowledge of the Pest list in the region and its relevance to the concept of Pest Free country
- Must be involve in Pest Risk Analysis with Relevant NPPOs
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool
- Be able to use a compendium
- Must have completed at least PRA self study intermediate level (TP_4.085)

RECOMMENDATIONS
- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)
PHOTOSANITARY EXPORT CERTIFICATION SYSTEM: EXPORTERS AND RE-EXPORTERS

Export Certification Explained!

This course will provide you with a deep understanding of phytosanitary export certification, ensuring you remember your obligations to the NPPO. Gain expertise in preparing phytosanitary certificates, navigating compliance procedures, customs and shipping documents, and handling the necessary paperwork for seamless shipment of plant products. Equip yourself with the knowledge and skills needed to excel in international trade.

PROGRAM

OBJECTIVES

- Know the impact of plant pest and diseases and the consequence of their spreading in case of non-compliance
- Know SPS agreement, key missions of NPPO and phytosanitary measures required by IPPC
- Explain how traceability can support you to deal with phytosanitary issues
- Communicate risk to stakeholders like raising awareness among workers
- Fill a phytosanitary certificates and certificates for re-export
TARGETED AUDIENCE

Public sector
- Director of a Competent Authority in charge of sanitary and phytosanitary (SPS) issues
- Director of a National Plant Protection Organization (NPPO)
- Head of official SPS controls
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Head of phytosanitary certification
- Director of a phytosanitary diagnostic laboratory
- Director of contaminant analysis laboratory
- Expert in health risk assessment
- Expert in analysis of plant protection products (PPPs)
- Expert in contaminant analysis
- Expert in phytosanitary diagnosis
- Technician in analytical laboratory
- Technician in phytosanitary diagnosis laboratory
- Laboratory assistant
- Phytosanitary inspector
- Plant protection monitoring officer

Company
- Company manager
- Farm Owner / Manager
- Horticultural producer
- Production Manager
- Harvest Manager
- Purchasing Manager
- Packing manager
- Processing manager
- Quality and Traceability Manager
- Forwarding agent
- Marketing Manager
- Harvest Technician

CONTENTS
- Overview of phytosanitary certification
- Plant pests and their control
- Traceability
- Risk communication to stakeholders
- Collaboration between exporters and the NPPO
- Application for phytosanitary certificates and phytosanitary certificates for re-export

METHODS
- Presentations (PowerPoint or similar tools), Self-study course

EVALUATIONS
- Knowledge tests (MCQs, online tests, etc.)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources, ...)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

THEORETICAL TRAINING
DISTANCE - SELF-PACED -
TRAINING CODE
ACCESS TRAINING
PHytosanitary Export Certification System: Plant and Plant Product Providers

Purpose of the training
Discover the purpose and importance of phytosanitary export certification and what are the obligations of plant and plant product providers to the National Plant Protection Organisation, or NPPO.

Types of Organizations Concerned
• Competent Authorities
• Companies

Influence of plants and plant products or other objects on pest propagation with international trade and consequences of non-compliance explained!

Whether you’re involved in producing fruits, vegetables, cut flowers, grains, seeds, wood products, bulbs, tubers, or plants for planting, or if you’re responsible for processing and packaging plants, discover the essential elements of exporting and understand why close collaboration with the NPPO and other stakeholders is crucial.

Program
Objectives
— Understand phytosanitary certifications
— Able to identify and control plant pests
— Understand the importance of the collaboration between plant and plant product providers and the national plant protection organization (NPPO)
— Learn about traceability in plant products
TARGETED AUDIENCE

Public sector
- Director of a Competent Authority in charge of sanitary and phytosanitary (SPS) issues
- Director of a National Plant Protection Organization (NPPO)
- Head of risk assessment
- Head of official SPS controls
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Head of phytosanitary certification
- Director of a phytosanitary diagnostic laboratory
- Director of contaminant analysis laboratory
- Expert in pest risk assessment
- Expert in health risk assessment
- Expert in analysis of plant protection products (PPPs)
- Expert in phytosanitary diagnosis
- Sanitary inspector
- Phytosanitary inspector

Company
- Company manager
- Farm Owner / Manager
- Horticultural producer
- Production Manager
- Manager of nurseries
- Crop Protection Manager
- Crop / field scout
- Harvest manager

CONTENTS
- Overview of phytosanitary certification
- Plant Pests and Control Measures
- Collaboration between plant and plant product providers and the national plant protection organization (NPPO)
- Traceability
- Risk communication to stakeholders

METHODS
- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses), self-study course

EVALUATIONS
- Knowledge tests (MCQs, online tests, etc.)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

THEORETICAL TRAINING
DISTANCE - SELF-PACED -
TRAINING CODE
ACCESS TRAINING
PHYTOSANITARY EXPORT CERTIFICATION SYSTEM: EXPORT INSPECTORS

Essentials of export certification.

 Equip yourself with a comprehensive understanding of inspection rules, regulations, and international standards through this course. Gain the expertise to identify and address non-compliance issues in imported or exported products, regardless of their packaging. Expand your knowledge and excel in your role as an inspector in ensuring compliance with phytosanitary regulations.

PROGRAM

OBJECTIVES

— Understand the purpose and importance of phytosanitary export certification
— Be able to take the necessary measures to prepare and issue a phytosanitary (re-)export certificate
— Keep records
— Address non-compliances

CONTENTs

— Collaboration between export inspectors and private stakeholders
— Measures for certification
— Preparing the phytosanitary (re)export certificate
— Issuing the phytosanitary (re)export certificate
— Non-compliances
TARGETED AUDIENCE

Public sector
- Director of a Competent Authority in charge of sanitary and phytosanitary (SPS) issues
- Director of a National Plant Protection Organization (NPPO)
- Head of risk assessment
- Head of official SPS controls
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Head of phytosanitary certification
- Head of communication
- Director of a phytosanitary diagnostic laboratory
- Director of contaminant analysis laboratory
- Expert in pest risk assessment
- Expert in health risk assessment
- Expert in analysis of plant protection products (PPPs)
- Expert in contaminant analysis
- Expert in phytosanitary diagnosis
- Technician in analytical laboratory
- Technician in phytosanitary diagnosis laboratory
- Laboratory assistant
- Phytosanitary inspector

Company
- Company manager
- Farm Owner / Manager
- Horticultural producer
- Production Manager
- Purchasing Manager
- Packing manager
- Processing manager
- Quality and Traceability Manager
- Marketing Manager

METHODS
- Presentations (PowerPoint or similar tools), Self-study course

EVALUATIONS
- Knowledge tests (MCQs, online tests, etc.)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments
Purpose of the training
Discover the measures to be applied for organising and managing the phytosanitary export certification system from the field to the issuance of the phytosanitary certificate, how to review the system based on notifications of non-compliance, and how to cooperate with the other NPPOs and international institutions like the IPPC.

Types of organizations concerned
• Competent Authorities
• Companies

Are you looking to ensure compliance with phytosanitary measures as part of a "global action plan" to deal with phytosanitary risks?

Are you a decision-maker in the field of plant health, a manager within a NPPO, a director of certification services, a phytosanitary control manager or a manager of plant health monitoring programmes? This course will help you carry out your administrative tasks within the NPPO and manage all the departments involved in the official export certification system, as well as the resources needed to implement effective monitoring and inspection programmes in line with your national policy.

Program

Objectives
• Manage adequately human resources considering plant health requirements
• Know how to ensure proper collaboration and communication between the NPPO, private stakeholders and/or international collaborators
• Organise certification process and non-compliance notification in adequation with IPPC standards
• Organise preparation and issuance of phytosanitary (re)export certificates
• Be able to use the ePhyto Solution
TARGETED AUDIENCE

Public sector
- Director of a Competent Authority in charge of sanitary and phytosanitary (SPS) issues
- Director of a National Plant Protection Organization (NPPO)
- Head of risk assessment
- Head of official SPS controls
- Head of data management
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Head of phytosanitary certification
- Director of a phytosanitary diagnostic laboratory
- Expert in pest risk assessment
- Expert in phytosanitary diagnosis
- Technician in phytosanitary diagnosis laboratory
- Sanitary inspector
- Phytosanitary inspector
- Plant protection monitoring officer

Company
- Company manager
- Horticultural producer
- Production Manager
- Harvest Manager
- Packing manager
- Processing manager
- Marketing Manager

CONTENTS
- Human Resources
- Collaboration and communication between the NPPO and private stakeholders
- Organising certification
- Organising preparation and issuance of phytosanitary (re)export certificates
- The ePhyto Solution
- International Collaboration

METHODS
- Presentations (PowerPoint or similar tools), Self-study course

EVALUATIONS
- Knowledge tests (MCQs, online tests, etc.)

REQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

THEORETICAL TRAINING
DISTANCE - SELF-PACED -
TRAINING CODE
ACCESS TRAINING
PHYTOSANITARY INSPECTION

Phytosanitary Inspection explained!

The course will provide guidance on using visual examination to detect pests and regulated articles. It will also focus on sampling methodologies and preparing specimens for submission to a diagnostic laboratory to support the inspection.

PROGRAM

OBJECTIVES

- Identify the main elements of a phytosanitary inspection and the associated procedures
- Know how to conduct documents examination, consignment verification and visual examination for pests and other phytosanitary import requirements
- Understand how the diagnostic techniques could be used in the verification of pest identity may be incorporated into the inspection procedure
- Know how to prepare inspection report and highlight the importance of good record-keeping and understand inspection outcome

CONTENTS

- Overview - Introduction to the inspection process and plant pests
- Import verification
- Export verification
- Methodologies for sampling consignments
- Inspection of horticultural produce and fresh cut flowers and foliage
- Inspection of live plants, tubers and bulbs for planting and their associated growth media
**Targeted Audience**

**Public sector**
- Director of a Competent Authority in charge of sanitary and phytosanitary (SPS) issues
- Director of a National Plant Protection Organization (NPPO)
- Head of risk assessment
- Head of official SPS controls
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Head of phytosanitary certification
- Head of communication
- Director of a phytosanitary diagnostic laboratory
- Director of contaminant analysis laboratory
- Expert in pest risk assessment
- Expert in health risk assessment
- Expert in analysis of plant protection products (PPPs)
- Expert in contaminant analysis
- Expert in phytosanitary diagnosis
- Technician in analytical laboratory
- Technician in phytosanitary diagnosis laboratory
- Laboratory assistant
- Sanitary inspector
- Phytosanitary inspector
- Plant protection monitoring officer
- PPP application officer

**Company**
- Company manager
- Farm Owner / Manager
- Horticultural producer
- Production Manager
- Manager of nurseries
- Crop Protection Manager

**Service providers**
- Expert-Trainer

**Methods**
- Presentations (PowerPoint or similar tools), Documents to be read (manuals, articles, syntheses), Self-study course
- Demonstration, application exercises
- Discussions, Questions & Answers, Metaplan
- Case study

**Evaluations**
- Knowledge tests (MCQs, online tests, etc.), Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)

**Prerequisites**
- Be able to self-train
- Be able to connect to the internet

**Recommendations**
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments
MONITORING ORGANISMS HARMFUL TO PLANTS AS PART OF AN INTEGRATED PEST RISK MANAGEMENT SYSTEM

“Nip pest problems in the bud through pest surveillance at first glance!

Get ready to improve or update your plant health surveillance system!”

PROGRAM

OBJECTIVES

— Define the roles and place of monitoring in a phytosanitary system.
— Be familiar with the theoretical bases of phytosanitary monitoring, in relation to with the main ISPMs and relevant guidelines
— Identify the basic elements for organising and setting up a general surveillance in relation to IPPC requirements, national policy and the phytosanitary context of the country
— Identify the basic elements for organising and implementing a specific surveillance in relation to IPPC requirements, national policy and the phytosanitary context of the country
— Design and implement a general and specific surveillance system (case study)
CONTENTS
— Interest, Importance and Place of Surveillance in a Phytosanitary System
— Theoretical bases of Phytosanitary Monitoring - ISPMs related to Phytosanitary Surveillance
— Approaches, Elements and Application of General Surveillance - Approaches to General Surveillance
— Approaches, Elements and Application of Specific Monitoring
— Case Study - Designing and Implementation of a Codling Moth Surveillance Programme

METHODS
— Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses), self-study course
— Demonstration, application exercises, tutorial
— Discussions, debates, questions & answers, brainstorming
— Group work, collaborative exercise (group project), exercise with peer correction

EVALUATIONS
— Knowledge tests (MCQs, online tests, etc.)
— Participation in synchronous online activities (live zoom...)
— Participation in asynchronous online activities (forum, quizzes, consultation of additional resources, ...)
— Collaborative (or group) work
— Oral presentation
— Homework assignment

PREREQUISITES
— Be able to work independently
— Be able to use a computer and connect to an e-learning site and a videoconference tool

RECOMMENDATIONS
— Have a stable internet connection
— Be in a quiet room to work
— Have a computer with working audio equipment (Headset, microphone and webcam)
ESTABLISHMENT OF PEST FREE COUNTRY (PFC)

How to be free? If we talk about pest freedom, join this training session!

Support national value chains and trade commodities by protecting them from dangerous pest. With a few additional measures, avoid production loses and costly chemical treatments.

Program

Objectives
- Define the concept “pest free country” and its bases as phytosanitary measures in a national phytosanitary system, in relation to the main ISPMs
- Know the steps involved in the initiation phase of PFC qualification and the information to be collected
- Comprehend the conditions required for the development of a pest-free country program
- List the different steps and technical interventions for National Plant Protection Organization (NPPO) to establish and maintain “Pest Free Country (PFC)”
- Know the means and measures to be implemented to keep a country free of harmful organisms
- List the steps to follow, the information required and the risks for market access

Contents
- Introduction to regulatory framework on Pest Free Country as a phytosanitary measure and overall methodology to establish and maintain a Pest Free Country
- Initiation and development phases for pfc program
- Establishment phase of PFC
- Maintenance phase of PFC, market access phase and synthesis
METHODS
— Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses), self-study course
— Demonstration, application exercises, Tutorial
— Discussions, debates, questions & answers, brainstorming
— Group work, collaborative exercise (group project), exercise with peer correction

EVALUATIONS
— Knowledge tests (MCQs, online tests, etc.)
— Participation in synchronous online activities (live zoom...)
— Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
— Collaborative (or group) work
— Oral presentation
— Homework assignment

PREREQUISITES
Face to face training
— Occupy a managerial position within the competent authority
Distance training
— Occupy a managerial position within the competent authority
— Be able to work independently
— Be able to use a computer and connect to an e-learning site and a videoconference tool

RECOMMENDATIONS
Distance training
— Have a stable internet connection
— Be in a quiet room to work
— Have a computer with working audio equipment (Headset, microphone and webcam)

THEORETICAL TRAINING
FACE TO FACE
DISTANCE - TUTORED -
1 working day per week
TRAINING CODE
TP 4.053
3 DAYS
4 WEEKS
117
ORGANISATION OF OFFICIAL CONTROL

“Be ready to control properly and effectively!

To control is your core activity! How does this fit in a national system of controls?”

PROGRAM

OBJECTIVES

- List the principles and requirements of an official control policy, with regard to the SPS Agreement and the International Plant Protection Convention (IPPC).
- Explain the development of EU plant health legislation and its implications for third countries.
- Identify the basic elements of a National Control System in relation to the 4 pillars of an SPS system.
- Explain the risk identification process in the implementation of a system of controls (import and export) and phytosanitary certification, with regard to the international standards for relevant phytosanitary measures.
- Describe the methodology for organising official controls and its different stages (Preparation, Programming, Planning and Execution).
- Identify the foundation of an internal audit system for the official control system.
CONTENTS

— Functions and obligations of a National Plant Protection Organisation under the International Plant Protection Convention
— Developments in EU plant health legislation: context, issues, requirements and implications of (4) PRM options for the export of fruit and vegetables to the EU
— The Basics of a National Control System
— Identification of risks for the organisation of official controls
— Setting up an Official Control Plan linked to operators’ risk profiles Specific objectives
— Internal audit of a system of official controls

METHODS

— Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses), self-study course
— Demonstration, application exercises, tutorial
— Discussions, questions & answers, brainstorming
— Group work, collaborative exercise (group project), exercise with peer correction

EVALUATIONS

— Knowledge tests (MCQs, online tests, etc.)
— Participation in synchronous online activities (live zoom...)
— Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
— Collaborative (or group) work
— Oral presentation
— Homework assignment

PREREQUISITES

Face to face training
— Occupy a managerial position within the competent authority

Distance training
— Occupy a managerial position within the competent authority
— Be able to work independently
— Be able to use a computer and connect to an e-learning site and a videoconference tool

RECOMMENDATIONS

Distance training
— Have a stable internet connection
— Be in a quiet room to work
— Have a computer with working audio equipment (Headset, microphone and webcam)

THEORETICAL TRAINING

FACE TO FACE

DISTANCE - TUTORED -
(1 working day per week)

TRAINING CODE

TP 4.041

4 DAYS

4 WEEKS
EXECUTION OF OFFICIAL CONTROL

"Let’s get ready to control!
Be updated and more and more efficient while doing your daily work as inspector.

PROGRAM

OBJECTIVES

1. List the applications of Standards for Phytosanitary Measures (ISPMs) in relation to the requirements of the International Plant Protection Convention (IPPC) for contracting parties
2. Explain the regulatory context and the evolution of EU plant health legislation, in particular in relation to EU Regulation 2016/2031 and its implications
3. List and define the general principles of phytosanitary inspection and certification, in relation to the main relevant ISPMs
4. Learn how to develop and implement a sampling plan for official controls
5. Understand the export certification system, including the components of a phytosanitary certificate, information requirements, and common reasons for rejections
6. List the requirements for documentation, traceability and reporting of official control activities and their results

CONTENTS

1. Requirements of international plant protection standards and evolution of EU plant health regulations
2. General principles of phytosanitary inspection
3. Types of controls, organization and procedures of official controls
4. The Importance of sampling and the application of sampling protocols
5. Phytosanitary export certification systems
6. Preparation and Completion of Additional Declarations
Methods

- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses), self-study course
- Demonstration, tutorial
- Discussions, debates, brainstorming
- Group work, collaborative exercise (group project), exercise with peer correction

Evaluations

- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom…)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,…)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

Prerequisites

Face to face training
- Occupy a execution position within the competent authority (in charge of inspection or any other activity related to official contrôle

Distance training
- Occupy a execution position within the competent authority (in charge of inspection or any other activity related to official contrôle
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

Recommendations

Distance training
- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)

3 DAYS
THEORETICAL TRAINING
FACE TO FACE
DISTANCE - TUTORED - (1 working day per week)
TRAINING CODE
121
SAMPLING AND METHODS FOR DETECTING HARMFUL ORGANISM

Purpose of the training
Select appropriate sampling and sampling methodologies for inspection or testing of consignments to verify compliance with phytosanitary requirements.

Types of organizations concerned
- Competent Authorities
- Companies

Sampling Techniques Simplified!
As an NPPO agent, you are wondering if your sampling methods are good and fit the international requirements? Your territory is looking at exporting fruit and vegetable and you need to implement new sampling procedures? You are looking for a refresher on the topic with concrete activities to support your NPPO? This training is for you.

Program
Objectives
- Recognize the importance of detecting quarantine pests and learn relevant methods
- Understand the purpose of sampling planning
- Understand the general rules for taking and storing samples for goods inspection
- Familiarize with the missions of a plant health laboratory
- Comprehend the EU requirements outlined in Regulation (EU) 2019 / 2072 for exporting Fresh CAPSICUM
Contents

- Methods for detecting quarantine pests (insects, roundworms)
- Sampling planning for official controls
- Sampling methodology during official controls
- The organisation of a plant health laboratory
- EU regulation and certificate completion

Methods

- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses), self-study course
- Demonstration, application exercises
- Discussions, questions & answers, brainstorming
- Group work, collaborative exercise (group project)
- Case study

Evaluations

- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
- Homework assignment

Prerequisites

- Must be involved in Pest Risk Analysis with Relevant NPPOs
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

Recommendations

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)

Targeted audience

Public sector
- Director of a Competent Authority in charge of sanitary and phytosanitary (SPS) issues
- Director of a National Plant Protection Organization (NPPO)
- Head of risk assessment
- Head of official SPS controls
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Head of phytosanitary certification
- Director of a phytosanitary diagnostic laboratory
- Director of contaminant analysis laboratory
- Expert in pest risk assessment
- Expert in health risk assessment
- Sanitary inspector
- Phytosanitary inspector
- Plant protection monitoring officer

Company
- Company manager
- Horticultural producer
- Production Manager

Theoretical training: 12 days

Distance - tutored - (3 days per week)

Training code: TP_4.083
PHYTOSANITARY CERTIFICATES AND ADDITIONAL DECLARATION REQUIREMENTS FOR EXPORT TO THE EUROPEAN UNION

Support your horticultural sectors by reducing the number of notifications linked to incorrectly completed certificates!

Discover the changes brought by the new phytosanitary legislation in terms of certification to export to the European Union and adapt to these changes.

PROGRAM

OBJECTIVES

- Explain the evolution and challenges of EU phytosanitary legislation
- Find EU import requirements by product
- Use the information present in the interception notifications
- Correctly complete the additional declaration according to the exported products
- Develop documentation sheets on harmful organisms for inspectors
- Update the list of priority pests according to the products exported
CONTENTS
- Evolution of EU legislation
- Basis of EU legislation
- Interceptions
- Additional statement
- Fact sheet
- List of priority pests

METHODS
- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses)
- Demonstration, application exercises, tutorial
- Discussions
- Group work
- Case study, experience sharing

EVALUATIONS
- Collaborative (or group) work
- Oral presentation

PREREQUISITES
- Occupy the post of phytosanitary inspector within an NPPO
- Know the basics of phytosanitary certification
- Know how to carry out a phytosanitary inspection
- Having followed the Official Control course (TP_4.040) or equivalent experience
INTEGRATED MANAGEMENT MEASURES FOR FRUIT FLY CONTROL FOR COMPANIES IN THE MANGO SECTOR

Purpose of the training

Implement integrated fruit fly management measures within companies in the mango sector.

Types of organizations concerned

- Companies

Targeted audience

Company
- Farm Manager
- Production Manager
- Crop Protection Manager
- Harvest Manager
- Packing manager
- Quality-Traceability Manager

Program

Objectives

- List the key elements of the biology and modes of infestation of the fruit fly
- Identify steps at risk of infection
- Recognize stung fruit based on the dedicated educational animation
- Cite phytosanitary inspection and certification procedures
- Train operators in recognizing fruit bitten by flies to exclude them from sorting, based on the method of Educational Animation M1, developed specifically by COLEAD on this subject

"Fruit fly or eat fruit?! Everything about fruit fly management to better export!

Improve your fly management for a quality export!"
CONTENTS
— Context and objectives of the training
— General presentation of the mango file
— Fruit fly biology
— Risks and integrated management measures of the mango dossier
— Inspection and phytosanitary certificate
— Recognition of fruits bitten by the fruit fly

METHODS
— Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses)
— Demonstration, application exercises
— Questions & answers, brainstorming
— Pedagogical animation, debriefing / feedback, sharing of experience

EVALUATIONS
— Oral presentation

PREREQUISITES
— Be in charge of fruit fly management within your organization (in the orchards and/or packhouse), work in the mango sector
— Master the mango production and/or packaging stages
The food crises of the last 25 years have shaken consumer confidence and led to ongoing changes in market regulations, particularly in the area of public health. Beyond the health issue, it is the economy of medium- and low-income exporting countries that can potentially be affected by such changes in public and private standards, if they are not taken into account. Food safety is at the heart of COLEAD’s work, and the organisation advocates economic activities that comply with laws and regulations, respect people’s well-being and apply best practice. The various training programmes presented here address ways of guaranteeing food safety and restoring consumer confidence. In addition, the various courses provide an understanding of regulatory systems, risk control measures (HACCP approach) and product traceability systems.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Management of Food Safety Risks</td>
<td>130</td>
</tr>
<tr>
<td>Management of Food Safety Risks / Intermediate Level</td>
<td>131</td>
</tr>
<tr>
<td>Management of Food Safety Risks / Advanced Level</td>
<td>132</td>
</tr>
<tr>
<td>Introduction to Hygiene and Food Safety</td>
<td>133</td>
</tr>
<tr>
<td>Hygiene and Food Safety / Intermediate Level</td>
<td>134</td>
</tr>
<tr>
<td>Hygiene and Food Safety / Advanced Level</td>
<td>135</td>
</tr>
<tr>
<td>Introduction to Regulations and Private Standards</td>
<td>136</td>
</tr>
<tr>
<td>Private Regulations and Standards / Intermediate Level</td>
<td>137</td>
</tr>
<tr>
<td>Private Regulations and Standards / Advanced Level</td>
<td>138</td>
</tr>
<tr>
<td>Introduction to Traceability</td>
<td>139</td>
</tr>
<tr>
<td>Traceability / Intermediate Level</td>
<td>140</td>
</tr>
<tr>
<td>Traceability / Advanced Level</td>
<td>141</td>
</tr>
<tr>
<td>Good Hygiene Practices</td>
<td>142</td>
</tr>
<tr>
<td>Good Hygiene Practices and the Basic Principles of Traceability</td>
<td>144</td>
</tr>
<tr>
<td>The Principles of Food Safety Quality Management System and Traceability</td>
<td>146</td>
</tr>
<tr>
<td>Internal Audit of a Management System for an NPPO</td>
<td>148</td>
</tr>
<tr>
<td>Internal Audit of a Management System for a Company</td>
<td>150</td>
</tr>
<tr>
<td>GlobalG.A.P Standard (Modalities and Checklist)</td>
<td>152</td>
</tr>
<tr>
<td>Internal Inspections (GlobalG.A.P. Option II)</td>
<td>154</td>
</tr>
<tr>
<td>GlobalG.A.P.: How to Introduce the Standard to Outgrowers</td>
<td>156</td>
</tr>
<tr>
<td>Include COVID-19 Measures in the FSQM System</td>
<td>158</td>
</tr>
<tr>
<td>The HACCP Method</td>
<td>160</td>
</tr>
</tbody>
</table>
INTRODUCTION TO MANAGEMENT OF FOOD SAFETY RISKS

“Food safety risk management: the B.A B.A for my organization.

We are all the time in our daily life assessing risks whether consciously or unconsciously! What about within our organization?

Have the knowledge allowing a first basic reflection on your practices within your organization in connection with the sanitary quality of food.

PROGRAM

OBJECTIVES
— Differentiate danger from risk
— List the different types of danger
— Differentiate precautionary measures from preventive measures
— Know the basic principles of risk assessment
— Know how to use risk assessment to select the most appropriate control options

METHODS
— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
— Knowledge tests (MCQ, online tests,...)

PREREQUISITES
— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS
— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments
MANAGEMENT OF FOOD SAFETY RISKS / INTERMEDIATE LEVEL

Let’s question our practices in relation to food safety.

Acquire a comprehensive understanding of food hygiene principles, including implementation strategies, risk identification, and evaluation processes. Enhance your expertise in ensuring food safety and become a competent professional in this crucial field.

PROGRAM

OBJECTIVES

- Define food hygiene and its general principles
- Explain the implementation of food hygiene principles (pre-requisite programs and good hygiene practice guides)
- List the origins and natures of biological, physical and chemical risks
- Distinguish risk analysis from hazard analysis
- List and explain the steps of risk assessment

CONTENTs

- General Principles of Food Hygiene
- Origin and nature of food risks
- Basic principles of risk analysis

METHODs

- Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS

- Knowledge tests (MCQ, online tests, ...)

PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments
MANAGEMENT OF FOOD SAFETY RISKS / ADVANCED LEVEL

Let’s manage food safety risks!

Reducing food safety risks within your organization begins with the implementation of good practices, but which ones? How to prioritize? This is what you will discover in this course.

PROGRAM

OBJECTIVES
- Understand the steps involved in setting up an FSQM system
- Know the control measures that can be implemented in a company
- Know the internal audit and FSQM system certification process
- Understand the purpose of a self-control system and the value of good practice guides

CONTENTS
- Setting up a FSQM system
- Control measures in companies
- The internal control and certification process of the FSQM System
- The self-checking system and guides to good production practices (self-checking guides)

METHODS
- Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
- Knowledge tests (MCQ, online tests,...)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments
INTRODUCTION TO HYGIENE AND FOOD SAFETY

The basics of hygiene rules.

Who has never had to suffer from food poisoning? Most are fortunately benign. However, within your organization you must make every effort to ensure the sanitary quality of your products! With this course, acquire the first knowledge to start thinking about your practices related to food hygiene.

PROGRAM

OBJECTIVES

— Know the different types of microbes to be considered in food safety and the sources of contamination
— Define the concept of Food Safety Quality Management System
— List the 5Ms of the so-called 5M method

CONTENTS

— Microbes in relation to food safety
— Sources of contamination
— The concept of a quality management system
— The 5M method

METHODS

— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS

— Knowledge tests (MCQ, online tests, ...)

PREREQUISITES

— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS

— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments
HYGIENE AND FOOD SAFETY / INTERMEDIATE LEVEL

Let us ensure the sanitary quality of our products!

With this course, build your knowledge base allowing you to analyze the hygiene measures currently in place within your organization.

PROGRAM

OBJECTIVES
— Define food hygiene and its general principles
— Explain the implementation of food hygiene principles (pre-requisite programs and good hygiene practice guides)
— List the factors to take into account when preserving and storing fruits and vegetables
— Cite techniques for preparing and preserving fruits and vegetables

METHODS
— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
— Knowledge tests (MCQ, online tests...)

PREREQUISITES
— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS
— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments

TYPES OF ORGANIZATIONS CONCERNED
• Companies
• Service providers

TARGETED AUDIENCE
Company
• Farm Manager
• Horticultural producer
• Production manager
• Crop protection manager
• Irrigation manager
• Harvest manager
• HSE manager
• Packing manager
• Processing manager
• Quality-traceability manager

Service providers
• Expert-Trainer

OBJECTIVES
— Define food hygiene and its general principles
— Explain the implementation of food hygiene principles (pre-requisite programs and good hygiene practice guides)
— List the factors to take into account when preserving and storing fruits and vegetables
— Cite techniques for preparing and preserving fruits and vegetables

METHODS
— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
— Knowledge tests (MCQ, online tests...)

PREREQUISITES
— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS
— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments
HYGIENE AND FOOD SAFETY / ADVANCED LEVEL

"Become a pro in terms of sanitary quality of horticultural products.
Sanitary quality, sanitary security, hygiene, risk, danger, phytosanitary security,... If these notions are confusing for you, this course will make it all clear!"

PROGRAM

OBJECTIVES
— List the key concepts of food safety and briefly describe the relationships between them
— Differentiate the past “obligation of means” approach versus the current “obligation of results” approach in the context of food safety
— List the origins and natures of biological, physical and chemical risks
— Explain the HACCP method and its 7 principles and 12 steps
— List European and global regulations relating to food safety, biological contaminants, phytosanitary safety

CONTENT
— Basics of Food Security
— Origin and nature of food risks
— The HACCP method
— Sanitary and phytosanitary safety regulations

METHODS
— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
— Knowledge tests (MCQ, online tests,...)

PREREQUISITES
— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS
— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments

THEORETICAL TRAINING 9H30
DISTANCE - SELF-PACED -
TRAINING CODE TP_5.115
ACCESS TRAINING
INTRODUCTION TO REGULATIONS AND PRIVATE STANDARDS

Regulatory framework and private standards: make a difference!

How to navigate between European regulations, international standards, private standards, etc.? Take this course and initiate a first reflection on your organization’s strategies in relation to regulations and PVS.

PROGRAM

OBJECTIVES
— Cite the SPS Agreement and examples of SPS measures
— Explain the TBT agreement (Technical Barrier to Trade)
— Explain the differences between Private Voluntary Standards and regulations

CONTENTS
— Sanitary and phytosanitary agreement
— Technical barriers to trade agreement
— Private voluntary standards

METHODS
— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
— Knowledge tests (MCQs, online tests, etc.)

PREREQUISITES
— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS
— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments

TP_5.119 TRAINING CODE

THEORETICAL TRAINING
DISTANCE - SELF-PACED -
TRAINING CODE
ACCESS TRAINING

PURPOSE OF THE TRAINING
Explain the origin of regulations (international and European) and private standards and differentiate between what comes under regulations or private standards.

TYPES OF ORGANIZATIONS CONCERNED
• Companies
• Service providers

TARGETED AUDIENCE
Company
• Farm Manager
• Horticultural producer
• Production manager
• Crop protection manager
• HSE manager
• Packing manager
• Processing manager
• Quality-traceability manager
• Communication & CSR manager

Service providers
• Expert-Trainer

30 min
136
PRIVATE REGULATIONS AND STANDARDS / INTERMEDIATE LEVEL

Position your organization in the environment of private regulations and standards.

International regulations and private standards impact all the activities of your organization! It is therefore crucial to understand them well!

PROGRAM

OBJECTIVES

- List European and global regulations relating to food safety, biological contaminants, phytosanitary safety
- List the international and European standards and regulations governing the quality standards of agricultural products and their labeling
- List the authorized treatments on fruits and vegetables and their respective regulations
- Gain knowledge of the OECD regime
- List the European and international regulations governing the control of agricultural products

METHODS

- Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS

- Knowledge tests (MCQ, online tests, ...)

PREREQUISITES

- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments
PRIVATE REGULATIONS AND STANDARDS / ADVANCED LEVEL

"Adapt our development strategies taking into account the national and international normative framework"

Better understand regulations and private standards so that they are beneficial to the development of your organization.

PROGRAM

OBJECTIVES
- List key concepts of food safety and explain their interrelationships
- Identify factors for developing a company’s growth strategy
- Categorize European markets based on their requirements, providing relevant examples for each category
- Identify major private standards related to sanitary quality and provide a brief description of their characteristics
- List and describe the principles of sustainability for businesses

METHODS
- Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
- Knowledge tests (MCQ, online tests, ...)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments
INTRODUCTION TO TRACEABILITY

“Follow us in the discovery of traceability!

Discover the essential terms and notions to set up and understand the usefulness of an effective traceability system.

PROGRAM

OBJECTIVES
— Define the notion of traceability
— List the basic principles of a traceability system
— List the tools and materials for traceability

CONTENTS
— The concept of traceability
— The basic principles of a traceability system
— Traceability tools and media

METHODS
— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
— Knowledge tests (MCQs, online tests, etc.)

PREREQUISITES
— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS
— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments
TRACEABILITY / INTERMEDIATE LEVEL

Find out what the QR-codes and barcodes of our products hide!

Do you want to develop your knowledge to implement a traceability system within your organization or evaluate your currently used traceability system? This course is for you.

PROGRAM

OBJECTIVES

— Define traceability and its purposes
— List the various international or European regulations relating to traceability
— Name the 4 functionalities of a traceability system

CONTENTS

— Objectives and elements of a traceability system

METHODS

— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS

— Knowledge tests (MCQ, online tests, ...)

PREREQUISITES

— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS

— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments
TRACEABILITY / ADVANCED LEVEL

"Traceability, self-checking, sanitary quality: what is the link between all these notions?"

Your organization has different systems to ensure the sanitary quality of a product: traceability, self-checking and sanitary quality management systems. How can you make them more efficient and consistent with each other? Find out in this course!

PROGRAM

OBJECTIVES
- List the steps to follow to establish a food safety quality management system
- Describe the 7 steps to setting up a traceability system
- Explain the process to be followed to develop traceability procedures
- Define the concept of product marking
- Explain the concept of a self-monitoring system and the steps leading to its construction

METHODS
- Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
- Knowledge tests (MCQ, online tests, ...)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments
GOOD HYGIENE PRACTICES

Get to know the principles of food hygiene & apply them into your company!

Food hygiene is a key practice to sell your products to your clients. Do you know to learn about the principles of food hygiene? Do you know to apply it to your company? Do you need to pass on knowledge to your staff member? Register to our training on “Good hygiene practices”!

PROGRAM

OBJECTIVES
— Understand the principles of hygiene
— Identify good hygiene practices related to their activity and COVID-19 prevention
— Implement hygiene principles and COVID-19 prevention
— Raise awareness of good hygiene practices and COVID-19 prevention among company personnel

CONTENT
— General hygiene principles
— Good hygiene practices and COVID-19 prevention measures related to your activity
— Implementing GHP related to one’s activity and prevention of COVID-19
— Raising awareness on GHP and COVID-19 prevention
METHODS
- Presentations (power point or other), documents to be read (manuals, articles, syntheses)
- Demonstration, application exercises
- Discussions, questions & answers, brainstorming
- Group work
- Field training workshop, Debriefing / feedback, sharing experience

EVALUATIONS
- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources, ...)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

PREREQUISITES
- Work as a manager in the agri-food chain at a packhouse or in the field
- Know about covid-19 hygiene measures
- Be able to transfer knowledge to their staff member
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

RECOMMENDATIONS
- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)
GOOD HYGIENE PRACTICES AND THE BASIC PRINCIPLES OF TRACEABILITY

“Prepare your company for food safety quality management!

Hygiene and traceability represent the foundations of a sanitary quality management system!
Let’s study them!

PROGRAM

OBJECTIVES

- Define the principles of hygiene (in the field, in transport and in packhouse) and the notion of prerequisite program
- Apply and enforce good hygiene practices within a company
- Define the concept of traceability through its various components
- Analyze the existing traceability system to improve it or develop a draft traceability system
- List the factors influencing the preservation of fruits and vegetables
- List techniques for preparing fruits and vegetables

CONTENTS

- Origins and nature of food safety risks
- The general principles of food hygiene
- Preservation and preservation of fruits and vegetables
- The principles of traceability and its implementation
Methods

- Presentations (PowerPoint type or similar tools), video projection
- Demonstration, application exercises
- Discussions, debates, questions-answers, tour de table
- Group work, collaborative exercise (group project)
- Case study, pedagogical animation, debriefing / feedback, sharing of experience

Evaluations

- Collaborative (or group) work
- Oral presentation
- Questions & answers

Prerequisites

- Occupy a managerial position in the agro-food chain at the level of a packaging station or in the field

Recommendations

- Having followed Introduction to traceability (TP_5.122) course
- Having followed Introduction to Hygiene and food safety (TP_5.116) course
- Bring the documents related to the Food Safety Quality Management System

\[ \text{TRAINING CODE} \quad \text{THEORETICAL TRAINING} \quad \text{FACE TO FACE} \quad \text{4 DAYS} \quad \text{TP_5.050} \]
THE PRINCIPLES OF FOOD SAFETY QUALITY MANAGEMENT SYSTEM AND TRACEABILITY

"Quality first" for our products!!
Gain in quality and become more competitive!

PROGRAM

OBJECTIVES

— List the main building blocks of a functional food safety quality management system (internal versus external audit, training, quality manual, equipment, hygiene, crop protection traceability) etc.
— List the main food safety quality management standards used in horticulture, their scope, and the markets that require these standards
— Describe the key steps in implementing FSQMS
— Describe “traceability” and “traceability system”
— List the different traceability tools (paper based and IT based) and their advantages and inconvenient
— Decide which traceability tool suits their own context

CONTENTS

— Food safety regulations and private standards
— Food safety systems management, implementation and documentation
— Monitoring and certification of food safety systems
— Traceability – discovery and application
**METHODS**
- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses)
- Application exercises
- Questions & answers
- Group work, collaborative exercise (group project), exercise with peer correction
- Case study, project-based learning, role playing

**EVALUATIONS**
- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom…)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,…)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

**PREREQUISITES**
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool
- Having followed the training course Good Hygiene Practices (TP_5.048) or equivalent experience

**RECOMMENDATIONS**
- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)
INTERNAL AUDIT OF A MANAGEMENT SYSTEM FOR AN NPPO

Control your control system!

Ensure the effectiveness of your integrated management measures and also the implementation and compliance of your procedures and approaches!

PROGRAM

OBJECTIVES

- List the requirements for setting up an internal audit system, in relation to the roles and responsibilities of NPPOs, with regard to the International Plant Protection Convention (IPPC)
- List the general principles and basics of internal audit and their implications for their implementation at the NPPO level
- Design an internal audit system applied to the phytosanitary inspection and certification processes
- Demonstrate the ability to execute an internal audit for phytosanitary inspection and certification processes
- Prepare necessary documentation and conduct an internal audit within an NPPO
- Generate comprehensive reports, effectively communicate audit findings, and follow up on identified non-conformities

CONTENTS

- Issues, requirements and importance of internal audit, in relation to the roles and responsibilities of NPPOs
- Basic principles of an internal audit system
- The 4 Pillars of an internal audit system
- Implementation of internal audit
- Development of internal audit materials (checklist and associated documentation)
- The system for reporting and disseminating results

PURPOSE OF THE TRAINING

Develop an internal audit system extended to the various activities of a competent authority.

TYPES OF ORGANIZATIONS CONCERNED

- Competent authorities

TARGETED AUDIENCE

Public sector
- Director of a National Plant Protection Organization (NPPO)
- Head of official SPS controls
- Head of data management
- Head of legislation
- Head of plant health surveillance programmes
- Head of phytosanitary control
- Head of phytosanitary certification
**Prerequisites**

- Have been designated as an auditor by its management
- Not have been involved in the development and/or management of the management system to be audited (one cannot audit one’s own work)
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

**Recommendations**

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)

**Methods**

- Presentations (PowerPoint type or similar tools), documents to read (manuals, articles, summaries)
- Demonstration, application exercises
- Discussions
- Group work, collaborative exercise (group project), exercise with correction by peers
- Project-based learning, debriefing / feedback

**Evaluations**

- Knowledge tests (MCQ, online tests, etc.)
- Active participation in face-to-face or synchronous online activities (live zoom, etc.)
- Active participation in asynchronous online activities (forum, quiz, consultation of additional resources,...)
- Collaborative (or group) work

**Training Code**

TP_5.044

**Theoretical Training**

10 weeks

**Distance - Tutored**

1 working day per week
INTERNAL AUDIT OF A MANAGEMENT SYSTEM FOR A COMPANY

“Internal audit! The why and the how!
Effectively control your management system.”

PROGRAM

OBJECTIVES
- Define the concept of management system assessment
- List the general principles and basics of internal auditing and their implications for their implementation within a company in the horticultural sector
- List and execute the preparation steps for internal audits
- List and execute the steps for implementing internal audits

CONTENT
- Assessment of a FSQMS within the company
- The principles of internal audits
- The implementation of internal audits

METHODS
- Presentations (PowerPoint type or similar tools), documents to read (manuals, articles, summaries)
- Application exercises
- Discussions
- Group work, collaborative exercise (group project), exercise with correction by peers
- Debriefing / feedback
EVALUATIONS
— Knowledge tests (MCQ, online tests, etc.)
— Active participation in face-to-face or synchronous online activities (live zoom, etc.)
— Active participation in asynchronous online activities (forum, quiz, consultation of additional resources,...)
— Collaborative (or group) work

PREREQUISITES
Face to face training
— The company must have a management system ready to be audited
— Not be involved in the development and/or management of the system that must be audited (one cannot audit one’s own work)
— Have the skills required by the standard to be an auditor
— Be able to follow the deontology and ethics of the auditor
— If it is an internal audit related to Food Safety quality, have followed: The principles of Food Safety Quality Management System and Traceability (TP_5.049)
— If it is an internal audit related to Food processing, have followed: The HACCP method (TP_5.051) training

Distance training
— The company must have a management system ready to be audited
— Not be involved in the development and/or management of the system that must be audited (one cannot audit one’s own work)
— Have the skills required by the standard to be an auditor
— Be able to follow the deontology and ethics of the auditor
— Be able to work independently
— Be able to use a computer and connect to an e-learning site and a videoconference tool
— If it is an internal audit related to Food Safety quality, have followed: The principles of Food Safety Quality Management System and Traceability (TP_5.049)
— If it is an internal audit related to Food processing, have followed: The HACCP method (TP_5.051) training

RECOMMENDATIONS
Distance training
— Have a stable internet connection
— Be in a quiet room to work
— Have a computer with working audio equipment (Headset, microphone and webcam)
GLOBALG.A.P STANDARD (MODALITIES AND CHECKLIST)

Bridge the quality gap through GLOBALG.A.P!

Do you want your company to access the international market (especially EU) by meeting one of its main requirements which is GLOBALG.A.P? This training is for you!

PROGRAM

OBJECTIVES

— Distinguish GLOBALGAP certification option I from option II to be able to choose the relevant one for the company
— Describe the working of an ICS (Internal Control system) and QMS (Quality Management System) in the option II
— Distinguish internal inspections / internal audits from external inspections by certification bodies
— Estimate the equipment, processes, budget and human resources implications of GLOBALG.A.P. implementation and certification
— Apply the compliance criteria of the GLOBALG.A.P. checklists for individual farms and for QMS auditing
— Define National Technical Working Group (NTWG) and National Interpretation Guideline (NIG)

CONTENTS

— Genesis and relevance of compliance to GLOBALG.A.P
— How does the standard work? - (checklist-compliance criteria – for option I and options II)
— Different auditing schemes
— GLOBALG.A.P standard checklist and compliance
— Quality management and the NTWG & NIG in GLOBALG.A.P implementation
METHODS
— Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses), self-study course
— Demonstration, application exercises
— Discussions, debates, questions & answers, brainstorming
— Group work, collaborative exercise (group project), exercise with peer correction
— Case study, role playing, débriefing / feedback, sharing experience

EVALUATIONS
— Knowledge tests (MCQs, online tests, etc.)
— Participation in synchronous online activities (live zoom...)
— Collaborative (or group) work
— Oral presentation
— Homework assignment

PREREQUISITES
— The company is not yet GLOBAL G.A.P. certified certification (option 1 or 2) but is in the process of obtaining certification
— Be able to work independently
— Be able to use a computer and connect to an e-learning site and a videoconference tool
— Completion of Introduction to Good Hygiene Practices (TP_5.116), Introduction to Traceability (TP_5.112) and Introduction to regulations and private standards (TP_5.119) or have equivalent experience

RECOMMENDATIONS
— Have a stable internet connection
— Be in a quiet room to work
— Have a computer with working audio equipment (Headset, microphone and webcam)
INTERNAL INSPECTIONS (GLOBALG.A.P OPTION II)

The journey to successful GlobalGAP version II implementation starts here!

Be sure to be GlobalGAP version II certified!

PROGRAM

OBJECTIVES

— Explain the role of internal inspections in maintaining an effective quality management system
— Distinguish GlobalGAP internal auditor from internal inspector
— Apply the steps need to be taken and the document required when preparing and carrying out internal inspections
— Interpret the GlobalGAP compliance criteria in the field
— Write GlobalGAP internal inspections reports

CONTENTS

— GLOBALG.A.P. Quality Management System (QMS) requirements
— Importance of producer group internal inspections, qualifications and competency requirements for inspectors
— GLOBALG.A.P. compliance criteria and non-conformities
— The GLOBALG.A.P. internal site inspection process
— The site inspection in practice

METHODS

— Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses)
— Demonstration, application exercises
— Discussions, debates, questions & answers, brainstorming
— Group work, collaborative exercise (group project), exercise with peer correction
— Case study, role playing, debriefing / feedback, sharing experience

PURPOSE OF THE TRAINING

Carry out internal inspection of producers/suppliers linked to their company as part of GLOBAL G.A.P. certification (option II).

TYPES OF ORGANIZATIONS CONCERNED

• Companies

TARGETED AUDIENCE

Company
• Farm Manager
• Production Manager
EVALUATIONS
- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

PREREQUISITES
Face to face training
- The company must be certified or in the process of being certified GLOBAL G.A.P option 2
- Be (or will be) involved in internal inspections for GLOBAL G.A.P option 2 certification
- Having followed the Standard GLOBAL G.A.P. (Modalities and Checklist) training course (TP_5.047) or equivalent professional experience

Distance training
- The company must be certified or in the process of being certified GLOBAL G.A.P option 2
- Be (or will be) involved in internal inspections for GLOBAL G.A.P option 2 certification
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool
- Having followed the training course GLOBAL G.A.P Standard (Modalities and Checklist) (TP_5.047) or equivalent experience

RECOMMENDATIONS
Face to face training
- Bring samples of product recall documents, risk assessment forms, company audit files, completed checklists...

Distance training
- Bring samples of product recall documents, risk assessment forms, company audit files, completed checklists...
- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)
GLOBALG.A.P.: HOW TO INTRODUCE THE STANDARD TO OUTGROWERS

Relay GLOBALG.A.P knowledge to outgrowers in the best way!

Would you like to easily explain the GLOBALG.A.P standard in an adapted manner to your outgrowers? This training is for you!

PROGRAM

OBJECTIVES
— Introduce the GLOBALG.A.P. standard in simple wording to outgrowers (by using the Field Training Workshops)
— Clearly articulate the division of roles and responsibilities between the farmer and the exporting company
— Adapt the awareness raising session to the practices of their company
— Disseminate the information and the awareness raising methodology to stakeholders and colleagues

CONTENT
— Introduction to the FTW: the principles
— Training to learn how to accomplish an FTW: Role Plays
— Preparation of the personal training session: short in-company training
METHODS
— Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses)
— Demonstration, application exercises
— Discussions, questions & answers, brainstorming
— Group work, collaborative exercise (group project)
— Field training workshop, role playing, debriefing / feedback, sharing experience

EVALUATIONS
— Collaborative (or group) work
— Oral presentation
— Homework assignment

PREREQUISITES
— The company must be GLOBAL G.A.P option 2 certified (or soon will be)
— Be actively involved in the implementation of the GLOBAL G.A.P Standard as an internal inspector, auditor, production manager, agronomist, etc.
— Be capable of training staff and producers/suppliers
— Have completed the GLOBAL G.A.P Standard (Modalities and Checklist) (TP_5.047) training course or have equivalent professional experience

TRAINING CODE: TP_5.056
PRATICAL TRAINING
FACE TO FACE
3.5 DAYS
157
INCLUDE COVID-19 MEASURES IN THE FSQM SYSTEM

Let’s protect each other from COVID-19!

Faced with covid, you must review the way you organize work to ensure the safety of your employees and the perinity of your activity. But concretely how to do it? Be prepared to deal with COVID-19 with this training.

PROGRAM

OBJECTIVES

— Define the term “Coronavirus” and its mode of action within the body
— List the modes of spread of COVID-19
— List the practices allowing mutual protection and preventing the spread of the virus
— Deconstruct myths and misinformation about the virus and the disease
— Find the sources of precise information on the virus and the disease in order to update its practices
— Explain the implications of COVID-19 on the food sector and the role of horticultural businesses

CONTENTS

— Information on coronaviruses and COVID-19
— Practical guidelines for horticultural businesses
— Private voluntary standards
— Business Coaching
METHODS
— Presentations (PowerPoint or similar tools), documents to read
— Tutorials
— Discussions, questions-answers

EVALUATIONS
— Knowledge tests (MCQ, online tests,...)

RECOMMENDATIONS
— Have a stable internet connection
— Be in a quiet room to work
— Have a computer with working audio equipment (Headset, microphone and webcam)

TARGETED AUDIENCE
Public sector
• Director of a Competent Authority (Sanitary)
• Director of a National Plant Protection Organization (NPPO) (Phytosanitary)
• Head of official SPS controls
• Head of data management
• Head of legislation
• Head of plant health surveillance programmes
• Head of phytosanitary control
• Head of phytosanitary certification
• Director of phytosanitary diagnostic laboratory
• Director of contaminant analysis laboratory

Company
• Company manager
• Farm Manager
• Production manager
• Nurseries manager
• Crop protection manager
• Irrigation manager
• Harvest manager
• Maintenance manager
• Communication and CSR Manager
• HR Administration Manager
• Processing manager
• Packing manager
• Quality-Traceability Manager

Service providers
• Expert-Trainer

PREREQUISITES
— Be able to work independently
— Be able to use a computer and connect to an e-learning site and a videoconference tool
THE HACCP METHOD

HACCP! What is hidden behind these 5 letters?

Make your quality management system ever more efficient by implementing the HACCP method!

PROGRAM

OBJECTIVES

— Describe the role of HACCP in food safety
— List the 7 principles of HACCP
— Explain the 2 phases of HACCP
— List and explain the 12 steps for implementing HACCP

CONTENTS

— Definition of HACCP
— The seven basic principles of HACCP
— Implementation of the HACCP method

METHODS

— Presentations (PowerPoint type or similar tools)
— Demonstration, application exercises
— Discussions, questions-answers
— Group work, collaborative exercise (group project)
— Case study, debriefing / feedback, experience sharing

EVALUATIONS

— Knowledge tests (MCQ, online tests, …)
— Collaborative (or group) work
— Oral presentation

PURPOSE OF THE TRAINING

Apply the HACCP method within the company.

TYPES OF ORGANIZATIONS CONCERNED

• Companies

TARGETED AUDIENCE

Company
• Quality-Traceability Manager
• HSE Manager
**PREREQUISITES**

**Face to face training**
- Hold a managerial position in an organization active in food processing or planning to start this type of activity
- Having followed the training course on the principles of food safety management system and traceability (TP_5.049) or have equivalent professional experience

**Distance training**
- Hold a managerial position in an organization active in food processing or planning to start this type of activity
- Having followed the training course The principles of Food Safety Quality Management System and Traceability (TP_5.049)
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

**RECOMMENDATIONS**

**Face to face training**
- Having followed the Introduction to management of food safety risks (TP_5.113)
- Bring the company’s internal documents on HACCP

**Distance training**
- Having followed the Introduction to management of food safety risks (TP_5.113)
- Bring the company’s internal documents on HACCP
- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)
The economy and the agricultural and food products market in particular are placing increasing emphasis on the ethical approach of companies and organisations. In this sense, they are called upon to be civic-minded and committed institutions, responsible for the well-being of their workers. In its sustainability charter, COLEAD states that it wants companies and organisations to be good corporate citizens and committed partners. This means that they must be responsible for the well-being of their employees and committed to long-term economic and social development. This includes ensuring fair and decent working conditions for workers and small producers in the supply chain.

The training programmes presented here address the private voluntary standards of the agri-food sector in this area and the competitive advantages of investing in social, environmental and ethical responsibility. Some tools for assessing sustainable and ethical performance are also covered.
INTRODUCTION TO ETHICAL PRODUCTION

“Ethical production, fair trade, sustainable production, socially responsible production, etc. How to find your way among all these notions?”

Discover in a playful and interactive way the notion of ethical production.

PROGRAM

OBJECTIVES

— Differentiate the notions related to ethical production
— List the requirements related to ethical production
— List the main tools for assessing sustainable performance

CONTENTS

— Ethical production concepts
— Ethical production requirements
— Sustainable performance

METHODS

— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS

— Knowledge tests (MCQ, online tests,...)

PREREQUISITES

— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS

— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments
ETHICAL PRODUCTION / INTERMEDIATE LEVEL

“Do we produce ethically?
Have food for thought to position your company in the context of ethical production.”

PROGRAM

OBJECTIVES
- List the elements to be taken into account by the company to develop its development strategy
- Characterize the European market
- Define and classify the main PVS (private voluntary standards) related to ethical production
- Distinguish the different notions related to ethical production

CONTENTS
- Basic principles of market access strategy
- Voluntary private standards related to ethical production
- The link between sustainable development and ethical production

METHODS
- Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
- Knowledge tests (MCQ, online tests, …)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments
ETHICAL PRODUCTION / ADVANCED LEVEL

Producing ethically is very good! But let’s not forget the marketing of our products and our customers!

Make the right decisions when embarking on an ethical production process!

PROGRAM

OBJECTIVES
- List the different regulations governing ethical production
- List and describe the main tools for assessing and monitoring ethical performance
- Recognize the value of key ethical and sustainable product labels and the competitive advantages they provide
- Define the profile of the consumer of ethical products

CONTENTS
- The emergence of ethical standards and what they mean for companies
- Assessing sustainable or ethical performance
- Marketing ethical and sustainable products

METHODS
- Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
- Knowledge tests (MCQ, online tests, …)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments
LABOR STANDARDS: OPTIMIZATION OF HUMAN RESOURCES MANAGEMENT AND MARKET OPPORTUNITIES

Freedom of association, absence of discrimination, non-excessive working hours, ... are realities with which we are confronted within our companies. How to approach them, manage them for the sustainability and profitability of our companies?

Create a better business climate to improve your business performance and gain competitive advantage.

PROGRAM

OBJECTIVES

- Evaluate the economic risks and the long-term consequences of a lack of strategy to contain ethical problems in the workplace
- Identify emerging market opportunities for companies committed to a social responsibility approach
- Identify existing bad practices within their company
- Implement corrective actions to end illegal working conditions
- Develop a preventive approach to managing problematic situations
CONTENTS
— General Introduction
— Define and understand the notion of ethics
— Forced labor
— What are business ethics?
— Prioritize ethical issues according to the local context
— Child labor

METHODS
— Presentations (PowerPoint type or similar tools), documents to read (manuals, articles, summaries)
— Application exercises
— Discussions, debates, questions-answers, brainstorming
— Group work, collaborative exercise (group project)
— Case study

EVALUATIONS
— Active participation in face-to-face or synchronous online activities (live zoom, etc.)
— Active participation in asynchronous online activities (forum, quiz, consultation of additional resources, etc.)
— Collaborative (or group) work
— Oral presentation

PREREQUISITES
— Having followed the Ethical Production / Intermediate Level (TP_6.123) or equivalent professional experience

THEORETICAL TRAINING
FACE TO FACE
3 DAYS
TP_6.039
TRAINING CODE
GRASP (OPTION 2): HOW TO EXPLAIN IT TO OUTGROWERS?

Grasp the GRASP standard for your outgrowers!

Are you an internal inspector or extension staff working closely with outgrowers implementing GRASP? Would you like to enhance implementation of GRASP at outgrowers level?

PROGRAM

OBJECTIVES

- List and define the set of 11 questions belonging to the GRASP standard
- Select eligible outgrowers for GRASP audits
- Use the Field training Workshop method in a GRASP standard context

CONTENTS

- Employees representatives
- Complaints process
- Self-declaration on good social practice (Ethics; ethics in a business context and prioritizing ethics in a local context
- Access to national Labour regulations
- Working contract
- Pay slips
METHODS
- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses)
- Demonstration, application exercises
- Discussions, debates, questions & answers, brainstorming
- Group work, collaborative exercise (group project), exercise with peer correction
- Case study, field training workshop, role playing, debriefing / feedback, sharing experience

EVALUATIONS
- Knowledge tests (MCQs, online tests, etc.)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

PREREQUISITES
- Working for a company that is (or soon to be certified) GRASP
- Be able to train staff and producer-suppliers
- Be familiar with the content of the GRASP standard

3.5 DAYS
FACE TO FACE
TRAINING CODE
TP_6.069
PRACTICAL TRAINING

171
TRAINING OF TRAINERS ON THE THEME OF PRODUCTION ETHICS AND CORPORATE SOCIAL RESPONSIBILITY

“Ethics and CSR topics of the future for companies

*Do you want to improve yourself as a trainer and coach?*

*Do you want to broaden your horizon of CSR skills?*

*This training is for you!*

PROGRAM

OBJECTIVES

— Detail current repositories and standards
— Carry out comprehensive training sessions related to the themes of ethics and CSR
— Support business executives in a global reflection on the values of the company
— Support companies in the effective application of rules in terms of ethics and sustainable production methods
— List the various current market access strategies available to a manager

CONTENTS

— Clarification of the concepts of the key concepts of CSR
— The Corporate Social Responsibility (CSR) approach
— From Sustainable Development to Ethical Production
— Private Voluntary Standards (PVS) relating to production, manufacturing and distribution methods
METHODS
— Presentations (PowerPoint type or similar tools), documents to read (manuals, articles, summaries), self-study course
— Application exercises
— Discussions, debates, questions-answers
— Group work, collaborative exercise (group project)
— Case study, debriefing / feedback, experience sharing

EVALUATIONS
— Knowledge tests (MCQ, online tests, etc.)
— Active participation in face-to-face or synchronous online activities (live zoom, etc.)
— Active participation in asynchronous online activities (forum, quiz, consultation of additional resources, …)
— Collaborative (or group) work
— Oral presentation
— Homework assignment

PREREQUISITES

Face to face training
— Have experience in supporting organizations in the horticultural sector in ACP countries on CSR or on ethical production
— Have prior experience in adult training (at least 5 years)
— Having followed Introduction to ethical production (TP_6.125) training or having equivalent professional experience

Distance training
— Have experience in supporting organizations in the horticultural sector in ACP countries on CSR or on ethical production
— Have prior experience in adult training (at least 5 years)
— Having followed Introduction to ethical production (TP_6.125) training or having equivalent professional experience
— Be able to work independently
— Be able to use a computer and connect to an e-learning site and a videoconference tool

RECOMMENDATIONS

Face to face training
— Having followed Ethical Production / Intermediate Level (TP_6.123) course
— Having followed Corporate Social Responsibility - Intermediate Level (TP_1.170) course

Distance training
— Having followed Ethical Production / Intermediate Level (TP_6.123) course
— Having followed Corporate Social Responsibility - Intermediate Level (TP_1.170) course
— Have a stable internet connection
— Be in a quiet room to work
— Have a computer with working audio equipment (Headset, microphone and webcam)
The sustainable management of an organisation or business must integrate all its dimensions: governance, resource and skills management, customer relations, aspects of productivity and innovation, the workforce and succession, health and safety, training and skills acquisition and community relations, as well as business practices and ethics. Managing and developing an organisation is therefore a global approach that requires a wide range of skills and is based on several major generic functions such as: innovating, anticipating, steering (setting objectives and monitoring results), controlling, organising, delegating, leading, directing and communicating. The 'Organisational Management and Development' theme of the COLEAD training system is therefore a synthetic subject which aims to link all this knowledge together.
INTRODUCTION TO BUSINESS MANAGEMENT / INTERMEDIATE LEVEL

"Managing an organization: what does it mean in broad terms?"

Discover the different facets of managing an organization.

PROGRAM

OBJECTIVES
- Define the concept of a company, its operating methods and its objectives
- List the key disciplines to master for good business management
- List the different forms of business, their advantages and disadvantages
- Link sustainability and business management

CONTENTS
- The organizational world
- Governance models
- Factors of production
- The advantages and disadvantages of each legal form of organization
- The importance of sustainability, social responsibility and culture in doing business

METHODS
- Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
- Knowledge tests (MCQ, online tests,...)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments
INTRODUCTION TO BUSINESS MANAGEMENT / ADVANCED LEVEL

Be ready to face the different challenges that await you as an entrepreneur!
Prepare yourself before initiating a business project.

PROGRAM

OBJECTIVES
- List the fundamentals of accounting including financial statements
- Define the concept of business development and its key elements
- Explain the concept and role of marketing
- Define the concept of corporate finance and its role in business growth
- List the objectives and functions of human resource management
- Explain the business and financial risk assessment process

CONTENTS
- The basics of accounting
- Business idea development processes and techniques
- The concept and roles of marketing
- The basics of finance and business risk management
- Human resources management

METHODS
- Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
- Knowledge tests (MCQ, online tests, ...)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

TARGETED AUDIENCE
Company
- Company manager
- Farm manager
- Horticultural producer

Service providers
- Expert-Trainer

TYPES OF ORGANIZATIONS CONCERNED
- Companies
- Service providers

PURPOSE OF THE TRAINING
Explain the basic elements of each of the 6 disciplines required for business management and development.
ACCOUNTING AND FINANCIAL MANAGEMENT

Let’s make accounting management a powerful and relevant tool for the growth of our organization!

Improve the profitability of your organization.

PROGRAM

OBJECTIVES
- Define the different possible financial organizations for a company
- List the main international financial and accounting conventions
- Define the most commonly used financial ratios
- Understand the importance of financial statements in assessing a company’s financial health
- List the different methods of financial forecasting
- Define business valuation and its measurement methods

METHODS
- Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
- Knowledge tests (MCQ, online tests, …)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

PURPOSE OF THE TRAINING
Define what the concepts of accounting and financial analysis cover in order to help assess the profitability and viability of your organization.

TYPES OF ORGANIZATIONS CONCERNED
- Companies
- Service providers

TARGETED AUDIENCE
Company
- Accounting and Financial Manager
- Financial controller
- Paying Accountant

Service providers
- Expert-Trainer

CONTENTs
- Funding and Accountability Principles
- Financial analysis
- Financial projection
BUSINESS DEVELOPMENT

The essentials for developing your organisation in a sustainable way.

Find out how to develop long-term strategic plans, create business plans to raise capital, manage customer relationships to improve customer relationships to improve their experience and loyalty, and use market intelligence to stay competitive.

PROGRAM

OBJECTIVES

— Understand the strategic planning process
— Understand the importance of the business plan for the company
— Manage customer relationships more effectively to ensure business continuity
— Know the usefulness of market intelligence and know how to carry out these studies

METHODS

— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS

— Knowledge tests (MCQ, online tests, ...)

PREREQUISITES

— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS

— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments
MARKETING AND COMMUNICATION

“Let’s market and communicate better about our brands and products!

Improve and increase the marketing of your organization’s products / services.”

PROGRAM

OBJECTIVES
— List the steps and components of market research
— Explain how digital technologies are impacting agricultural businesses, including marketing and communications
— Define marketing communications
— Explain the concept of public relations, its functions and components
— Define brand management
— Identify the different types of intellectual property rights for the horticultural sector

METHODS
— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
— Knowledge tests (MCQ, online tests,...)

PREREQUISITES
— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS
— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments

TYPES OF ORGANIZATIONS CONCERNED
• Companies
• Service providers

TARGETED AUDIENCE
Company
• Marketing Manager
• Communication & CSR Manager
• Sale and Customer service Manager
• Business Manager
Service providers
• Expert-Trainer

CONTENT
— Industrial analysis, value chain analysis, market research and digital platforms
— Development of a marketing plan/strategy
— Marketing communications, public relations and internal communication
— The importance of branding and intellectual property rights

PURPOSE OF THE TRAINING
List the first elements of reflection on the marketing and communication used within his organization.
**PURPOSE OF THE TRAINING**

Reflect on the management of the financing of his organization (for what purpose? Where to find them? How to implement them?)

**TYPES OF ORGANIZATIONS CONCERNED**

- Companies
- Service providers

**TARGETED AUDIENCE**

**Company**
- Head of administration and finance
- Financial controller
- Risk Manager
- Accounting and Financial Manager
- Company Manager
- Horticultural producer

**Service providers**
- Expert-Trainer

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**PROGRAM**

**OBJECTIVES**

- Identify and distinguish different financing options available to MSMEs in the horticultural sector
- Choose financing options based on their understanding of the impact on the profitability, financial position, and capital structure of MSMEs
- Identify and select insurance and guarantee schemes that offer optimal growth opportunities of horticultural MSMEs
- Acquire knowledge about the structure of financing plans

**CONTENTS**

- Financing options and sources available
- The impact of financing options on the financial statements
- Insurance and guarantee systems
- Financial planning

**METHODS**

- Presentations (PowerPoint or similar tools), self-paced training

**EVALUATIONS**

- Knowledge tests (MCQ, online tests,...)

**PREREQUISITES**

- Be able to self-train
- Be able to connect to the internet

**RECOMMENDATIONS**

- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments

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**THEORETICAL TRAINING**

**DISTANCE - SELF-PACED -**

**TRAINING CODE**

**ACCESS TRAINING**

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**CORPORATE FINANCE MANAGEMENT**

“Producing and selling our products is essential for our company, but this is only possible thanks to efficient and relevant financing management!

Open up to new perspectives in terms of financing your business.”
HUMAN RESOURCE MANAGEMENT

“Let’s learn to manage our most precious capital: people.
Improve the working environment for your staff.”

PROGRAM

OBJECTIVES
— Define and differentiate the notions of leadership and management
— Explain good corporate governance and its role in strengthening businesses
— List staff recruitment and retention methods
— Define the performance management organization
— Explain the different types of relationship with staff
— Define the principles of occupational health and safety

CONTENTs
— Leadership and Human Resource Management
— Recruitment, selection and retention of staff
— Performance management and training – development
— Staff relations and labor relations
— Health and security at work
— Business Continuity

METHODS
— Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
— Knowledge tests (MCQ, online tests,...)

PREREQUISITES
— Be able to self-train
— Be able to connect to the internet

RECOMMENDATIONS
— Have a computer (the content is available from a smartphone but the tool is not recommended)
— Have a stable internet connection to carry out the assessments

PURPOSE OF THE TRAINING
Explain how to manage human capital within a company.

TYPES OF ORGANIZATIONS CONCERNED
• Companies
• Service providers

TARGETED AUDIENCE
Company
• Head of Human Resources
• HR Administration Manager
• Career Development Manager

Service providers
• Expert-Trainer

THEORETICAL TRAINING
DISTANCE - SELF-PACED -
TRAINING CODE
ACCESS TRAINING

TP_7.146

13H30
182
COMMERCIAL AND FINANCIAL RISK MANAGEMENT

"Take risks for our business: Yes, but by having correctly analyzed and evaluated them!!

Reduce business and financial risk to your organization.

PROGRAM

OBJECTIVES
- Detail the 4 major categories of financial risk
- Define risk diversification principles and strategies
- Understand risk management principles and available strategies
- List the steps in developing a risk management plan

CONTENTS
- Financial risks
- Principles and strategies of risk diversification
- Risk management strategies

METHODS
- Presentations (PowerPoint or similar tools), self-paced training

EVALUATIONS
- Knowledge tests (MCQ, online tests,...)

PREREQUISITES
- Be able to self-train
- Be able to connect to the internet

RECOMMENDATIONS
- Have a computer (the content is available from a smartphone but the tool is not recommended)
- Have a stable internet connection to carry out the assessments
Do you want to sustain your activities? Take this training!

Improve your development strategy for your organization to ensure a sustainable and profitable activity for all.

PROGRAM

OBJECTIVES
— Ensure the viability of the organization’s main business activity
— Define the key elements of strategic planning (issues, goals, objectives)
— Be able to use a business model canvas

CONTENTs
— Business Development Basics
— Business development and commercial strategy
— Strategic planning
— The canvas business model
— The Business Plan (brief introduction)
Methods

- Presentations (PowerPoint or similar tools), documents to read (manuals, articles, summaries)
- Demonstration, application exercises
- Discussions, Questions & answers, brainstorming
- Group work, collaborative exercise (group project)
- Case study

Evaluations

- Knowledge tests (MCQ, online tests, etc.)
- Active participation in face-to-face or synchronous online activities (live zoom, etc.)
- Active participation in asynchronous online activities (forum, quiz, consultation of additional resources,...)
- Collaborative (or group) work

Prerequisites

- Professional experience in the management of an organization, preferably in the horticultural sector in ACP countries
- Know the basics of accounting, business finance and business development
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

Recommendations

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)

Targeted Audience

Public sector
- Director of the Competent Authority responsible for SPS aspects
- Director of a National Plant Protection Organization (NPPO) (Phytosanitary)
- Head of official SPS control
- Director of phytosanitary diagnosis laboratory
- Director of contaminant analysis laboratory

Company
- Company manager
- Farm Manager
- Head of administration and finance
- Head of Human Resources
- Business manager

Service providers
- Expert-Trainer

Theoretical Training

- Distance: Tutored
- 4 weeks
- 1 working day per week

Training Code

TP_7.061
EFFECTIVE ACCOUNTING AND FINANCIAL MANAGEMENT

“Calculate the best opportunities for you sustainability!

Boost your profitability and ensure your viability thanks to an effective accounting!”

PROGRAM

OBJECTIVES

- Identify the essential data to be recorded and relate with the basic rules of an accounting system
- Draw up and interpret a general accounting table, a profit and loss account and a balance sheet
- Estimate future financial needs based on financial statements and growth forecasts
- Draw up a provisional budget and manage financial resources

CONTENTS

- Basic principles and essentials of accounting
- Financial statements
- Financial analysis
- Financial forecasts and provisional budget

METHODS

- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses)
- Demonstration, application exercises, tutorial
- Discussions, questions & answers, brainstorming
- Group work, collaborative exercise (group project), exercise with peer correction
- Case study, project-based learning, debriefing / feedback, sharing experience
**Recommendations**

- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)

**Evaluations**

- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

**Prerequisites**

- Staff in organisations with "basic" and "intermediate" levels of maturity
- Professional experience in managing an organisation, preferably in the horticultural sector
- Basic accounting knowledge
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool
- Having followed the training course Strategic business development (TP_7.061) or equivalent professional experience

**Theoretical Training**

- Distance - Tutored - (1 working day per week)
- Training Code: TP_7.064
PREPARE YOUR BUSINESS TO FACE ALL RISKS!

Every entrepreneur takes risks. As President Kennedy said, “Only those who take the risk of failing spectacularly will succeed brilliantly”. Take this training and be ready to manage your risks!

PROGRAM

OBJECTIVES

- Identify and analyze the main constraints to development growth in the horticultural sector
- Identify events, obstacles or threats (use of “scenario planning tools”)
- Identify and analyze the company’s vulnerability to financial and non-financial risks
- Identify and analyze the factors favoring each type of risk
- Assess and prioritize the risks (nature of the risk, cause / origin, consequences / severity and probability of occurrence / frequency)

CONTENT

- Definition of risk, its importance and identification of the main types of risk
- Financial risks
- Non-financial risks
- Risk prevention and management
METHODS
— Presentations (PowerPoint or similar tools), documents to read (manuals, articles, summaries), self-study course
— Demonstration, application exercises
— Discussions, questions-answers
— Exercise with peer correction
— Debriefing / feedback, sharing of experience

EVALUATIONS
— Knowledge tests (MCQ, online tests, etc.)
— Active participation in face-to-face or synchronous online activities (live zoom, etc.)
— Active participation in asynchronous online activities (forum, quiz, consultation of additional resources, ...)
— Homework assignment

PREREQUISITES
— Professional experience in the management of an organization, preferably in the horticultural sector
— Basic knowledge of accounting and financial management of companies
— Knowledge of the markets, their components and customer characteristics (volumes, purchase motivations, competition, product prices, fluctuations, market risks, etc.)
— Basic knowledge of the requirements of the horticultural sector for access to local, regional and international markets (e.g. regulations, quality standards)
— Basic knowledge in labor legislation, including health and safety aspects
— Be able to work independently

— Be able to use a computer and connect to an e-learning site and a videoconference tool
— Having followed the training course Strategic business development (TP_7.061) or equivalent professional experience

RECOMMENDATIONS
— Have a stable internet connection
— Be in a quiet room to work
— Have a computer with working audio equipment (Headset, microphone and webcam)

4 WEEKS
DISTANCE - TUTORED - (1 working day per week)

THEORETICAL TRAINING
DISTANCE - TUTORED - (1 working day per week)
TRAINING CODE TP_7.062

189
PRINCIPLES OF A GOOD MARKETING AND COMMUNICATION STRATEGY

Marketing and Communication: the key to brand building awareness!

Start building strong commercial relationship with your customers!

PROGRAM

OBJECTIVES
- Identify customers and analyse their expectations and market requirements
- Evaluate the strengths and weaknesses of your business in the horticultural context in order to seize opportunities
- Create a commercial communication plan

CONTENTS
- The identification of your customers and analysis of their characteristics to determine their needs
- The components of a market
- The basic elements of a marketing strategy and plan
- The basic principles to marketing communication

Purpose of the training
Lay the foundation of a marketing strategy.

Types of organizations concerned
- Companies

Targeted audience
- Company manager
- Farm Manager
- Business Manager
- Marketing manager
- Communications and CSR manager
- Sales & Customer Service Manager
- Customer Relationship officer
METHODS
— Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses)
— Demonstration, application exercises, tutorial
— Discussions, questions & answers, brainstorming
— Group work, collaborative exercise (group project), exercise with peer correction
— Case study, Project-based learning, role playing, debriefing / feedback, sharing experience

EVALUATIONS
— Knowledge tests (MCQs, online tests, etc.)
— Participation in synchronous online activities (live zoom...)
— Participation in asynchronous online activities (forum, quizzes, consultation of additional resources, ...)
— Collaborative (or group) work
— Homework assignment

PREREQUISITES
— Professional experience in sales, customer relations, promotion and marketing of horticultural products
— Knowledge of markets, their components and customer characteristics (volumes, purchasing motivations, competition, product prices, fluctuations, market risks, etc.)
— Basic knowledge of the requirements of the horticultural sector for access to local, regional and international markets (e.g. regulations, quality standards)
— Be able to work independently
— Be able to use a computer and connect to an e-learning site and a videoconference tool
— Having followed the training course Strategic business development (TP_7.061) or equivalent professional experience

RECOMMENDATIONS
— Have a stable internet connection
— Be in a quiet room to work
— Have a computer with working audio equipment (Headset, microphone and webcam)
CLAIMS HANDLING

Dealing with a commercial dispute is always a delicate and complicated situation! Learn to manage them!

Prepare your business to face commercial litigation.

PROGRAM

OBJECTIVES

— List and define the different types of commercial litigation concerning the horticultural sector
— Identify the causes of a commercial dispute
— Take the appropriate measures in the face of a commercial dispute
— Learn lessons from any disputes experienced by the company

CONTENTs

— Commercial litigation
— Commercial dispute prevention measures
— Respond to commercial litigation

METHODs

— Presentations (PowerPoint or similar tools)
— Demonstration, application exercises
— Discussions, Questions & answers, brainstorming
— Group work, collaborative exercise (group project)
— Case study, role play, debriefing / feedback, experience sharing

PURPOSE OF THE TRAINING

Prevent any commercial litigation and react if necessary, to defend its product and the reputation of its company.

TYPES OF ORGANIZATIONS CONCERNED

• Companies

TARGETED AUDIENCE

Company
• Company manager
• Business Manager
• Purchasing Manager
• Sale and Customer service Manager
• Risk Manager
EVALUATIONS
— Collaborative (or group) work
— Oral presentation

PREREQUISITES

Face to face training
— Work for an organisation that has been active for several years on the regional, European or international market
— Be involved in commercial negotiations
— Be able to draw up a sales contract
— Be able to understand articles of law
— Have experience of commercial negotiation

Distance training
— Work for an organisation that has been active for several years on the regional, European or international market
— Be involved in commercial negotiations
— Be able to draw up a sales contract
— Be able to understand articles of law
— Have experience of commercial negotiation
— Be able to work independently
— Be able to use a computer and connect to an e-learning site and a videoconference tool

RECOMMENDATIONS

Distance training
— Have a stable internet connection
— Be in a quiet room to work
— Have a computer with working audio equipment (Headset, microphone and webcam)

4 WEEKS DISTANCE - TUTORED
(1 working day per week)
COMMERCIAL NEGOCIATION

"Conclude deals & increase your portofolios.

Are you looking for potential buyers?
Do you want to make an effective negociations?
You don’t know what are the needed information in a contract?
This training is for you!

PROGRAM

OBJECTIVES
— Define the purpose of a commercial negotiation
— Identify the qualifications required of a trade negotiator
— Prepare a trade negotiation and how to develop a negotiating strategy
— Quote the keys to a good trade negotiation
— Master communication during negotiations, including in an international context
— Apply some basic techniques to use in commercial negotiations

CONTENTS
— Understanding negotiations
— Preparing for negotiations
— The negotiation process
— Concluding negotiations

METHODS
— Presentations (power point or other), documents to be read (manuals, articles, syntheses)
— Application exercises
— Discussions, debates, questions & answers, brainstorming
— Group work
— Case study, role playing, debriefing / feedback, sharing experience

PURPOSE OF THE TRAINING
Put in practice what a commercial negotiation is, how to conduct it effectively and how to bring the client to an agreement in the form of a contract.

TYPES OF ORGANIZATIONS CONCERNED
• Companies

TARGETED AUDIENCE
Company
• Company manager
• Farm Owner
• Sales & Customer Service Manager
• Customer Relationship Officer
**EVALUATIONS**
- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
- Collaborative (or group) work
- Oral presentation
- Homework assignment

**RECOMMENDATIONS**

**Distance training**
- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)

**PREREQUISITES**

**Face to face training**
- Be involved in business negociations
- Previous experience in a fair
- Be involded in the market decision making
- Having followed Market Access training (TP_7.019) or equivalent professional experience

**Distance training**
- Be involved in business negotiations
- Previous experience in a fair
- Be involved in the market decision making
- Having followed Market Access training (TP_7.019) or equivalent professional experience
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

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**PRACTICAL TRAINING**

**FACE TO FACE**

**DISTANCE - TUTORED -**
(1 working day per week)

**TRAINING CODE**

TP_7.020
TRADE FAIR PREPARATION AND PARTICIPATION (COMPANIES)

Get new contracts when you participate in trade fairs.

Are you going to participate in a fair / trade show in the coming months? And you want to make your participation effective and successful during this important event! Then take this training!

PROGRAM

OBJECTIVES
- Manage your trade show preparation as a project
- Promote your business and products
- Connect with visitors / exhibitors relevant to your business
- Ensure the follow-up of commercial relations
- Evaluate your participation in the show in order to maximize the results

CONTENTS
- Pre-show preparation
- Presenting your company and its products at the show
- Business meetings, negotiations and post-show follow-up
METHODS

— Presentations (PowerPoint or similar tools), documents to read (manuals, articles, summaries)
— Application exercises, tutorial
— Discussions, questions-answers
— Individual discovery exercise
— Project-based learning, debriefing / feedback, experience sharing

EVALUATIONS

— Active participation in face-to-face or synchronous online activities (live zoom...)
— Homework assignment

PREREQUISITES

— Hold a position related to commercial negotiation and/or customer research
— Have a good knowledge of your company (certification, financial/material/human resources, marketing, etc.) and its products (quality, price, timetable, packaging, etc.)
— Good knowledge of suppliers and customers
— Experience in negotiation
— Understand the challenges and issues associated with your company’s activities
— Know your export market
— Good interpersonal skills
— Be able to work independently
— Be able to use a computer and connect to an e-learning site and a videoconference tool

RECOMMENDATIONS

— Fluent in English
— Have a stable internet connection
— Be in a quiet room to work
— Have a computer with working audio equipment (Headset, microphone and webcam)
— Bring the following 4 documents to the training:
  Example of a commercial contract, Marketing plan
  (promotional marketing materials (e.g. flyer, brochure, PPT, business card, website), Organisation’s business plan, Export marketing plan

2 WEEKS
DISTANCE - TUTORED -
(1.5 working days per week)

TP_7066
TRAINING CODE
PACKHOUSE OPTIMISATION

Make your packhouse an efficient and safe tool for the sustainability of your business!

Does your packhouse frequently shut down? Do you generate large amounts of waste? Are your employees sometimes overwhelmed and other times twiddling their thumbs? With this training, discover how to effectively manage your packhouse in order to gain in quality and competitiveness!

PROGRAM

OBJECTIVES
- List and define the different activities and roles within the packhouse
- Establish the stages of the packaging process for harvested products
- Identify and manage all internal and external parameters (supply, training, spatial organization, etc.) influencing the operation of the station
- Evaluate the effects of the change obtained after the implementation of the internal optimization plan

CONTENTS
- Organizing a packhouse
- The different parameters influencing the operation of a station
- Business project to be carried out
- Experience sharing
METHODS

— Presentations (PowerPoint or similar tools)
— Demonstration, application exercises
— Discussions, Questions & answers, brainstorming
— Group work, collaborative exercise (group project)
— Project-based learning, debriefing / feedback, experience sharing

EVALUATIONS

— Collaborative (or group) work
— Oral presentation
— Homework assignment

PREREQUISITES

Face to face training
— Be involved in the management of a packhouse

Distance training
— Be involved in the management of a packhouse
— Be able to work independently
— Be able to use a computer and connect to an e-learning site and a videoconference tool

RECOMMENDATIONS

Face to face training
— Before the classroom training:
  List the difficulties encountered during previous campaigns, by discussing them with all the company's. Prepare a document setting out the different stages followed by the product in the packhouse (flow chart); Prepare a document setting out the relationships between the various posts within the packhouse (organisation chart)

Distance training
— Have a stable internet connection
— Be in a quiet room to work
— Have a computer with working audio equipment (Headset, microphone and webcam)
— Before the training: List the difficulties encountered during previous campaigns, by discussing them with all the company's. Prepare a document setting out the different stages followed by the product in the packhouse (flow chart); Prepare a document setting out the relationships between the various posts within the packhouse (organisation chart)
BUSINESS SURVIVAL BOOTCAMP

"COVID-19, climate change,... our companies live in a crisis-prone environment! How to cope? Prepare yourself to face the crises affecting your business!"

PROGRAM

OBJECTIVES
— Establish the different possible scenarios in which a crisis could affect companies
— Determine critical areas of business risk
— Integrate the concrete measures to be taken from the point of view of the treasury
— Review overall operating costs line by line assessing the possibility of reducing or eliminating non-essential expenses
— Identify key human resources needed to continue operations
— Manage direct and indirect consequences on staff

METHODS
— Presentations (PowerPoint or similar tools), Documents to be read (manuals, articles, syntheses)
— Demonstration, application exercises, tutorial

EVALUATIONS
— No rating

PREREQUISITES
— Be able to work independently
— Be able to use a computer and connect to an e-learning site and a videoconference tool

RECOMMENDATIONS
— Have a stable internet connection
— Be in a quiet room to work
— Have a computer with working audio equipment (Headset, microphone and webcam)

TARGETED AUDIENCE
Company
— Company Manager
— Head of administration and finance
— Business Manager
— Accounting and Financial Manager
— Financial controller
— Risk Manager

Service providers
— Expert-Trainer

TYPES OF ORGANIZATIONS CONCERNED
— Companies
— Service providers

PURPOSE OF THE TRAINING
Develop an action plan to address critical risks.

OBJECTIVES
— Establish the different possible scenarios in which a crisis could affect companies
— Determine critical areas of business risk
— Integrate the concrete measures to be taken from the point of view of the treasury
— Review overall operating costs line by line assessing the possibility of reducing or eliminating non-essential expenses
— Identify key human resources needed to continue operations
— Manage direct and indirect consequences on staff

CONTENT
— Expenses management
— Practical tools to improve the resilience of your business

METHODS
— Presentations (PowerPoint or similar tools), Documents to be read (manuals, articles, syntheses)
— Demonstration, application exercises, tutorial

EVALUATIONS
— No rating

PREREQUISITES
— Be able to work independently
— Be able to use a computer and connect to an e-learning site and a videoconference tool

RECOMMENDATIONS
— Have a stable internet connection
— Be in a quiet room to work
— Have a computer with working audio equipment (Headset, microphone and webcam)
# COVID19 - SUPPORT TO DEAL WITH THE BUSINESS IMPLICATIONS OF COVID-19: ONLINE SUPPORT SESSIONS

"How to deal with COVID-19 as a Manager?"
Maintain the sustainability of your business in times of COVID-19!

**PROGRAM**

**OBJECTIVES**
- Analyze and manage cash flow
- Integrate the concrete steps to be taken from a cash flow perspective into a comprehensive and effective emergency action plan
- Review overall operating costs line by line assessing the possibility of reducing or eliminating non-essential expenses
- Identify key human resources needed to continue operations
- Manage direct and indirect consequences on staff

**METHODS**
- Tutorial
- Discussions, questions-answers
- Debriefing / feedback, sharing of experience

**EVALUATIONS**
- Coaching support

**RECOMMENDATIONS**
- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)

**CONENTS**
- Risk management
- Cost management
- Finance management
- Human Resource Management

**PURPOSE OF THE TRAINING**
Develop and plan its responses to the challenges resulting from the microeconomic consequences of the COVID-19 pandemic.

**TYPES OF ORGANIZATIONS CONCERNED**
- Companies
- Service providers

**TARGETED AUDIENCE**
**Company**
- Company Manager
- Head of administration and finance
- Business Manager
- Accounting and Financial Manager
- Financial controller
- Risk Manager

**Service providers**
- Expert-Trainer

**DISTANCE - TUTORED -**
(spread over 4 to 6 weeks)

**TRAINING CODE**
TP_7.059

**DAYS**
4
Bookkeeping and Cost Benefit Calculations for Outgrowers

Purpose of the training

Play the role of trainers and train your outgrowers on how to calculate cost/benefit.

Types of organizations concerned

- Companies
- Service providers

Targeted audience

Company
- Company manager
- Farm Manager
- Head of administration and finance
- Production Manager
- Accounting and Financial Manager
- Financial controller

Service providers
- Expert-Trainer

Book-keeping knowledge for successful farming enterprise!

Would you like your outgrowers to run their vegetable farms as a business? Would you want the outgrowers to track their cash flows for better planning and ensure profitability?

Program

Objectives

- Identify production-related expenditures (by type and nature) and revenues of the export crop for an average outgrower
- Monitor production expenses, revenues and income (Expenses / income booklet) for an average outgrower
- Calculate key business performance indicators such as yield, turnover, gross margin, net margin, net profit or loss, rejection rates, total unit cost, variable unit cost, fixed unit cost, costs covered by the farmer, costs covered by the company
- Identify associated cash flows and distinguish cash flows from profitability
- Animate the training sessions in a farmer group using the handout and the different exercises it includes
CONTENTS
— Identifying and monitoring expenditure and income
— Calculation of key performance indicators and simplified cash flow statements
— Identifying expense items
— Cash flow and its distinction from profitability
— Cash flow problems
— Accounting as a planning tool

METHODS
— Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses)
— Demonstration, application exercises
— Discussions, debates, questions & answers, brainstorming
— Group work, collaborative exercise (group project), exercise with peer correction
— Role playing, debriefing / feedback, sharing experience

EVALUATIONS
— Collaborative (or group) work
— Oral presentation
— Homework assignment

PREREQUISITES
— The organisation must work with outgrowers
— Be able to train staff and outgrowers

RECOMMENDATIONS
— Bring samples of records for tracking harvests, picking records, inputs supplied, etc
TRAINING OF TRAINERS ON “BUSINESS MANAGEMENT AND DEVELOPMENT”

“Be prepared to be trainer for COLEAD!

Have you always wanted to be a better trainer? Do you have experience in business management and development? This training is designed for you.

PROGRAM

OBJECTIVES
— Explain clearly the essential elements of a subject related to the topics of business management and development
— Interact and regulate a group of learners remotely
— Design relevant learning materials (such as a slide show)
— Communicate effectively
— Design a digital training programme

CONTENT
— Reinforce your technical expertise
— Reinforcing the theoretical knowledge of pedagogical content development (part 1 & 2)
— Practical training on pedagogy and digital training design

PURPOSE OF THE TRAINING
Play the role of trainers and coaches for the technical managers of companies especially in the framework of collective trainings or specific in-company training.

TYPES OF ORGANIZATIONS CONCERNED
• Service providers

TARGETED AUDIENCE
Service providers
• Expert-Trainer
METHODS
— Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses)
— Demonstration, application exercises
— Discussions, questions & answers, brainstorming
— Group work, collaborative exercise (group project)
— Project-based learning, role playing, debriefing / feedback

EVALUATIONS
— Knowledge tests (MCQs, online tests, etc.)
— Participation in synchronous online activities (live zoom...)
— Participation in asynchronous online activities (forum, quizzes, consultation of additional resources,...)
— Collaborative (or group) work
— Oral presentation
— Homework assignment

PREREQUISITES
— Expertise in one of the following areas: accounting and corporate finance, business development and entrepreneurship, marketing and communication, corporate financial management, human resources management and business and financial risk management
— Be able to work independently
— Be able to use a computer and connect to an e-learning site and a videoconference tool

RECOMMENDATIONS
— Have a stable internet connection
— Be in a quiet room to work
— Have a computer with working audio equipment (Headset, microphone and webcam)
IMPLEMENTATION OF THE COLEAD RAPID SPS ASSESSMENT TOOL (R-SAT)

"Thinking about assessing your national sanitary and phytosanitary (SPS) systems? Join this training!

Get ready to improve or update your national SPS systems!"

PROGRAM

OBJECTIVES

- List the principles and requirements for applying the COLEAD R-SAT with regard to the WAgreement, the Codex alimentarius standards and the International Plant Protection Convention (IPPC)
- Classify the elements of a National SPS System between the 4 components of an SPS system (governance, operational processes, skills management and communication and relationship dynamics)
- List the 15 control points, criteria and concept of maturity as applied to the 4 components of the SPS system
- Prioritize activities in the development of the national SPS action Plan
- Apply the methodology supporting stakeholders in the development of a priority national SPS action plan based on COLEAD R-SAT
CONTENTS
— The need for changes to SPS system?
— The COLEAD R-SAT grid (45 Criteria)
— Case Study: Applying the R-SAT
— How to use the COLEAD R-SAT
— Issues, roles and implications of Experts in the use of the COLEAD R-SAT

METHODS
— Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses), tandem
— Application exercises
— Discussions, debates, questions & answers, brainstorming
— Group work, collaborative exercise (group project), exercise with peer correction
— Case study

EVALUATIONS
— Participation in synchronous online activities (live zoom...)
— Collaborative (or group) work
— Oral presentation

PREREQUISITES
— Experts with a background in policy and implementation of regulatory monitoring, design, development and updating of phytosanitary and sanitary controls and certification procedures
— Good SPS knowledge
— Be able to work independently
— Be able to use a computer and connect to an e-learning site and a videoconference tool

RECOMMENDATIONS
— Having followed the Organisation of national food control systems. Intermediate level course (TP_4.163)
— Having followed the Organisation, missions and functioning of a NPPO/Intermediate Intermediate course (TP_4.136)
— Have a stable internet connection
— Be in a quiet room to work
— Have a computer with working audio equipment (Headset, microphone and webcam)
— Be familiar with IPPC documents, ISPMs and CODEX

PRATICAL TRAINING
DISTANCE - TUTORED - (3h30 per day)
TRAINING CODE
The training methodology covers essential communication techniques, adult training and the principles of active pedagogy. It also covers the basic principles of leading and facilitating meetings, as well as leading groups. The aim of this approach is to create interactive and participative learning environments, thereby fostering commitment and knowledge retention among adult learners. Using these methods via the COLEAD training system makes training sessions more dynamic and optimises the results obtained.
FROM FACE-TO-FACE TO DISTANCE: TRANSPOSING YOUR TRAINING

Adapt to new ways of training!

COVID-19, information technologies, etc. have changed the way we work and train. One of the consequences is that distance learning is becoming more and more important in training systems. How to prepare for it?

PROGRAM

OBJECTIVES

- Analyze its face-to-face training in order to identify the needs (pedagogical and learning) and the constraints of its remote transposition
- Script and design an online device from a face-to-face device
- Select and use the most suitable pedagogical practices and digital tools to transpose your training
- Create multimedia learning resources for a remote device
- Animate and support the learning of participants with individual and collective management techniques
- Evaluate the success and efficiency factors of its distance learning system

CONTENTS

- The current pedagogical scenario VS the framework – and the constraints – of the transposition project
- Transposition of the face-to-face training course to a relevant distance course
- Design of educational resources for distance learning
- Preparation of all the support and accompaniment modalities
METHODS
- Presentations (PowerPoint type or similar tools), documents to read (manuals, articles, summaries)
- Demonstration, application exercises, tutorial
- Discussions, Questions & answers, brainstorming
- Group work, collaborative exercise (group project)
- Project-based learning, debriefing / feedback, experience sharing

EVALUATIONS
- Active participation in face-to-face or synchronous online activities (live zoom, etc.)
- Active participation in asynchronous online activities (forum, quiz, consultation of additional resources, etc.)
- Collaborative (or group) work
- Homework assignment

PREREQUISITES
- Have proven experience as a trainer, in adult training
- Have experience working with MSMEs in the horticultural sector
- Have a good technical knowledge of one of the 7 COLEAD themes
- Be able to prepare and lead a face-to-face training session
- Be able to develop a training program
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

RECOMMENDATIONS
- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)
HOW TO USE MOODLE FOR CREATING AND ANIMATING AN ONLINE TRAINING COURSE

"Create your personalised learning environment with Moodle!

Get ready to move your training into the digital age!"

PROGRAM

OBJECTIVES
- List the different Moodle user roles and their specificities
- Navigate through the Moodle platform
- List and use the different tools available in Moodle
- List and use the different resources in Moodle
- Design a digital training program
- Use Camtasia to create pedagogical videos

CONTENTS
- The basic principles of Moodle
- The roles of different users
- Moodle activities and features
- Resources in Moodle
- The basics of managing a Moodle platform
METHODS
- Presentations (PowerPoint or similar tools), documents to be read (manuals, articles, syntheses)
- Demonstration, application exercises, tutorial
- Discussions, questions & answers
- Exercise with peer correction
- Debriefing / feedback, sharing experience

EVALUATIONS
- Knowledge tests (MCQs, online tests, etc.)
- Participation in synchronous online activities (live zoom...)
- Participation in asynchronous online activities (forum, quizzes, consultation of additional resources, ...)

PREREQUISITES
- Have previous experience in the development of training programs and content
- Be comfortable with technological tools
- (internet, applications, office suite, etc.)
- Experience as a face-to-face and digital trainer
- Be able to work independently
- Be able to use a computer and connect to an e-learning site and a videoconference tool

RECOMMENDATIONS
- Have a stable internet connection
- Be in a quiet room to work
- Have a computer with working audio equipment (Headset, microphone and webcam)
COACHING: INTEGRATED MANAGEMENT MEASURES FOR FRUIT FLY CONTROL FOR COMPANIES IN THE MANGO SECTOR

Stop sting! Train your staff on fruit fly management!

Creating knowledge is good, creating knowledge through coaching is better! Put your new skills as a trainer into practice during a real scenario and thus train your staff in fruit fly management.

PROGRAM

OBJECTIVES

— Train operators to recognize fruit bitten by flies to keep them out of sorting
— Plan and replicate “integrated management for fruit fly control” training for all operators handling mangoes

CONTENTS

— Practical application of the training course Integrated management measures for fruit fly control for companies in the mango sector (TP_4.077)
— Coaching and debriefing of the real life situation exercise
METHODS
— Demonstration, application exercises
— Pedagogical animation, debriefing / feedback

EVALUATIONS
— Oral presentation

PREREQUISITES
— Work for an organisation active in the mango sector
— Be responsible for fruit fly management within your organisation (orchards and/or packhouse)
— Be familiar with the stages of mango production and/or packaging
— Having followed the training course on integrated management measures for fruit fly control for companies in the mango sector (TP_4.077)