|  |  |  |
| --- | --- | --- |
|  |  |  |

Healthy Trees, Healthy Cities Training

(Two Day Training Sample Agenda)

*This agenda is for training field staff, interns, or volunteers on how to use the HTHC Mobile App to record tree health and pest data in one day. This agenda assumes attendees have an understanding of tree ID in their area, but haven’t monitored tree health, recorded DBH, or checked trees for pests before. The agenda places an emphasis on practice of each component on training trees to ensure field staff/volunteers have a full understanding of the health metrics, pest symptoms, and a knowledge of how to use the Mobile App. This agenda is meant to be a comprehensive training for field staff/interns/volunteers who will be recording tree health data using the HTHC Mobile App. The Two Day training gives trainees extended time to conduct each piece of data collection with some supervision.*

Location: <Location Here>

Dates: <Insert Date>

Time: <Vary times for specific needs – assumes a full work day on day 1. Day 2 can be a full day or half day.>

Presenters: <Insert Presenters’ Names Here>

**Welcome and Introductions (15-30 mins)**

*This section can include the following:*

* *Icebreaker*
* *A reminder to download the HTHC Mobile App*

**Monitoring City Trees – Working Locally to Protect our Nation’s Trees (30 mins)**

*This section is for going over the goals of the Healthy Trees, Healthy Cities Tree Health Monitoring Initiative. Discussion of the importance of urban forests, threats to urban forests, and the need to monitor and care for trees.*

**Task One: Minimum Data Set – “Add a Tree” (1.5 hours)**

*This section explains the Minimum Data Set – Species, DBH, and Location. The presentation assumes a basic preexisting knowledge of tree species identification. If the expected audience has no or limited exposure to tree identification, the local coordinator may need to expand the training to include a tree ID session and resources. Explain the significance of each measure and how to record it in the Mobile App.*

*After indoor presentation, move outdoors to demonstrate DBH measurement. Have attendees split into pairs and use the HTHC Mobile App to ‘Add A Tree’, giving a tree its species, location and DBH.*

**Task Two: Tree Stress Evaluation – “Tree Health Check” (Indoor/Outdoor) (2 hours)**

Part 1: *Starting outdoors, trainers lead a discussion about what “symptoms” of tree stress may look like. They encourage everyone to point out something on the tree that could indicate stress. Most people will point to broken/dead branches, holes in the bark, fungus/exudation, etc. This exercise reinforces that people intuitively know what to look for on the tree.*

Part 2: *Then, return indoors to go through the metrics presentation, providing specifics about metrics classes, how to estimate percentages, etc. Also walk through the app and how to input responses.*

Part 3: *Return outdoors to do a practice tree together, going variable by variable as a group – with people working in pairs.*

*.*

**LUNCH BREAK**

*.*

**Morning Review (15 minutes)**

**Task Three: Signs/Symptoms of Insects and Diseases – “Pest Check” (1 hour)**

Part 1: *Instructor highlights why it is important for people in cities to be on the lookout for specific signs of pests/diseases and share how these specific indicators complement the non-stressor specific data.*

Part 2: *Provide detail on how insects/diseases impact trees (e.g., lifecycles and pathways to destruction for particular species/diseases) to help contextualize how/why we look for specific symptoms. Local managers can select from approximately 15 pests/diseases depending on need/location/threat.*

Part 3: *Walk through signs/symptoms in the app in interactive dialogue and exercises.*

**FIELD WORK (2 hours)**

*Teams perform field checks (Add A Tree, Health, and Pest check), recording results using the Mobile App and writing results so they can reference them. After teams have completed field checks, group discussion about on each tree. Compare each team’s results and reasonings for the classes they chose for each tree. Often, pest symptoms aren’t found – discuss the importance of early detection. If a pest symptom is found, discuss it.*

**Day 2**

**Session for Project Leaders/Managers: HTHC Project Management Dashboard Overview (1 hour)**

*This session goes over the HTHC Project Management Dashboard and how to use it to manage tree monitoring projects using the HTHC Mobile App. Field staff/interns do not necessarily need to attend this session, so could start their day later.*

**Accessing Assigned Trees through the HTHC Mobile App (30 min)**

*This session explains how users (field staff/volunteers/interns) find trees Assigned to them by a Project Leader in the HTHC Mobile App.*

**Overview of Field Protocol for [Project Name] (30 min – 1 hr)**

*This session is for explaining the protocol for using the HTHC Mobile App to monitor trees specific for your project’s needs. Consider reviewing and modifying sample Field Protocols included in the materials on HTHC’s Conservation Gateway site. Field Protocols can be modified for specific needs.*

**Review (30 min)**

*Review Health Checks, Pest Detection, and Field Protocol.*

**Supervised In-Field Run Through of Field Protocol (1-2hr** *or more as needed/available***)**

*Practice Field Protocol on trees with trainers and project leaders present to help with troubleshooting issues, ensuring field staff/interns/volunteers are following protocol correctly. Depending on needs of project, this can transition directly into beginning field data collection.*