HTHC Training Checklist

Training on HTHC Tools and Methods

1. Locations
	1. Indoor space for presentation
		1. Classroom or other space
	2. Nearby trees to use as demos for learning to use the app and health metrics
		1. 4-5 recommended
		2. Can be street trees or park trees
		3. If possible, add trees to HTHC beforehand to be used for training error analysis
			1. Give trees names like ‘Training 1’ etc
			2. The day of, or the day before a training, have an expert run a health check on all training trees
			3. During training event, compare results from trainees to the expert
2. Recommended Supplies
	1. Projector + Screen
	2. Computer
	3. Presentation files
	4. Excel Training Trees File
		1. For reviewing sample trees’ health checks
	5. Printed copies of training handouts
		1. Field Guide for Health Metrics
		2. Quick How-to for App
		3. Health Metrics Explainers
		4. Pest Symptom Explainers
	6. Mobile devices
		1. 1 for every 2-3 people is ideal
		2. Devices need cellular data access for HTHC mobile app to be fully functional
		3. *Alternative – guests bring and use their own devices. Only recommended if that is the way they will be using the HTHC Mobile App.*
		4. If doing multiple events, be sure to charge devices afterwards
	7. DBH tape
		1. *Alternative – cloth measuring tape, input values as circumference in mobile app*
	8. Binoculars
		1. Very useful for observing health metric values and pest symptoms in large trees
	9. Pest handouts
		1. Wallet cards (Eastern or Western states)
		2. Pest ID cards – reach out to local extension offices to obtain identification cards for pests in your area
3. Staffing
	1. 1 presenter/expert
	2. For larger groups, assistants may be useful – how many depends on how comfortable the presenter is with guiding a large group. An important variable to consider is the existing experience of the trainees – groups with less experience with tree ID, tree measurements, and tree health will need more supervision and help. If a group has little to no experience with tree ID, organizers may need to have a separate training on that subject.
	3. Coordinator should be on hand for at least the beginning of the training to help with any technical issues or any other needs, and to assist as needed with breaks, etc, and should return at the end of the session