



Holistic Experiential Learning Design (HELD)

Lutheran Service of Iowa Global Greens Program

ACRONYMS

AMF	Advanced Market Farmer
BMF	Beginning Market Farmer
DMACC	Des Moines Area Community College
ESL	English as a Second Language
FPR	Farmers Progress Report
GG	Global Greens
HELD	Holistic Experiential Learning Design
IDA	Individual Development Accounts
ILP	Individual Learning Plan
LSI	Lutheran Services in Iowa
MFA	Minnesota Food Association
PFI	Practical Farmers of Iowa
SIP	Savings Incentives Program
SKA	Skills Knowledge Assessment
TMF	Transitioning Market Farmer

OUTLINE

Acronyms

1. Introduction to HELD

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2. Curriculum Framework

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- Formal Classes
- In Field Trainings
- Workshops
- Individual 1 on 1 Support

Business Segment

- Curriculum Outline
- Beginner Market Farmer
- Advanced Market Farmer
- Transitioning Market Farmer

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Farmer Progress Report

Practical Farmers of Iowa Field Days

Practical Farmers of Iowa Conference

Practical Farmers of Iowa Savings Incentives Program

Practical Farmers of Iowa Labor4Learning Program

OUTLINE

5. Appendix continued

Minnesota Food Association Emerging Farmers Conference

English as a Second Language Program Flier

DMAACC English as a Second Language Program

Individual Development Accounts Program Flier

Workplace Skills Program Flier

Introduction to HELD

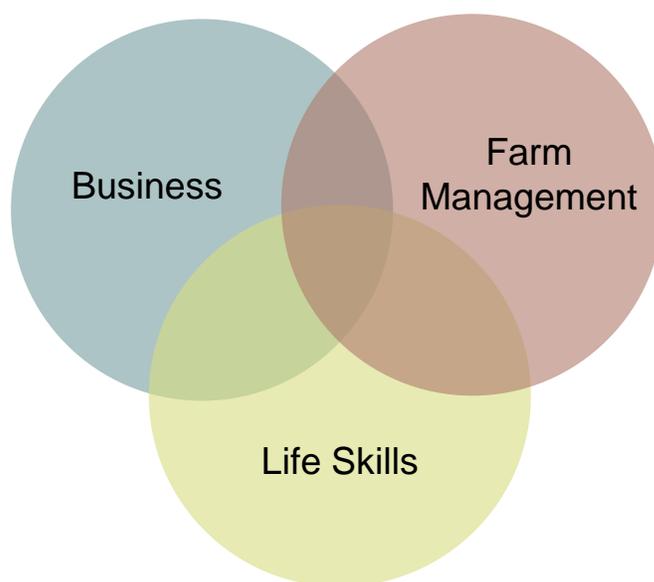
The Holistic Experiential Learning Plan (HELD) is designed to provide the content and activities for the Global Greens program. HELD's purpose is to provide structure for the Global Greens program to create a learning environment that holistically supports farmer clients individual needs to accomplish their unique goals. HELD is structured through formal education practices alongside experiential learning.

HELD DESIGN

Global Greens Farmers will graduate through the program in three main phases 1) Beginning Market Farmer (BMF) 2) Advanced Market Farmer (AMF) and 3) Transitioning Market Farmer (TMF).

For a holistic educational experience, farmer clients need to be supported in three main areas; Business, Farm Management, and Life Skills. All sections of knowledge development are dependent and connected to one another, meaning that an educational experiences needs to support these needs consecutively at once.

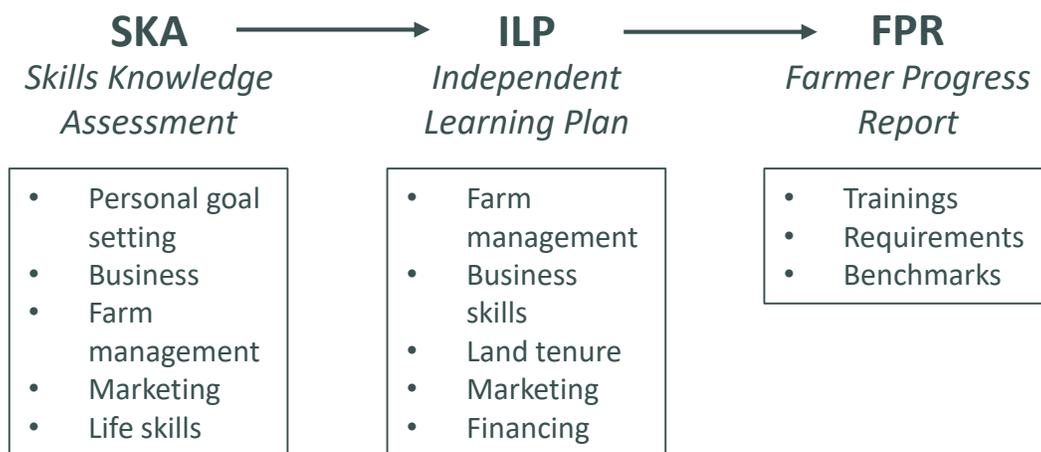
Spheres of Education



Introduction to HELD

The needs within these spheres of education are unique to every individual within the Global Greens program. The goals for individual farmers are unique from one another as well. For example some farmers desire to have a small produce production market garden to supplement their families income, while others have larger ambitions of having a small produce production farm that is the main stay of their families livelihood.

These unique circumstances and education needs and goals require an individual approach to every farmer, creating the Individual Learning Plan (ILP). The ILP is first formed through a Skills and Knowledge Assessment (SKA) that quantifies and collects each individuals levels of skills and defines their areas of need. This information is used to then create their ILP that focuses on 5 key areas of support for farmers: 1) Farm management and production, 2) Access to secure land tenure, 3) Business skills and acumen, 4) Accessing finance, 5) Marketing skills and information. The ILP can be maintained and progress measured through Farmer Progress Reports (FPR).



Introduction to HELD

Looking at these three areas of education, there are also layers of types of education that dictate how these subjects are best taught. Education can be segmented into knowledge, skills, and experience.



Knowledge is could be background knowledge or concepts, like United States business practices and culture, or concepts of time management and future oriented thinking.



Skills are tangible, often physical and action oriented, like learning how to create a budget, or how to install drip irrigation.



Experience often overlaps with knowledge and skills. It can be differentiated though by soft skill sets and more of mental and thought oriented actions. Experiential skills are developed and could be executing time management.

These learning and education segments dictate the best approach for teaching and addressing the education experience holistically. For example, the farm management area of knowledge is dominated by skill oriented learning topics like soil and bed preparation, soil fertility practices or integrated pest management strategies. These skill oriented tasks are best taught in a formal education and classroom or workshop setting. Alternatively, a lot of the knowledge and experience based topics and subjects are best learned through personal experiences. To gain insight and knowledge from these experiences, there needs to be a structured program that promotes reflection, collaboration, and discussion among peers. A learning cohort or farmer meet up would be an example of a program that draws on these experiences and translates into learning outputs. Another method of drawing upon experience and knowledge based tasks is through individual support or one on one meetings with mentors or program staff members.

This segmentation of spheres of education and learning segments form the design of HELD. Through this defining of learning styles, program education outlets were created with an experience oriented approach to learning. HELD consists of experiential learning programs, formal lessons that are organized through a curriculum, one on one individual support, and partnering with other organizations.

Curriculum Calendar

Holistic Experiential Learning Design

Curriculum Calendar

December 2018		
Date	Day of the Week	Class
12/1/2018	Saturday	CSA Recap & Bidding
12/15/2018	Saturday	Tax Preparation with Stuart Oxe
January 2019		
1/5/2019	Saturday	Program Orientation
1/12/2019	Saturday	Business Unit 1-Strategy
1/16/2019	Wednesday	Home Ownership Workshop
1/17/2019 to 1/19/2019	Thursday to Saturday	PFI conference
1/25/2019 to 1/26/2019	Friday to Saturday	Emerging Farmers Conference
February 2019		
2/2/2019	Saturday	Business Unit 2- Markets
2/12/2019, 2/19/2019, 2/26/2019	Tuesday	One on One training- Seed Planting in Greenhouse
2/16/2019	Saturday	Crop Planning
2/23/2019	Saturday	Business Unit 3- Operations
March 2019		
3/2/2019	Saturday	Business Unit 4- Finances
3/5/2019, 3/12/2019, 3/19/2019, 3/26/2019	Tuesday	One on One training- Seed Planting in Greenhouse

Farm Operations and Production

March 2019 Continued		
Date	Day of the Week	Class
3/6/2019	Wednesday	Record Keeping
3/9/2019	Saturday	Pest Management Class
3/23/2019	Saturday	Food Safety Workshop Organic Production Workshop
3/30/2019	Saturday	Farm Orientation Tractor Safety and Maintenance
April 2019		
4/13/2019	Saturday	Equipment Training at Wabi Sabi Farm
4/20/2019	Saturday	Irrigation In Field Training
4/27/2019	Saturday	Equipment Training at Wabi Sabi Farm
May 2019		
3/11/2019	Saturday	Farmers Market Orientation

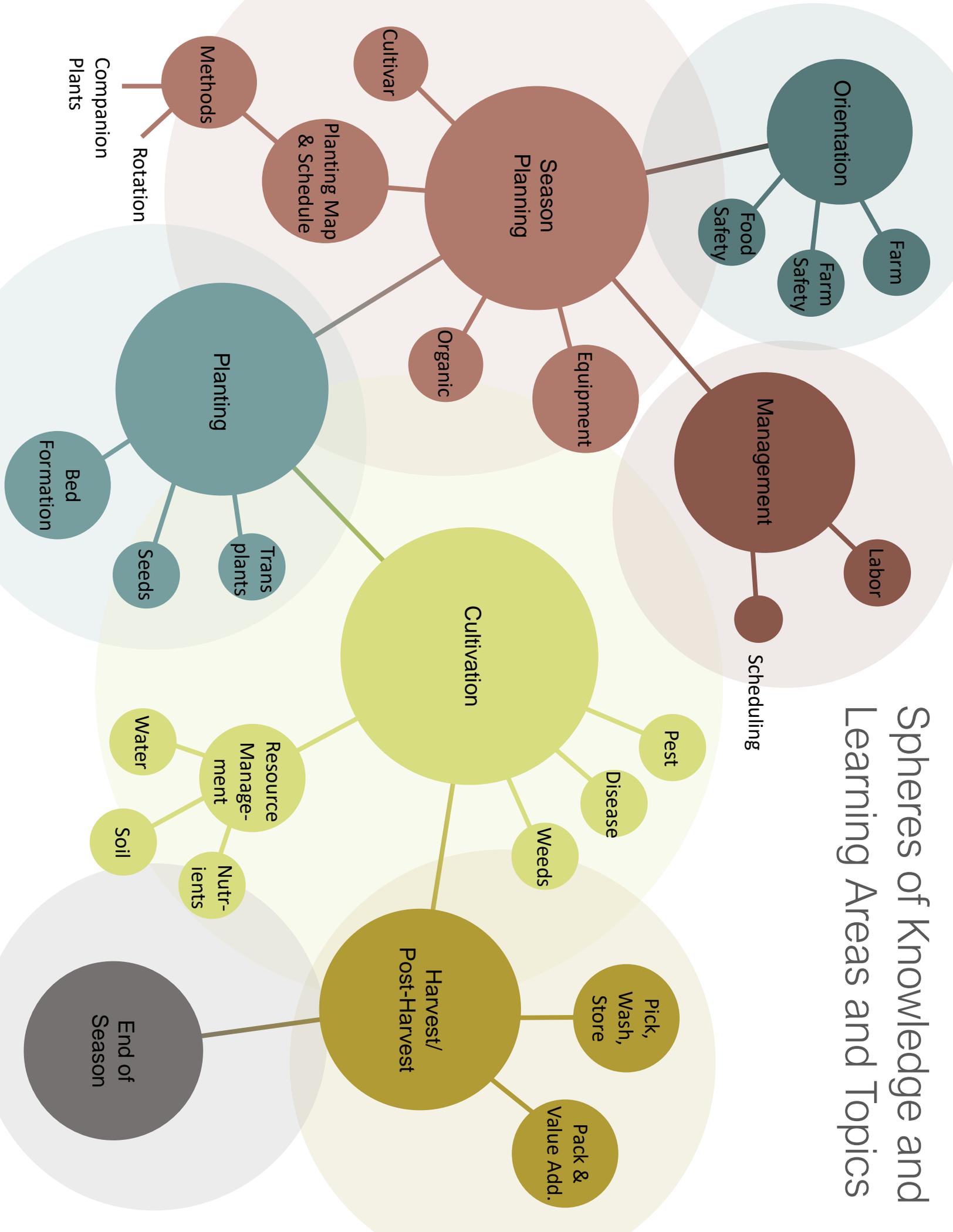
Production Segment

Curriculum Framework

Farm Operations and Production Curriculum Outline

Module 1- Orientation	
Class 1	Program Orientation Taught by Global Greens Team
In-Field Training	On Farm Orientation Taught by Zachary Couture
In-Field Training	Tractor and Tiller Safety Taught by Zachary Couture
Workshop	Farmers Market Orientation Taught by Farmers Market Manager
Workshop	Food Safety Taught by Dan Browser
Workshop	CSA Bidding Taught by Dan Browser
Module 2- Season Planning and Planting	
Workshop	Season Planning Taught by Zachary Couture and Daniel Bowser
Workshop	Organic Vegetable Production Taught by Zachary Couture
Workshop	Seed Ordering Taught by Zachary Couture
Module 3- Cultivation	
Class 3	Soils Taught by Extension Specialist
In-Field Training	Irrigation Taught by Peer Farmers
Class 4	Integrated Pest Management Part 1 Taught by Community Farmer
In-Field Training	Integrated Pest Management Part 2 Taught by Peer Farmers
In-Field Training	Large Equipment Usage- Tillage and Bed Preparation Taught by Ben Saunders at Wabi Sabi Farm
In-Field Training	Large Equipment Usage- Cultivation and Planting Taught by XXX at XXX Farm
In-Field Training	Large Equipment Usage Taught by Community Farmer
Workshop	Planting Methods: Rotations, succession, plant families, companion plants Taught by Zachary Couture

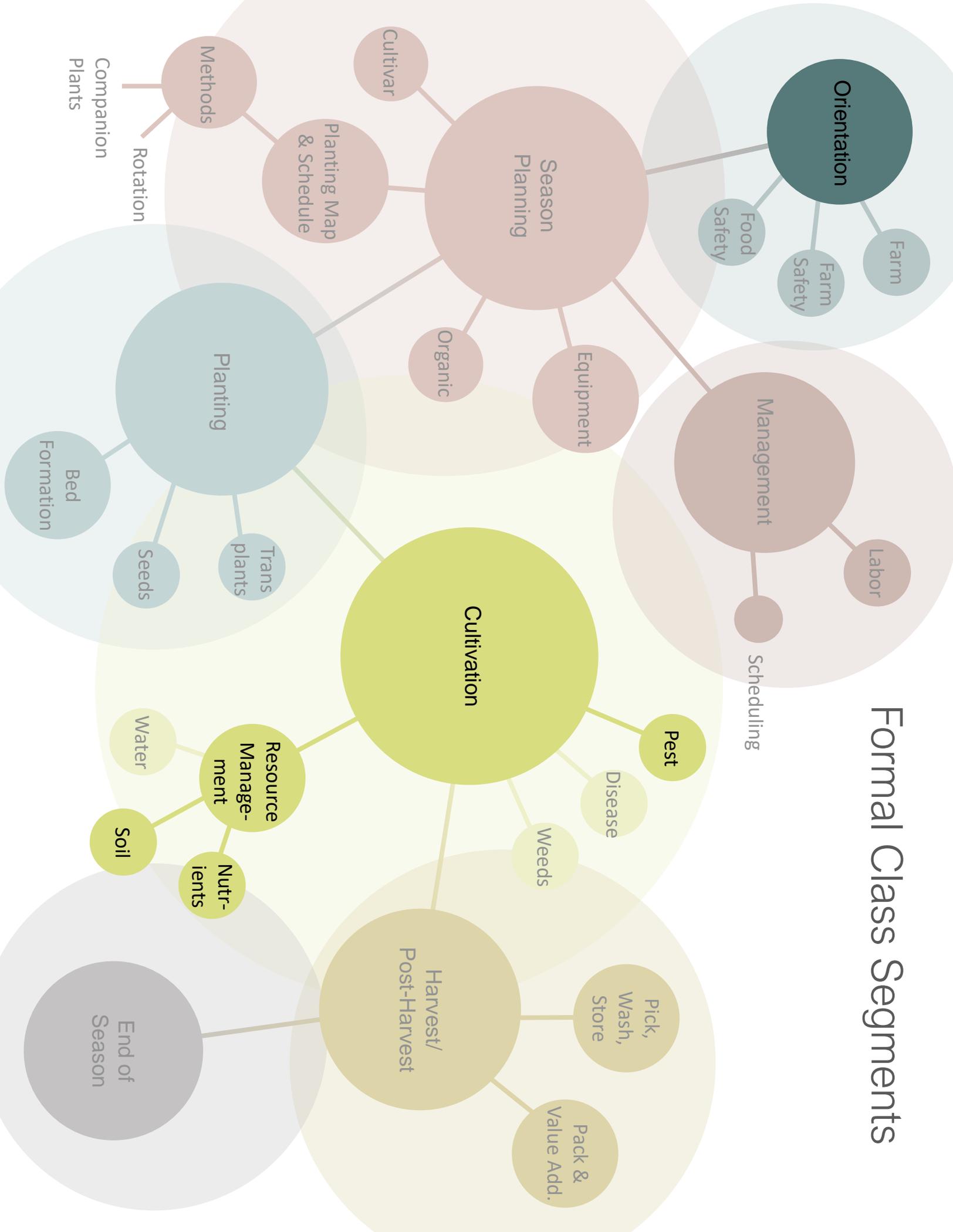
Spheres of Knowledge and Learning Areas and Topics



Formal Classes

Holistic Experiential Learning Design

Formal Class Segments



Farm Operations and Production

Formal Classes

Program Orientation **C**

Part 1: Program Flow

Part 2:

Main Topics:

- 1.
- 2.

Core Skills:

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-
-

Additional Resources for Further Development:

Soils **\$**

Part 1: Soil Composition

Part 2: Nutrient Management

Main Topics:

1. Basics of soil composition
2. Nutrient management and fertilization methods

Core Skills:

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Additional Resources for Further Development:

Integrated Pest Management Part 1

Part 1:

Part 2:

Main Topics:

- 1.

Core Skills:

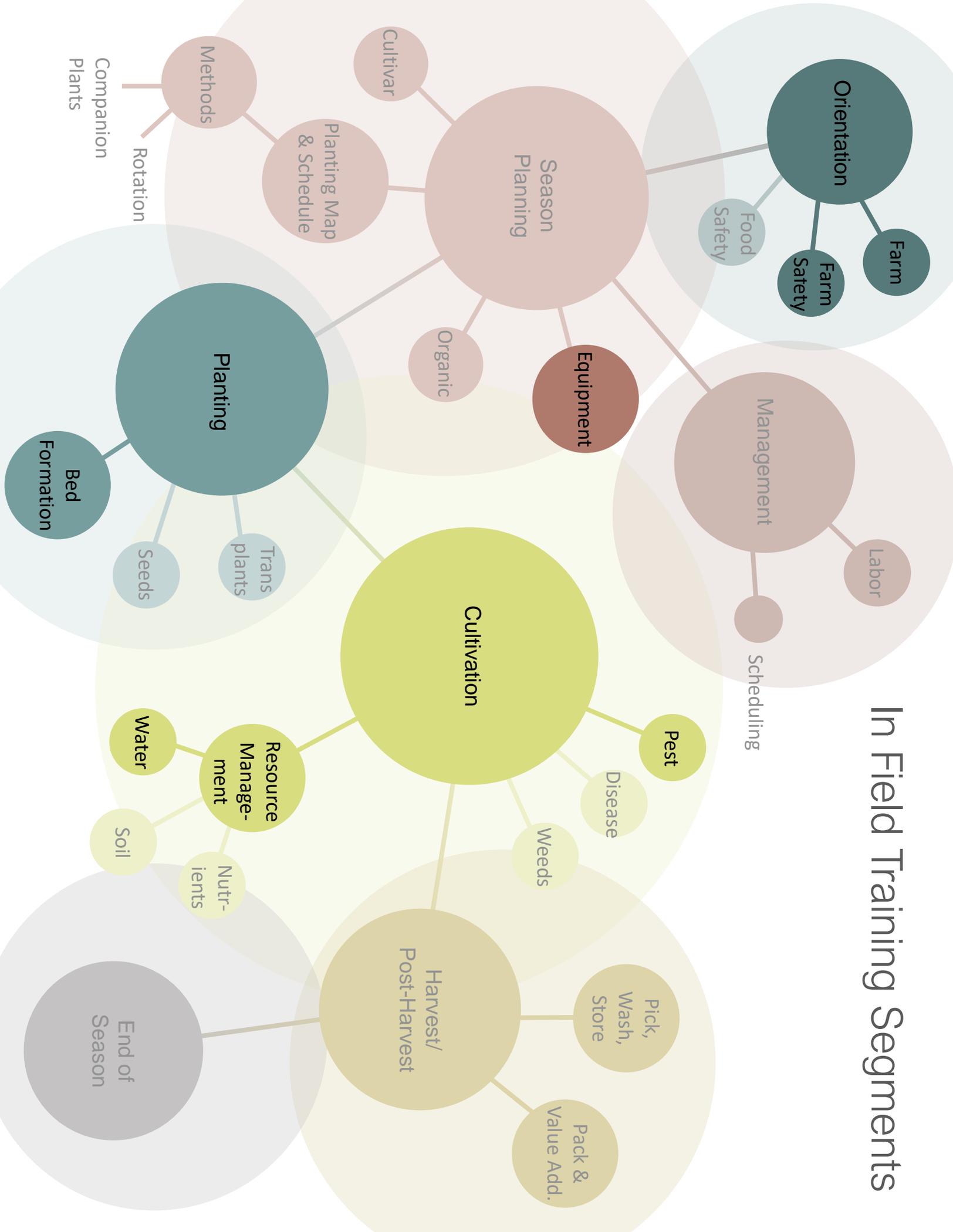
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Additional Resources for Further Development:

In Field Trainings

Holistic Experiential Learning Design

In Field Training Segments



Farm Operations and Production

In-Field Trainings

On Farm Orientation **C**

Part 1: Program Flow
Part 2:

Main Topics:

- 1.
- 2.

Core Skills:

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-
-

Additional Resources for Further Development:

Irrigation **P**

Part 1: Water management
Part 2: Drip Irrigation

Main Topics:

- 1.
- 2.

Core Skills:

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Additional Resources for Further Development:

Integrated Pest Management **P**

Part 1:
Part 2:

Main Topics:

- 1.
- 2.

Core Skills:

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-
-

Additional Resources for Further Development:

Large Scale Equipment Usage – Tillage and Bed Preparation **\$**

Part 1:
Part 2:

Main Topics:

- 1.
- 2.

Core Skills:

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-
-

Additional Resources for Further Development:

Farm Operations and Production

In-Field Trainings

Large Scale Equipment Usage-
Cultivation and Planting **\$**

Part 1:
Part 2:

Main Topics:

- 1.
- 2.

Core Skills:

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-
-

*Additional Resources for Further
Development:*

Large Scale Equipment Usage-
TOPIC XXX **\$**

Part 1:
Part 2:

Main Topics:

- 1.
- 2.

Core Skills:

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-
-

*Additional Resources for Further
Development:*



Transitioning Market farmer Field Days

In the 2019 growing season, three field days on TMF farm will be offered. Topics include:



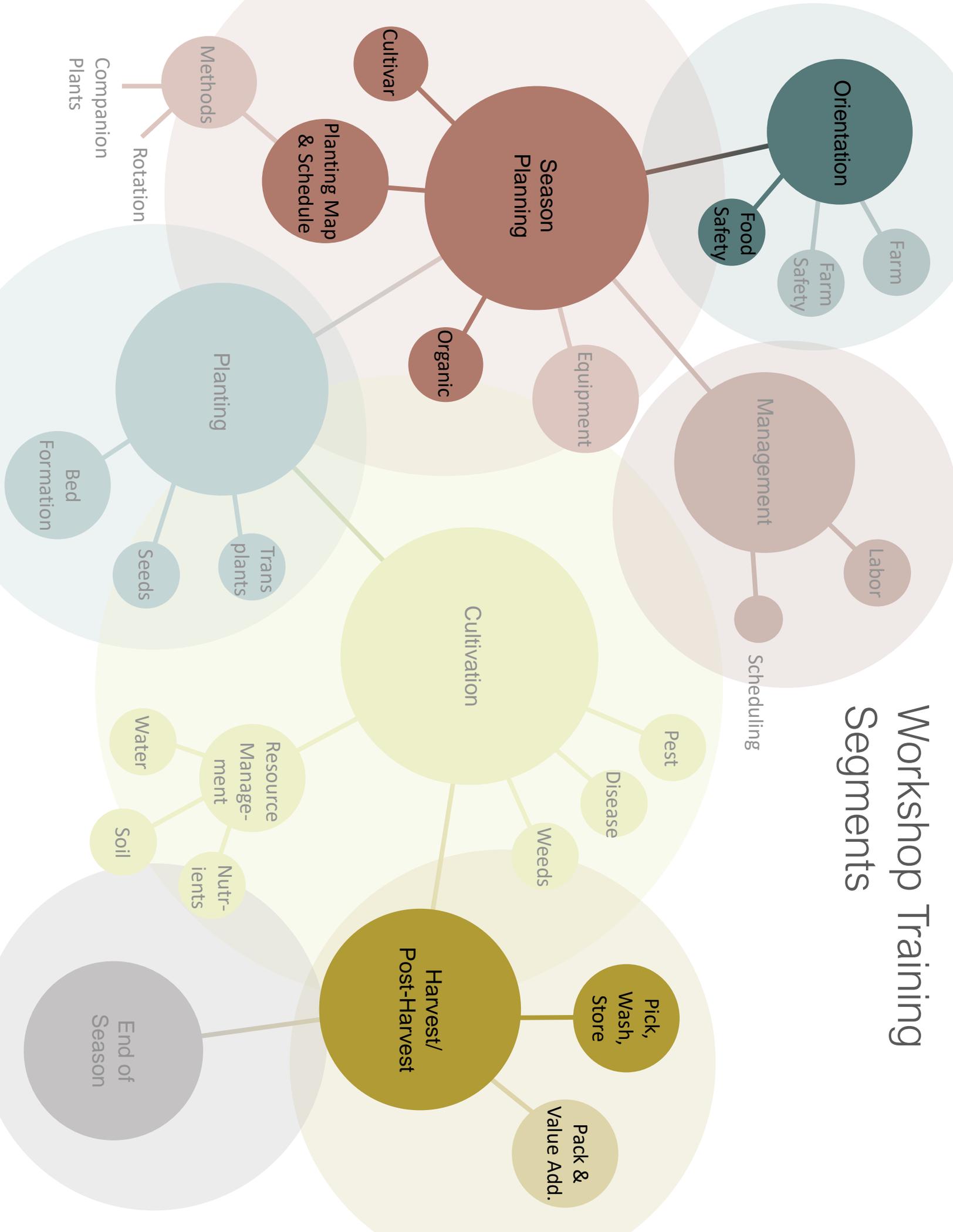
Practical Farmers of Iowa Field Days

A minimum of four PFI field days will be offered to GG farmers. For 2019 the desired topics include harvest efficiency and succession planting within plant families.

Workshops

Holistic Experiential Learning Design

Workshop Training Segments



Farm Operations and Production

Workshops Trainings

Food Safety **C** **\$**

With Dan Browser, Food Hub Specialist

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-
-

Season Planning **C**

With Zachary Couture, Production Specialist and Daniel Browser, Food Hub Specialist

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-
-
- Additional one on one support will be offered on planting in greenhouses

Organic Vegetable Production **C** **\$**

With Zachary Couture, Production Specialist

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-
-

Seed Ordering **P**

With a Global Greens Farmer

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-
- Additional one on one support will be offered to farmers

CSA Bidding **C**

With Dan Browser, Food Hub Specialist

-
-
-

Farmers Market Orientation **C** **\$**

With the Farmers Market Manager

- WIC, EBT, FMNP
-
-

** Downtown farmers market orientation fulfills this core requirement**

Business Segment

Holistic Experiential Learning Design

Business Segment Curriculum Outline

Module 1- Strategic Planning

	BMF	AMF	TMF
Class 1	Strategy: <i>Aligning Vision & Intro to Business Model Canvas</i>	Strategy: <i>Re-Aligning Vision & Intro to Business Model Canvas</i>	Strategy: <i>Re-Aligning Vision & Intro to Business Model Canvas</i>

Module 2- Market

Class 2	Basic Market Concepts: <i>Market outlets, US consumer preferences, and creating a marketing plan</i>	Applying Market Concepts: <i>Local food trend and market opportunities, and modifying marketing plan</i>	Market Strategy: <i>Analyzing markets for profitability, market diversification and opportunities</i>
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Module 3- Operations

Class 3	Managing Operations: <i>Components of operations and identifying operation costs</i>	Resource Planning & Operating Costs: <i>Resource planning and identifying operation costs</i>	Optimizing Operations: <i>Management strategy of supply chain and allocating resources</i>
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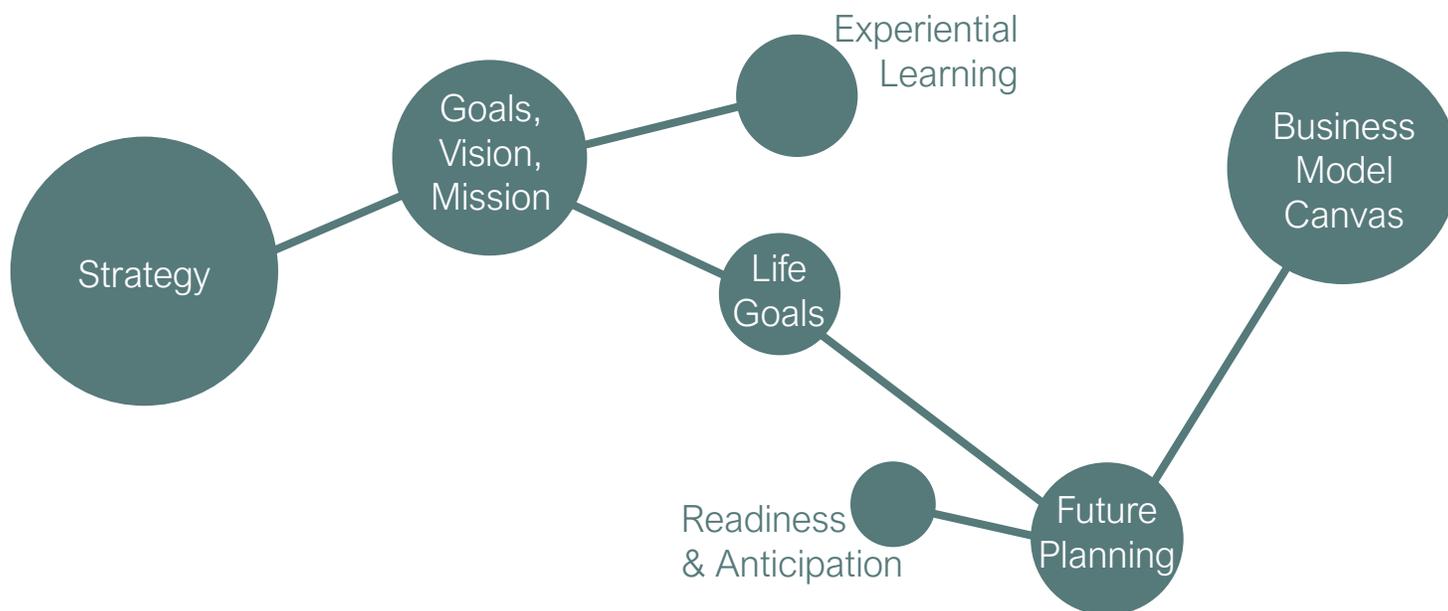
Module 4- Financials

Class 4	Financial Records: <i>Record keeping and season budgets (literate and preliterate versions)</i>	Financial Planning: <i>Record keeping, season records and budgeting, and financing options</i>	Financial Planning: <i>Creating financial projections and financing options</i>
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Beginner Market Farmer

Holistic Experiential Learning Design

Module 1- STRATEGY



Unit 1- Strategy

Part 1: Aligning Vision

Part 2: Intro to Business Model Canvas

Main Topics:

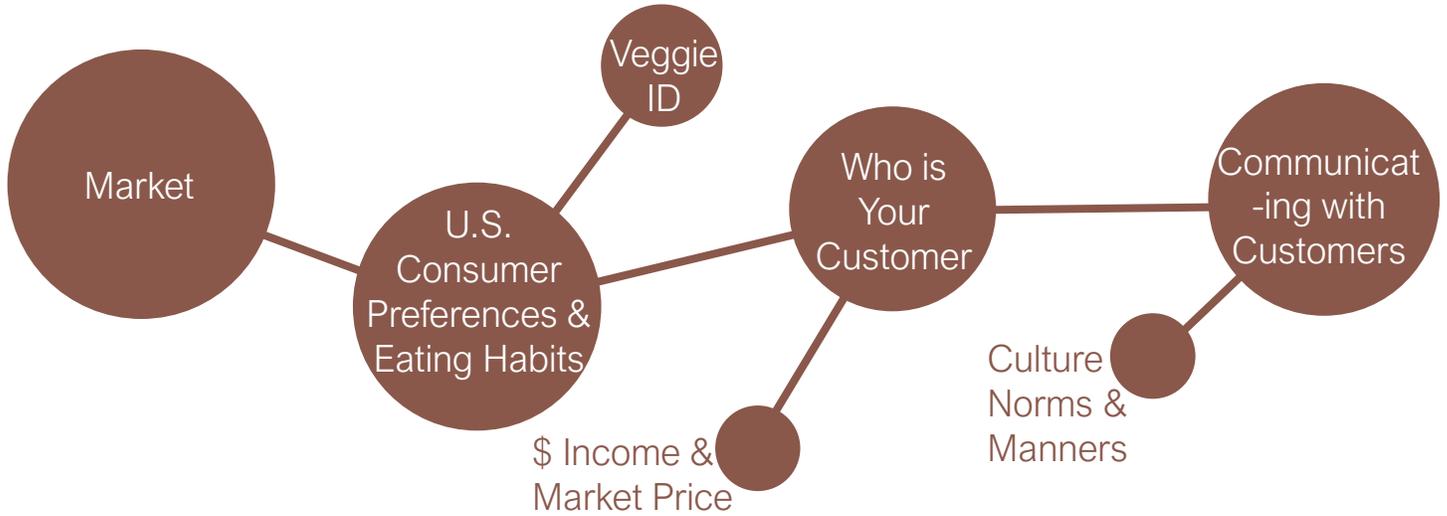
1. Individual Goals, Vision, Mission
2. Future Planning
3. Experiential Learning Opportunities
4. Business Model Canvas

Core Skills:

- Exploring concept and understanding purpose and importance of personal vision
- Introduce additional learning opportunities to gain experience
- Prioritizing and ranking of goal areas
- Setting lifestyle goals
- Setting personal learning goals
- Aligning long-term goals to execute mission
- Aligning short-term seasonal goals to execute mission
- Applying large picture thinking in the context of their business
- Start developing business acumen and strategic thinking
- Intro to foundational concepts for building business

Additional Resources for Further Development:

Module 2- MARKET



Unit 2- Basic Market Concepts

Part 1: What is a Market
Part 2: U.S. Consumer Preferences
Part 3: Market Plan

Main Topics:

1. Basic intro to market outlets
2. U.S consumer preferences and eating habits
3. Market plan

Core Skills:

- Understand where produce is purchased
- Understand U.S. consumers and what they want
- Explore how a producer can meet those needs
- Create a market plan for the following season
- Determining market price
- Applying market information and decisions into business model canvas

Additional Resources for Further Development:

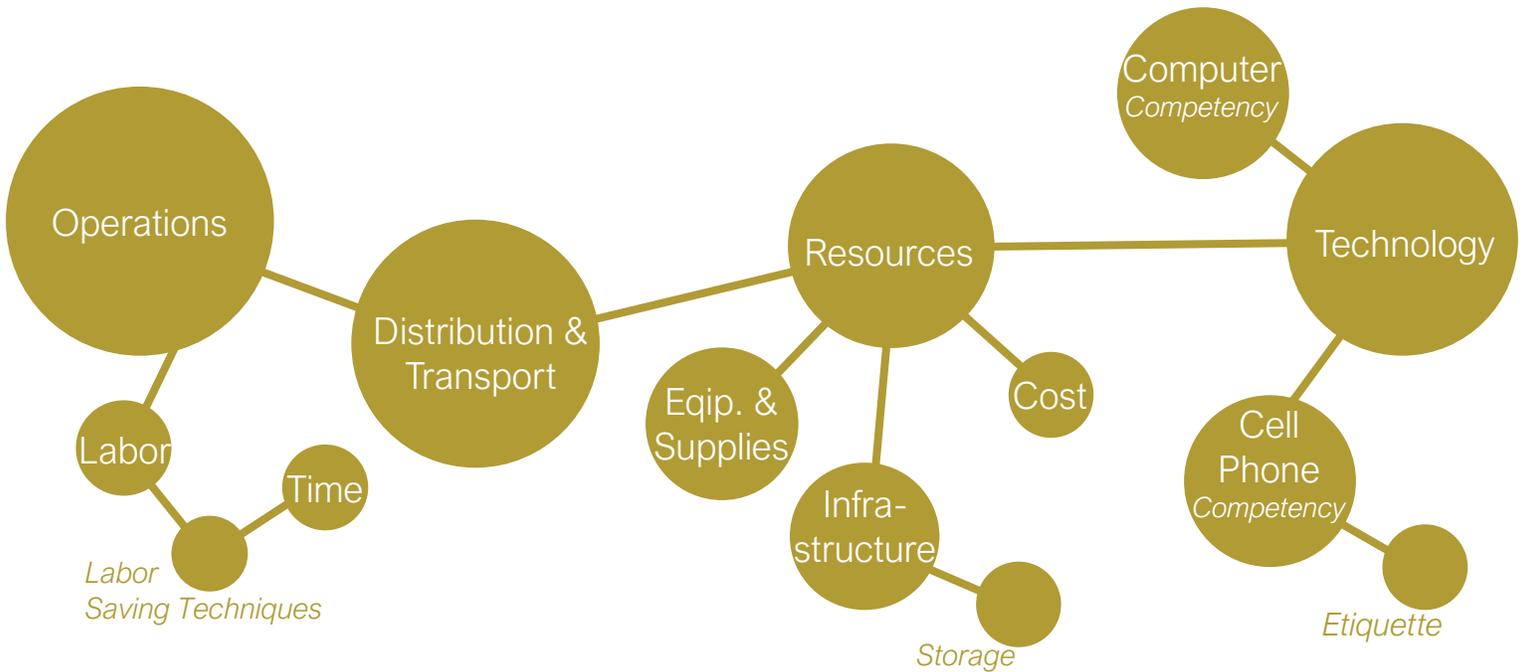
ESL classes for vegetable identification
 Online Learning Platform practice activities
 Farmers Market Display Workshop

Module 3- OPERATIONS



Integrated Farm Management Module- On Farm Equipment, Technology, and Supplies

Intersecting the curriculum learning flow for the business section, a farm management course is offered about on farm equipment, technology, and supplies. This course will directly supplement the next lesson on Managing Operations. For more information on the course, please see the Farm Management section of the HELD.



Unit 3- Managing Operations

Part 1: Components of Operations
Part 2: Management Decisions

Main Topics:

1. Overview of operations components
2. Identify operation costs

Core Skills:

- Identifying key components within personal operations
- Building in equipment, infrastructure, and technology needs into business model canvas
- Estimating costs associated with operations
- Apply to business model canvas

Additional Resources for Further Development:

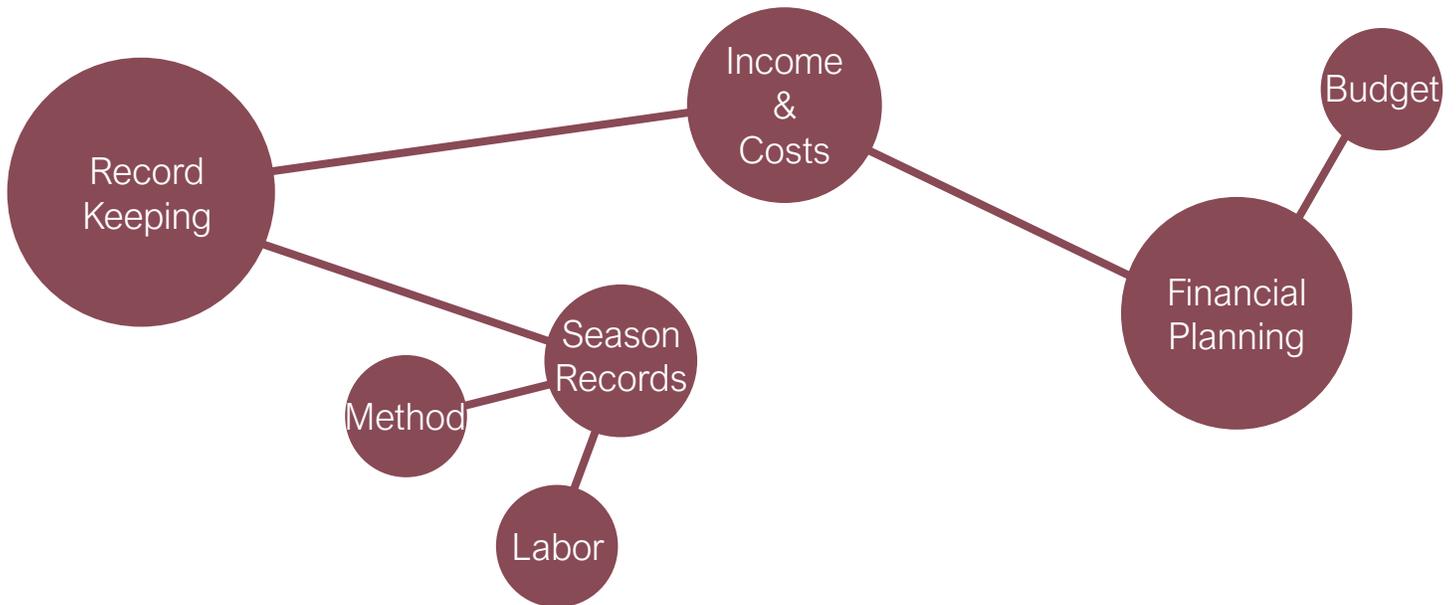
LSI's Workplace Skills for Success Course
 Computer and cell phone competency training

Module 4- FINANCIALS



Integrated Farm Management Module- Season Planning and Planting Schedule

Intersecting the curriculum learning flow for the business section, a farm management course is offered about season planning and planting. This course will directly supplement the next lesson on financial planning. For more information on the course, please see the Farm Management section of the HELD.



This class will have two sections. One for pre-literate and one for literate.

Unit 4- Financial Records

Part 1: Record Keeping Training

Part 2: Financial Planning

Main Topics:

1. Record keeping for in season records and financial tracking
2. Financial planning and season budgets

Core Skills:

- Reading a grid
- Filling in sales log
- Basic calculations
- Form core skill of basic budgeting
- Differentiation of income, expenses, and profit
- Core financials vocabulary

Additional Resources for Further Development:

LSI's Financial Literacy Course with Ben

Individualized Staff Support

In Season Field Walks

- Once a season, work with staff to reflect on production practices, challenges and constraints, and potential solutions
- Cover topics like soil fertility management, cultivation practices, and planting timing
- Reflection and individualized support

Business Development Meetings

- Once a season, meet with Agriculture Business Development Specialist to discuss business topics like, vision and goals, challenges and constraints, potential solutions
- Discuss marketing plan and record keeping strategies
- Reflection and individualized support

End of Year Evaluations

- Discuss and reflect on season
- Evaluate skills with Skills Knowledge Assessment
- Discuss vision and goals and work with staff to create an Individualized Learning Plan

Experiential Peer-To-Peer Learning Opportunities



Mentor Program

Have to apply to be enrolled. Largest requirement is ease of communication access with Global Greens staff and also willingness to be a mentor in later years. Matched with an advanced farmer for peer-to-peer learning. Larger emphasis on farm management. Purpose is to reflect and collaborate with mentor and rely on peers for agronomic support and advice.



Business Roundtable Cohort

Have to apply to be enrolled. More suited for advanced farmers and those that wish to start businesses. Monthly meetings for 6 months that focus on developing business plan framework. Guest speakers will join, roundtable discussions and reflections focused. Purpose is to draw from personal experiences and reflect and learn and collaborate with peers.



Practical Farmers of Iowa Field Days

Global Greens will provide at least 4 Practical Farmers of Iowa Field Days for farmers to attend. Visit PFI members farms and experience different farming operations and practices. Open to all.

BMF- Supplemental Trainings , Workshops, and Programs



Practical Farmers of Iowa & Emerging Farmers Conferences

Select farmers will be able to attend the Practical Farmers of Iowa Annual Conference and the Emerging Farmers Conference. Both conference will give farmers the opportunity to learn from farming experts and peers.

Programs

Individualized ESL Tutoring Program

- English as a Second Language (ESL) program provides individual tutors and collaborates with Global Greens on farm business English proficiency vocabulary and communication.
- There are three major topics that will be useful for some BMF's to utilize:
 1. Vegetable Identification: Vegetable name reading, vegetable name writing cooking methods and flavor, sampling
 2. Dealing with Money: Different forms of currency core skills, basic numeracy, basic calculation, money handling, writing receipt, writing invoice
 3. Communicating with Customers: making change, answering common customer questions, cash identification, dialogue skills with customers- tips and tricks, saying the price of crops

Transportation Program

- Partner and collaborate with ESL, Workplace Skills and Individual Development Account (IDA) program to develop  transportation and drivers license.
- Provide volunteer based service of training refugee clients how to drive and individual tutoring in cars.
- Access and utilize ESL tutoring on taking and passing the drivers examination to receive licensure.
- Potentially advocate for pre-literate, elderly clients that will realistically not be able to drive with the Iowa DOT and DART to create transportation options to reach the farm.

Financial Literacy Program

- IDA program offers a course in financial literacy to become proficient in personal finances, budgeting based off of income, and saving strategies.

English as a Second Language Programs

- ESL program offer multiple levels of classes. See appendix for details.

Workplace Success

- Workplace success program offer courses that may be useful for some BMF clients. Topics include communication, personal presentation, basic computer competency, using the internet, and Microsoft programs.

Workshops and Trainings

Record Keeping and Budgeting- Literate Farmers

Taught by AMF farmers in the Global Greens program

- Basic budgeting core skills
- Basic calculation
- Income and expense differentiation
- Tracking income and expenses
- Record keeping and savings taxes core skill

Record Keeping and Budgeting- Pre- Literate Farmers

Taught by AMF farmers in the Global Greens program:

- Basic budgeting core skills
- Basic calculation
- Income and expense differentiation
- Tracking income and expenses
- Record keeping and savings taxes core skill

Computer and Cell Phone Competency

Taught by AMF farmers in the Global Greens program

- Basic cell phone skills
- Basic Computer skills
- Using the internet
- Cell phone etiquette

Iowa Flora and Fauna

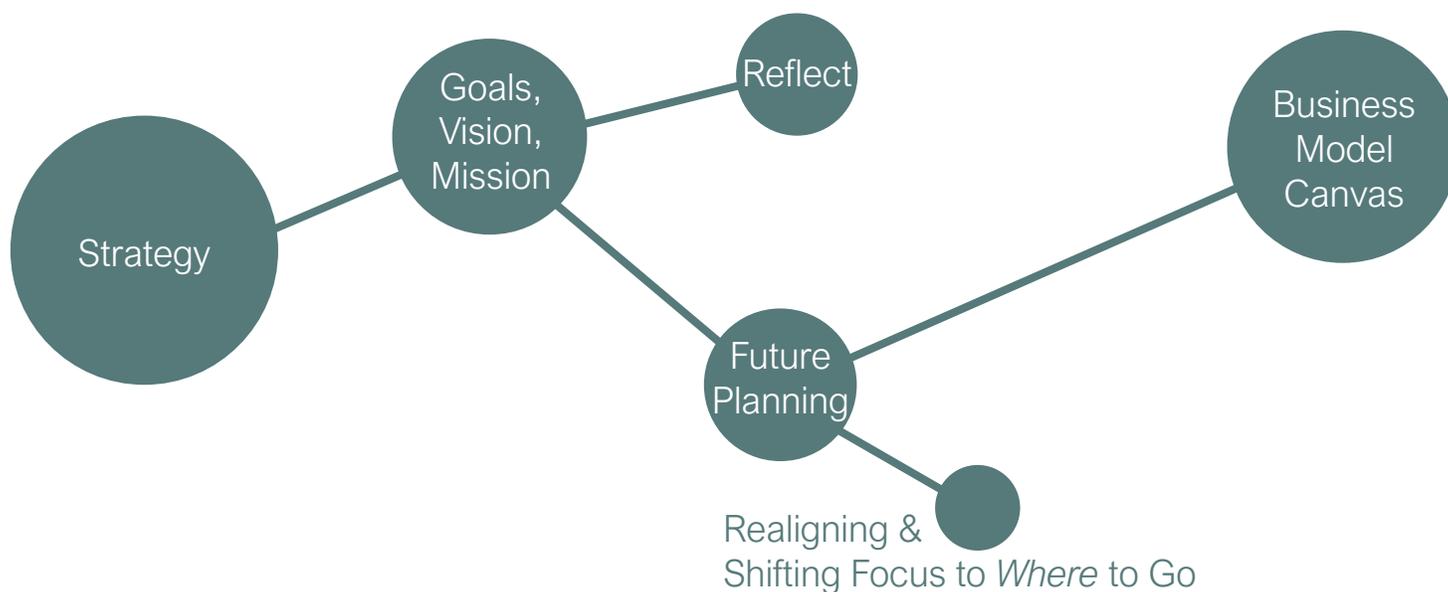
Taught by Lynette Thorton, Community Gardens Associate

- Iowa wildlife identification
- Poison ivy and other irritant plant identification
- Basic tenants of flora and fauna safety

Advanced Market Farmer

Holistic Experiential Learning Design

Module 1- STRATEGY



Unit 1- Strategy

Part 1: Realigning Vision

Part 2: Reformatting Business Model Canvas to Orient Towards Future Goals

Main Topics:

1. Individual Goals, Vision, Mission
2. Future Planning
3. Business Model Canvas

Core Skills:

- Reflection on past values and see change
- Reprioritizing and ranking of goal areas
- Resetting lifestyle goals
- Setting revenue goals
- Resetting personal learning goals
- Aligning long-term goals to execute mission
- Aligning short-term seasonal goals to execute mission
- Reflecting on progress and benchmarks
- Developing and deepening strategic thinking skills
- Applying goals and vision to Business management decisions within business model canvas

Additional Resources for Further Development:

Module 2- MARKET



Unit 2- Applying Market Concepts

Part 1: Local Produce Market
Part 2: Market Opportunities

Main Topics:

1. Local markets, trends and segments
2. Identifying target market and customer
3. Market opportunities

Core Skills:

- Understanding the conceptual organization of U.S markets
- Understand local market trend and organic market trend
- Identify key market outlets and segments
- Identify target market and customer and apply to business model canvas
- Profile customer
- Explore alternative markets and opportunities for diversifying products

Additional Resources for Further Development:

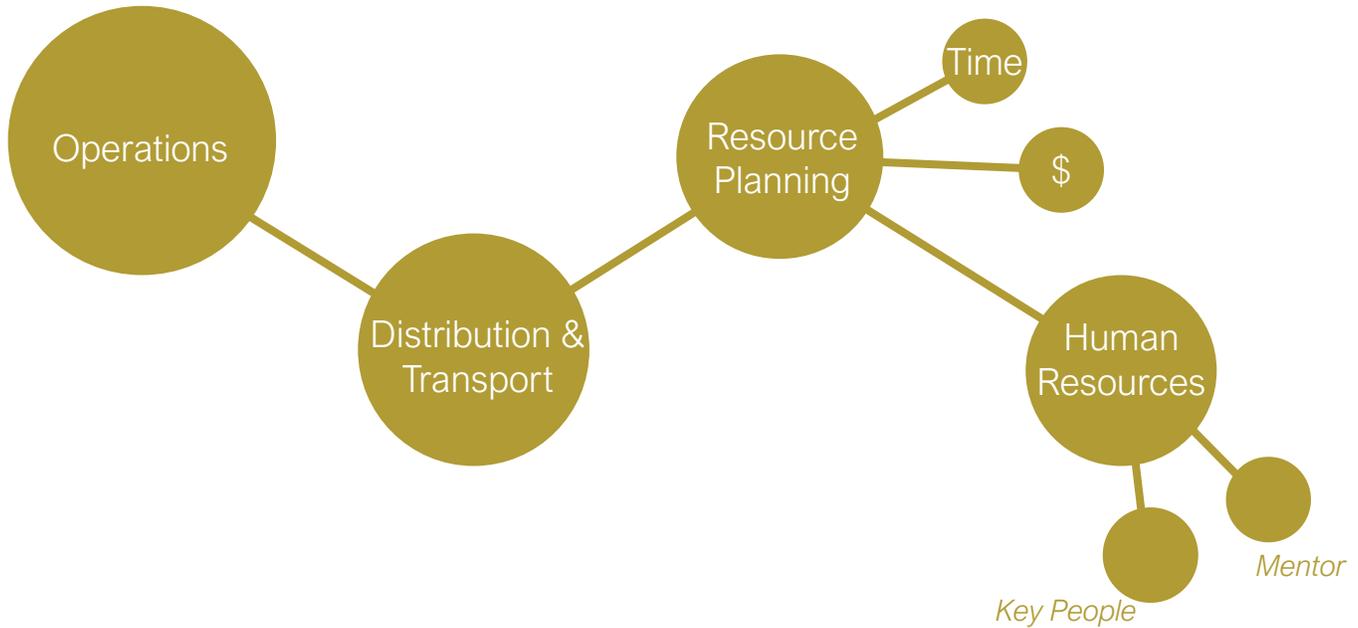
ESL classes for communication

Module 3- OPERATIONS



Integrated Farm Management Module- On Farm Equipment, Technology, and Supplies

Intersecting the curriculum learning flow for the business section, a farm management course is offered about on farm equipment, technology, and supplies. This course will directly supplement the next lesson on Managing Operations. For more information on the course, please see the Farm Management section of the HELD.



Unit 3- Resource Planning & Operating Costs

Part 1: Resource Planning

Part 2: Identifying Operation Costs

Main Topics:

1. Resource planning and business model canvas
2. Identifying operation costs

Core Skills:

- Identify personal challenges in operations
- Discuss alternate solutions
- Strategically think of time management
- Strategically think of cost management
- Apply strategic decisions to business model canvas
- Estimating costs associated with operations
- Apply costs into business plan canvas and implications on budget

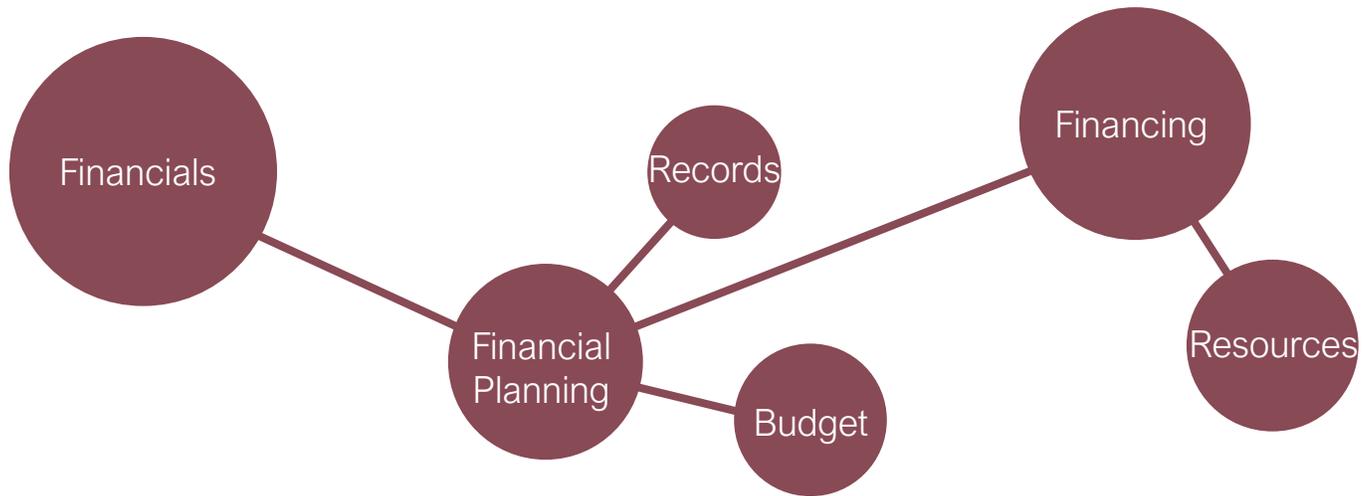
Additional Resources for Further Development:

Module 4- FINANCIALS



Integrated Farm Management Module- Season Planning and Planting Schedule

Intersecting the curriculum learning flow for the business section, a farm management course is offered about season planning and planting. This course will directly supplement the next lesson on financial planning. For more information on the course, please see the Farm Management section of the HELD.



Unit 4- Financial Planning

Part 1: Record Keeping
Part 2: Financial Planning
Part 3: Financing

Main Topics:

1. Record keeping for in season records and financial tracking
2. Financial planning and season budgets
3. Beginning farmer financing Options

Core Skills:

- Organizational strategies to maintain records
- Build on core skill of basic budgeting
- Setting revenue targets
- Differentiating between fixed and variable costs
- Introducing financing options available, SIP, FSA loans, EQIP
- Providing resources to research financial options
- Loans and interest concept

Additional Resources for Further Development:

LSI's Financial Literacy Course with Ben

AMF- Experiential Learning

Individualized Staff Support

In Season Field Walks

- Once a season, work with staff to reflect on production practices, challenges and constraints, and potential solutions
- Cover topics like soil fertility management, cultivation practices, and planting timing
- Reflection and individualized support

Business Development Meetings

- Once a season, meet with Agriculture Business Development Specialist to discuss business topics like, vision and goals, challenges and constraints, potential solutions
- Discuss marketing plan and record keeping strategies
- Reflection and individualized support
- Additional support through out season on specific business topics

End of Year Evaluations

- Discuss and reflect on season
- Evaluate skills with Skills Knowledge Assessment
- Discuss vision and goals and work with staff to create an Individualized Learning Plan

Experiential Peer-To-Peer Learning Opportunities



Mentor Program

Have to apply to be enrolled. Largest requirement is ease of communication access with Global Greens staff and also willingness to be a mentor in later years. Matched with an advanced farmer for peer-to-peer learning. Larger emphasis on farm management. Purpose is to reflect and collaborate with mentor and rely on peers for agronomic support and advice.



Apprenticeship Program

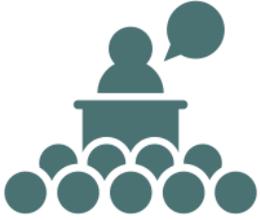
Partnerships with organizations and local farms to provide an apprenticeship. Matched with a farm to learn direct from an experienced professional. Education requirements have a balance of farm management and finances and business operations.



Practical Farmers of Iowa Field Days

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AMF- Experiential Learning



Practical Farmers of Iowa & Emerging Farmers Conferences

Select farmers will be able to attend the Practical Farmers of Iowa Annual Conference and the Emerging Farmers Conference. Both conference will give farmers the opportunity to learn from farming experts and peers.



Business Roundtable Cohort

Have to apply to be enrolled. Tailored for advanced farmers and those that wish to start businesses. Monthly meetings for 6 months that focus on developing business plan framework. Guest speakers will join, roundtable discussions and reflections focused. Purpose is to draw from personal experiences and reflect and learn and collaborate with peers.



Saving Incentives Program

PFI's SIP program is a savings match program for beginner farmers. The program has education development based requirements like working with an experienced mentor, attending PFI field days and financial literacy courses, and developing a business plan framework. This program provides the opportunity for participants to learn from peers and work directly with the business development specialist on their operations.

Programs

Individualized ESL Tutoring Program

- English as a Second Language (ESL) program provides individual tutors and collaborates with Global Greens on farm business English proficiency vocabulary and communication.
- One large topic that will be useful for some BMF's to utilize:
 1. Communicating with Customers: answering common customer questions, telling farm story, marketing products, dialogue tips and tricks

English as a Second Language Programs

- ESL program offer multiple levels of classes. See appendix for details.

Workplace Success

- Workplace success program offer courses that may be useful for some AMF clients as they develop professional skills for starting their own farm business. Topics include communication, personal presentation, basic computer competency, using the internet, and Microsoft programs.

AMF- Supplemental Trainings , Workshops, and Programs

Workshops and Trainings

Farmers Market Marketing and Displays

Taught by Sarah Kimle

- Marketing to U.S. customers and fulfilling their needs
- Benefits of creating a presentation
- Creating farmers market displays and presentation techniques
- Communicating at farmers market- telling your story
- Information materials

Farm Tax Prep

Taught by AMF farmers in the Global Greens program:

- Recordkeeping and savings for taxes
- Naming taxes requirements
- Naming tax forms
- Tax credits and deductions

Home Ownership

With Ben from IDA

- Programs to aid in home ownership
- Resources to find and finance a home

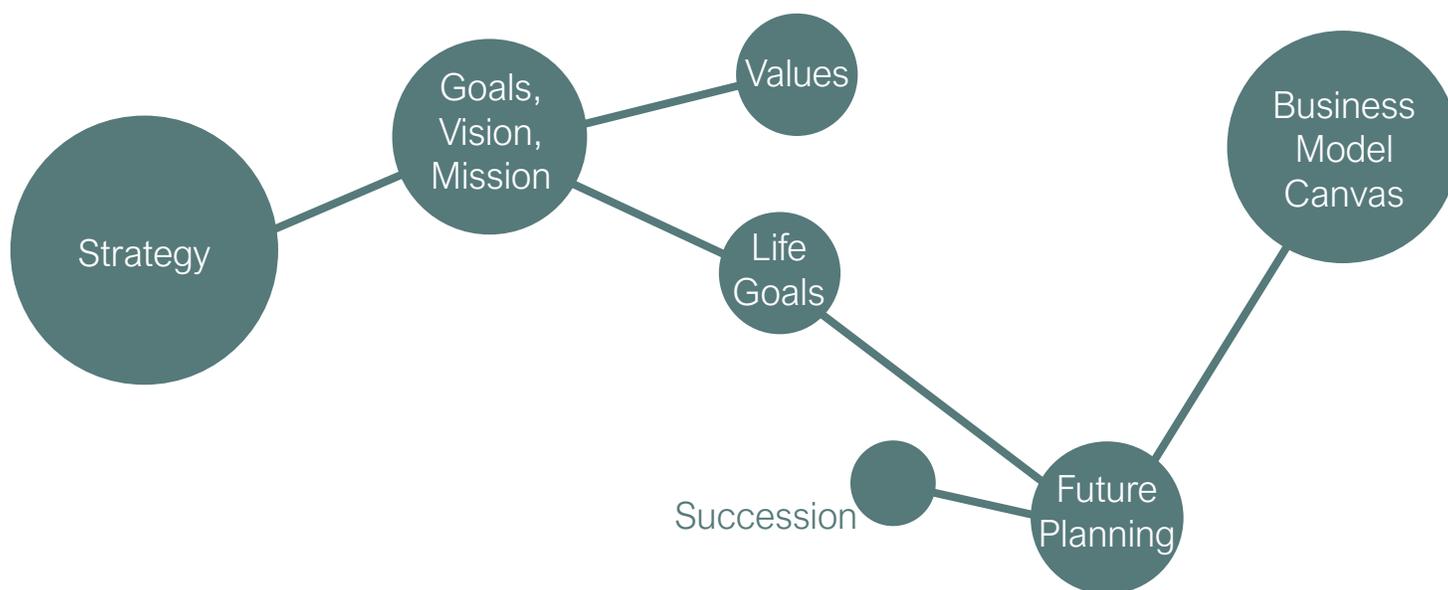
Mechanical Skills Proficiency

Taught by PFI

Transitioning Market Farmer

Holistic Experiential Learning Design

Module 1- STRATEGY



Unit 1- Strategy

Part 1: Realigning Vision

Part 2: Reformatting Business Model Canvas to Orient Towards Future Goals

Main Topics:

1. Individual Goals, Vision, Mission
2. Future Planning
3. Business Model Canvas

Core Skills:

- Reflection on past values and see change
- Reprioritizing and ranking of goal areas
- Resetting lifestyle goals
- Resetting revenue goals
- Resetting personal learning goals
- Aligning long-term goals to execute mission
- Aligning short-term seasonal goals to execute mission
- Reflecting on progress and benchmarks
- Start thinking about succession plan for farm, onboarding and integrating family into management and operations
- Developing and deepening strategic thinking skills
- Applying goals and vision to Business management decisions within business model canvas

Additional Resources for Further Development:

Module 2- MARKET



Unit 2- Market Strategy

Part 1: Market Analysis

Part 2: Market Diversification

Main Topics:

1. Market analysis
2. Market diversification
3. Market opportunities

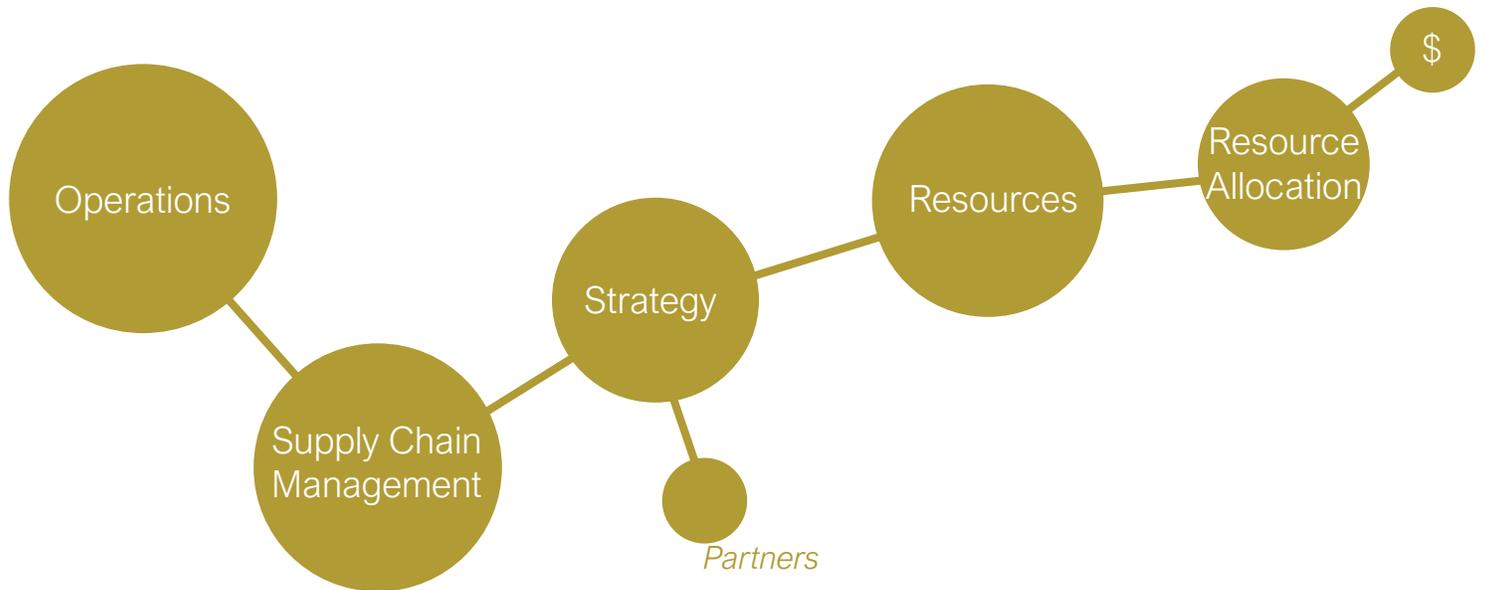
Core Skills:

- Look at previous season market outlets income
- Analyze pros and cons of markets- ease of access, materials, scheduling, etc.
- Make market outlet decisions based off of reflections
- Exploring alternate product opportunities
- Exploring value addition as an opportunity
- Exploring niche markets as an opportunity; livestock integration, poultry, microgreens, herbs, cut flowers, etc.

Additional Resources for Further Development:

Marketing Course for Advanced Market Farmers on Farmers Markets

Module 3- OPERATIONS



Unit 3- Optimizing Operations

Part 1: Management Strategy

Part 2: Resources

Main Topics:

1. Supply chain management
2. Resource allocation and management decisions

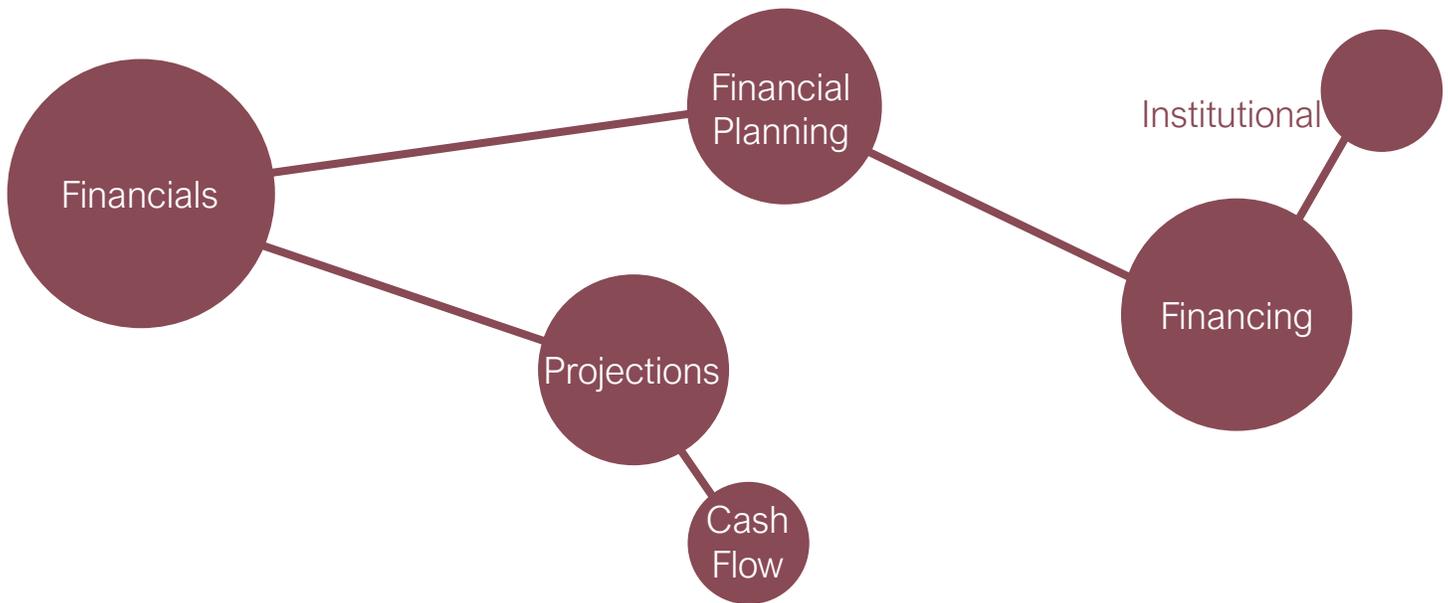
Core Skills:

- Identify key challenges within operations
- Strategize to optimize operations and management
- Identify potential partners in operations management
- Identify key resources and allocate appropriately, specifically money
- Allocating money to resources

Additional Resources for Further Development:

SILT, land ownership/ acquiring workshop

Module 4- FINANCIALS



Unit 4- Financial Planning

Part 1: Financial Projections

Part 2: Financing

Main Topics:

1. Creating financial projections
2. Financing options

Core Skills:

- Identifying expenses
- Identifying income
- Creating a budget
- Formulating cash flow
- Creating projections for years 1 through 5
- Exploring alternative financing options like institutional financing

Additional Resources for Further Development:

Beginner Market Farmer- Experiential Learning

Individualized Staff Support

In Season Field Walks

- Once a season, work with staff to reflect on production practices, challenges and constraints, and potential solutions
- Cover topics like soil fertility management, cultivation practices, and planting timing
- Reflection and individualized support

Business Development Meetings

- Once a season, meet with Agriculture Business Development Specialist to discuss business topics like, vision and goals, challenges and constraints, potential solutions
- Discuss marketing plan and record keeping strategies
- Reflection and individualized support
- Additional support through out season on specific business topics

End of Year Evaluations

- Discuss and reflect on season
- Evaluate skills with Skills Knowledge Assessment
- Discuss vision and goals and work with staff to create an Individualized Learning Plan

Experiential Peer-To-Peer Learning Opportunities



Mentor Program

Have to apply to be enrolled. Largest requirement is ease of communication access with Global Greens staff and also willingness to be a mentor in later years. Matched with a local farmer for peer-to-peer learning. Larger emphasis on farm management. Purpose is to reflect and collaborate with mentor and rely on peers for agronomic support and advice.



Business Roundtable Cohort

Have to apply to be enrolled. Tailored for advanced farmers and those that wish to start businesses. Monthly meetings for 6 months that focus on developing business plan framework. Guest speakers will join, roundtable discussions and reflections focused. Purpose is to draw from personal experiences and reflect and learn and collaborate with peers.



Practical Farmers of Iowa Field Days

Global Greens will provide at least 4 Practical Farmers of Iowa Field Days for farmers to attend. Visit PFI members farms and experience different farming operations and practices. Open to all.

Beginner Market Farmer- Experiential Learning



Practical Farmers of Iowa & Emerging Farmers Conferences

TMF farmers will be able to attend and present the Practical Farmers of Iowa Annual Conference and the Emerging Farmers Conference. Both conference will give farmers the opportunity to learn and share knowledge with farming experts and peers.



Advisory Team

Have to apply to be enrolled. Tailored for transitioning market farmers that already having working farm operations. Advisory team consists of farm management specialist, business advisor, on farm conservation specialist, and mentor.

Programs

ESL Courses at DMACC and Church*

- ESL program offer more advanced courses. See appendix for details.

Workshops and Trainings

Farm Tax Prep

With Stuart Oxer, CPA

- Recordkeeping and savings for taxes core skill
- Naming taxes requirements
- Naming tax forms
- Tac credits and deductions

Small Business Law

With Sam Wagner from Iowa Legal Aid

- Standard regulations and laws to adhere to
- Insurance
- Food safety
- Farm labor laws

Home Ownership

With Ben from IDA

- Programs to aid in home ownership
- Resources to find and finance a home

Mechanical Skills Proficiency

Taught by PFI

Supplemental Information

Supplemental Information

The supplemental information is planned to provide alternative and additional outlets for learners to access information, lessons, and resources. Included is a wish list of resources desired to be available to farmers.

A plan to develop, implement and offer these resources will be completed in May 2019.

ONLINE LEARNING PLATFORM

- Video and recording device
- Exercises and activities
- Translated PFI webinars
- News and events board
- Discussion board
- Resources (record keeping sheets, program resources, etc)

WORKBOOK

- Exercises for farm business development
- Tools

GLOBAL GREENS GUIDEBOOK

- Rules, procedures, contracts
- General information and tools for production. Ex) end of season preparations task list

Appendix

Appendix 1- Skills Knowledge Assessment

Category	Goal	Skill or Learning Objective	Self Evaluation	Staff Evaluation
		<p><i>Either by themselves or with aid, identify at least one goal in each of the 5 learning categories, add to Action Steps document, and create SMART goals. Staff then follow up with student action steps in seasonal field walks, yearly eval, and as needed to help student meet their goals.</i></p>		
	<p>scale of 1-4: 1- no exposure; 2- requires lots of help to do this; 3- requires little help; 4- mastery</p>	<p>farmer completes own eval, staff completes one too for the sake of feedback</p>		
Life Skills (what skills I need to make it as a farmer in America and hold it all together)				
	Transportation	<p><i>I can drive</i></p> <p><i>I can navigate Des Moines without relying on others</i></p> <p><i>I can use the bus</i></p>		
	Communication	<p><i>I can have a conversation in english and communicate my needs</i></p> <p><i>I can read and write in english</i></p> <p><i>I can read and write in my home language</i></p> <p><i>I am easy to access by phone</i></p>		
	Work ethic and ambition	<p><i>I value and have personal life goals</i></p> <p><i>I am always striving to achieve my goals</i></p> <p><i>I am a hard worker</i></p>		
	Relationships	<p><i>I communicate well with others</i></p> <p><i>I am non-confrontational and manage relationships well</i></p>		
FARM MANAGEMENT				
	Soil	<p><i>I know why cover crop is important, I can buy my own cover crop, I can plant my cover crop at appropriate time</i></p> <p><i>I rotate my crops to avoid disease</i></p> <p><i>I understand what a soil test is and why to use it</i></p> <p><i>I can order compost and inputs</i></p> <p><i>I know how to make a bad soil healthy again</i></p>		
	Equipment Operation (implement knowledge and application)	<p><i>I can prepare my fields</i></p> <p><i>I can weed my plants</i></p> <p><i>I mow a crop down as soon as it is finished</i></p> <p><i>I can do yearly maintenance</i></p> <p><i>I know where to go when it breaks</i></p> <p><i>I am aware and practice safety strategies with equipment</i></p> <p><i>Implement knowledge and applications</i></p> <p><i>I know where to purchase equipment</i></p> <p><i>I know what I need and when it is okay to purchase it, and keep in mind purchasing new equipment verses old, the size of equipment in relation to the size of my farm</i></p>		
	Planting	<p><i>I plant crops appropriate to the season- cold season vs. warm season</i></p> <p><i>Use the Earthway seeder- read the plates, set seed depth</i></p> <p><i>I properly space my crops</i></p> <p><i>I plant seeds at the right depth</i></p> <p><i>I know how to thin seedlings</i></p> <p><i>I know which plants to direct seeds and which to transplant and start indoors</i></p> <p><i>I know when to plant to get a constant harvest with succession planting</i></p> <p><i>I know how to trellis and use other production practices</i></p> <p><i>I keep my fields weed free</i></p> <p><i>I pick up all my trash from my plot</i></p> <p><i>I have a map and a plan to rotate my crops</i></p>		
	Labor Management	<p><i>I feel am aware of labor laws like taxes, workers compensation, and minimum wage</i></p> <p><i>I know how to be a good boss</i></p>		
	Infrastructure Main. And Dev.	<p><i>I know how to build and fix things</i></p>		
	Greenhouse	<p><i>Use crop plan to know when to plant- I know when to plant my plant inside, know when to plant outside</i></p> <p><i>I label varieties of vegetables</i></p> <p><i>I can purchase organic soil</i></p>		

	<i>I can purchase trays</i>	
	<i>I water appropriately</i>	
	<i>Knowing my space limit and planting what I need</i>	
	<i>I maintain control of pests and rodents</i>	
	<i>I know the appropriate temperature and control the climate</i>	
Irrigation and mulch		
	<i>I can set up my drip irrigation</i>	
	<i>I fix my leaks</i>	
	<i>I use mulch to conserve water</i>	
	<i>I only water when necessary</i>	
	<i>I water my plants on the soil level</i>	
Pest control		
	<i>I can identify 4 pest bugs</i>	
	<i>I know how to deal with the pest at my farm</i>	
Sustainability		
	<i>I am aware of sustainability on my farm for the community and environment</i>	
	<i>I am aware of sustainable production practices and have plans to implement them in the future, like: buffer strips, cover crops, prairie, pollinators, waterways, and organic certification</i>	
HarvestWashPack		
Cold chain storage		
	<i>I know why it is important to get my food cold quickly and to keep it cold</i>	
Harvest efficiency and quality		
	<i>I know and have appropriate harvest equipment</i>	
	<i>I am aware of the best times of day to harvest</i>	
	<i>I know when to pick the veggies at peak ripeness and when they are too old</i>	
Food Safety		
	<i>I know how to handle my vegetables so that my customers won't get sick.</i>	
GAP plan (Good Agricultural Practices)		
	<i>I have or am planning to go to GAP training</i>	
	<i>I am working on or have created a food safety plan</i>	
Storage of vegetables		
	<i>I know which vegetables are able to be stored for longer periods of time and how to store them.</i>	
Cooler		
	<i>I can maintain proper temperature in my cooler</i>	
cleanliness		
	<i>I clean up the wash station when I am done using it</i>	
Markets and Marketing		
FM		
	<i>I can manage a cash box and give change to customers</i>	
	<i>I know what my customers want</i>	
	<i>I know how to talk about varieties and how to cook them</i>	
	<i>I know what farmers markets are in Des Moines</i>	
	<i>I can fill out my own Farmers Market applications</i>	
	<i>I have liability insurance</i>	
	<i>I know how to appropriately price my products, not too high or low</i>	
	<i>I have a eye catching display and an attractive appearance</i>	
	<i>I independently set up my tent and tables</i>	
	<i>I can transport my own veggies to market</i>	
IFC		
	<i>I can manage my IFC account by myself</i>	
Wholesale/CSA through LSI		
	<i>I can provide the correct quality and quantity of veggies for Food Hub orders</i>	
Cell phone		
	<i>I make phone calls</i>	
	<i>I know how to use a smart phone, like: check email, log in to accounts, check weather</i>	
	<i>I text well</i>	
Marketing		
	<i>My farm has a name</i>	
	<i>I have signage for my farm</i>	
	<i>I know to tell my story</i>	
	<i>I have a competitive advantage</i>	
	<i>I provide good customer service</i>	
	<i>I have and manage a facebook page</i>	

Record Keeping and Finances

I can keep my records in production and marketing

I know which varieties made the most money, grew the best and sold the best

I keep production logs with variety names

I keep my business and personal expenses separate

I will know how to/be able to access and keep loan

I will know my credit history (score)

I am in a financial situation to be able to get a loan

Planning

Production and Market analysis (overlap with Planning phase)

I kept my records in these things

I can make changes at my farm to get more production and sales

Budgeting

I can use previous years' records to create a budget

I follow and use my budget in season

Cost/benefit analysis- Do I know how to decide if buying something big is good long term for my farm? Do I know how to buy only what I need?

I will place my own Seed order

I understand varieties

I know how much I need to buy and my current seed inventory

I am able to set up of on-line accounts

I can access my account

I place orders for proper amounts

I will learn how to access my own resources/acquire land

I know what I need to buy

I know where to get it

I know the difference between a cool bot verses walk ins

I know what is appropriate for my level of farming (understand Gary's toolkit from Michigan)

I know how and am capable of looking for land to rent and buy

Total

Appendix 2- Individual Learning Plans

Appendix 3- Farmer Progress Report

Farmer Checklist:

Annual Requirements	2018	2019	2020	2021	2022	2023	2024
Follow Rules (include any write ups throughout the year)							
Pay fees on time							
Transportation							
Demonstrate ability to sell produce							
Orientation							
Evaluation							
# of workshops attended (including PFI and others)							
CSA Weekly Grading							
% LSI Trainings Attended							

Annual Trainings	2018	2019	2020	2021	2022	2023	2024
Food Safety							
Farmers' Market							
One-Time Required Trainings							
Record Keeping							
Organic Practices							
CSA							
WIC							
Other trainings							
Crop Planning							
Cover Crops							
Soil Health							
Pest Control							
Post Harvest							
Marketing							
Business Planning							

Year enrolled:

BMF Requirements	2018	2019	2020	2021	2022	2023	2024
Seasonal Field Walk (bi-annual)							
Transition to AMF interview (one-time)							
AMF Requirements							
Farm Management benchmarks (annual)							
<i>Cover crops</i>							
<i>Drip Tape</i>							
<i>Weed Fabric</i>							
<i>Pest Control</i>							
<i>Equipment Operation</i>							
SKA & Action Steps (annual)							
Crop Plan (annual)							
Financial Record Keeping (on-going)							
Business Plan (completed/on-going)							
IFC progress (graduated)							
Independent Seed Order							
<i>Good local network</i>							
Transitional interview							
TMF Requirements	2018	2019	2020	2021	2022	2023	2024
Infrastructure, Supplies, Resource List (completed and/or annual)							
Organic Certification Audit (annual)							
Food Safety and Storage Audit (annual)							
Independent wholesale management (graduated)							
Food Safety Plan							

Appendix 4- Practical Farmers of Iowa Field Days

DESCRIPTION

Field days have been a core part of Practical Farmers since the beginning, when farmers would come together to share details of on-farm research and demonstration and learn from each other in a spirit of openness and curiosity. This remains true today. While spring and summer are our peak field day seasons, our members host events throughout the year, inviting fellow farmers and the public onto their farms to learn about topics that span the agricultural spectrum, and even the intersection of farming and local foods.

While the scope and number of these events has increased over the years as Practical Farmers has grown, the core purpose of these events remains the same: to share farming knowledge and discoveries, highlight on-farm research and build a vibrant community of farmers and non-farmers in support of a strong, sustainable agricultural system in Iowa. We typically host more than 35 field days, and co-host around 15 others, annually.

FOR MORE INFORMATION

<https://practicalfarmers.org/events/field-days/>

Appendix 5- Practical Farmers of Iowa Annual Conference

CULTIVATING CONNECTIONS

As farmers, we connect with our communities to sell our products and find the tools we need to raise our crops and livestock. We nurture our soil to encourage mycorrhizal filaments that connect plants and fungi, thus improving water and nutrient uptake. We find solace in friends who support us and empathize when things are tough. We create habitat that provides food and homes for wildlife. Connections at scales both large and small shape us and the world around us. Sometimes it feels like our world is losing these vital connections, that we are quick to seek out differences among our friends and neighbors. At Practical Farmers of Iowa, we cultivate a different ethos. We welcome everyone, and strive to build a community where we highlight what we have in common; where we listen respectfully to each other and learn from our differences.

WHAT WE MEAN BY CULTIVATING CONNECTIONS

Learn how to cultivate a healthy soil that will improve productivity and increase ecosystem services.

Look to your past to make strides toward your vision for your farmland legacy. Hear how to engage with your community to spur rural economic development. Renew your inspiration, and make vital connections that can help you on your path to building resilient farms and communities.

FOR MORE INFORMATION

<https://practicalfarmers.org/events/annual-conference/>

Appendix 6- Practical Farmers of Iowa Savings Incentives Program

Beginning farmers: Receive guidance from a farm mentor and earn up to \$4,800 while you work to complete or update your farm business plan.

Practical Farmers' network of beginning farmers has increased to more than 1,500 members in recent years. We created the Savings Incentive Program (SIP) based on input from these farmers with direction from our established farmer members as part of an effort to help beginners establish viable, sustainable farm businesses.

HOW IT WORKS

The two-year Savings Incentive Program works by encouraging enrollees to save up to \$100 per month for two years. After 24 months and completion of all program requirements, participants will earn a dollar-for-dollar match on money saved up to \$2,400, for a possible \$4,800 to use toward the purchase of a farm asset. The program also pairs beginning and aspiring farmers with experienced farmer mentors; provides targeted learning and peer networking opportunities; offers business planning support and guidance, and gives participants the chance to save money while learning how to build a profitable farm.

The Savings Incentive Program is more than a dollar match, however; it is a program designed to help beginners succeed. Those enrolled will:

- Open and manage a savings account with Practical Farmers' partner bank.
- Meet in person at least once with a business plan reviewer.
- Create or fine-tune a business or whole-farm plan
- Attend at least two mentor farm visits in the first year and host a mentor farm visit on your farm in the second year.
- Attend at least four Practical Farmers events per year (online, on-farm or in person). Practical Farmers events include online trainings, field days, conferences, workshops and more
- Conduct quarterly reviews via online with Practical Farmers staff to check on progress toward goals and program requirements
- Complete all forms and requested information on time

FOR MORE INFORMATION

<https://practicalfarmers.org/events/annual-conference/>

Appendix 7- Practical Farmers of Iowa Labor4Learning Program

The Labor4Learning program helps beginning farmers get paid on-the-job training with experienced farmers, and pays experienced farmers for their time and effort.

BEGINNING FARMERS

The Labor4Learning program is designed for beginning farmers seeking employment and additional training in farm management and production skills. Practical Farmers of Iowa “trainer” farmers will be hiring in the early part of the new year for the upcoming growing season.

Get paid at least minimum wage and earn other benefits, including:

- Learn farm business development from an experienced PFI farmer
- Paid time off to attend a PFI event during the term of employment
- Discount to the Practical Farmers of Iowa 2017 Annual Conference (\$100 value)
- Connect with other “PFI Trainees”

FOR MORE INFORMATION

<https://practicalfarmers.org/programs/beginning-farmers/labor4learning/>

Appendix 8- Minnesota Food Association Emerging Farmers Conference

The annual Emerging Farmers Conference (formerly the Immigrant & Minority Farmers Conference) serves to advance the success and sustainability of farmers who traditionally face barriers to the education and resources necessary to build profitable agricultural businesses, including immigrant farmers and farmers of color.

This innovative conference focuses primarily on the needs and interests of these farmers, and supports their contributions to local economic development and building healthy communities. It does so by connecting farmers, farm advocates, educators, professionals, experts, and agency officials.

A program of the Minnesota Food Association, the EFC is planned and hosted by a collaborative of farmers and volunteers, government, nonprofit, and University of Minnesota personnel.

PURPOSE – This conference provides education and resources, fosters relationships between farmers and community partners, and empowers participants to lead change in their communities through healthy food access, education, and economic opportunity.

RESOURCES – Farmers obtain a deeper understanding of resources available to them and methods by which they can access those resources to support and grow their farming businesses. For example, farmers will be provided with financial plans, soil maps, and contact information for organizations who provide land leasing and purchase information.

CONNECTIONS – Valuable connections are made between local farmers, vendors, organizations, and community groups which support emerging farmer populations and strengthen all components of the local food system.

KNOWLEDGE – Farmers gain specific, hands-on knowledge which is directly applicable to their farm businesses and will increase the success of their farm operations. For example, farmers will leave with a deeper understanding of weed management or production techniques for specialty crops. Organizations and community stakeholders gain exposure to a deeper understanding of the contributions immigrant and minority farmers make to the local food system, and the importance of supporting sustainable agricultural practices in their communities.

EMPOWERMENT – Conference participants are empowered to enact change in their local communities, specifically in the areas of racial equity and sustainable agriculture as they relate to the local food system. For example, participants will have the opportunity to connect with other farmers in our collaborative problem solving workshop. This facilitated discussion aims to foster relationships between farmers, allows them a space to talk about common challenges, and find solutions to those challenges.

FOR MORE INFORMATION

<http://www.mnfoodassociation.org/about-efc>

Appendix 9- English as a Second Language Program Flier

LSI REFUGEE COMMUNITY SERVICES: Refugee Education Programs

Academic Year: 2018-2019

Spring Session 2

Start: January 22nd, 2018

End: March 14, 2018

New Students Accepted Until February 18th.

Class	Description	Childcare Provided	Days	Time	Classroom:
Classes held at LSI: Refugee Services Center, 3200 University, Des Moines, IA					
<i>Welcome English</i>	FOCUS: English and cultural information for newly arrived refugees. ENGLISH LEVEL: Pre-beginner-Beginner START DATE: Tuesday, January 22 nd	Yes	Mon., Tues., Wed., Thurs.	1:00- 3:00 PM	LSI Conference Room
<i>Beginning English</i>	FOCUS: Speaking, listening, reading, and writing practice ENGLISH LEVEL: Beginner START DATE: Tuesday, January 22 nd	Yes	Mon., Tues., Wed., Thurs.	6:00- 8:00 PM	LSI Room 1
<i>Intermediate English</i>	FOCUS: Speaking, listening, reading, and writing practice ENGLISH LEVEL: Intermediate START DATE: Tuesday, January 22 nd NEW STUDENTS ACCEPTED: By appointment only	Yes	Tues., Thurs.	6:00- 8:00 PM	LSI Conference Room
<i>Weekend English (Kunama Majority*)</i>	FOCUS: Speaking, listening, reading, and writing practice ENGLISH LEVEL: Pre-Beginner-Beginner-Intermediate START DATE: Saturday, January 26 th NEW STUDENTS ACCEPTED: By appointment only	No	Sat., Sun.	2:00- 4:00	LSI Conference Room
<i>Citizenship</i>	FOCUS: Prepare for the citizenship exam while developing English reading and writing skills. Students must have lived in the U.S. for at least 4 years. ENGLISH LEVEL: Beginner-Intermediate START DATE: Wednesday, January 23 rd	No	Wed.	6:00- 8:00 PM	LSI Conference Room
Classes held at satellite locations:					
<i>U.S. Committee for Refugees and Immigrants</i>	FOCUS: English and cultural information for newly arrived refugees. ENGLISH LEVEL: Pre-beginner-Beginner START DATE: Wednesday, January 23 rd NEW STUDENTS ACCEPTED: Through USCRI & Catholic Charities Only	Yes	Mon., Wed.	10:00 AM- 12:00 PM	1200 University Ave. Suite 205, Des Moines, IA
<i>Capitol Hill Lutheran Church</i>	FOCUS: Speaking, listening, reading, and writing practice ENGLISH LEVEL: Beginner-Intermediate START DATE: Thursday, January 24 th	No	Mon., Thurs.	9:00- 11:00 AM	511 Des Moines St., Des Moines, IA
<i>Goodwill of Central Iowa (Nepali Majority*)</i>	FOCUS: Speaking, listening, reading, and writing practice ENGLISH LEVEL: Pre-Beginner-Beginner START DATE: Tuesday, January 22 nd	Yes	Tues., Thurs.	6:00- 8:00 PM	Stoney Point Plaza 5921 SE 14th St., Des Moines, IA

MORE CLASSES and INFORMATION ON BACK

LSI REFUGEE COMMUNITY SERVICES: Refugee Education Programs

Academic Year: 2018-2019

Spring Session 1

Start: January 22nd, 2018

End: March 14, 2018

Class	Description	Childcare Provided	Days	Time	Classroom:
Classes held at satellite locations:					
<i>EMBARC at Vineyard Church (Karen Majority*)</i>	FOCUS: Speaking, listening, reading, and writing practice ENGLISH LEVEL: Pre-Beginner-Beginner START DATE: Wednesday, January 23 rd	Yes	Mon. Wed.	6:00-8:00 PM	Vineyard Community Church 2332 Euclid Ave Des Moines, IA
<i>EMBARC at Zion Lutheran Church (Karenni Majority*)</i>	FOCUS: Speaking, listening, reading, and writing practice ENGLISH LEVEL: Pre-Beginner-Beginner START DATE: Tuesday, January 22 nd	Yes	Tues, Thurs	6:00-8:00 PM	Zion Lutheran Church 4300 Beaver Ave, Des Moines 50310
<i>EMBARC at Creekside Church (Chin Majority*)</i>	FOCUS: Speaking, listening, reading, and writing practice ENGLISH LEVEL: Pre-Beginner-Beginner-Intermediate START DATE: Tuesday, January 22 nd	Yes	Tues Thurs	6:00-8:00 PM	Creekside Church 2743 82nd Place Urbandale, IA 50322

[For More Information:](#) Contact Maggie Cave at (515)271-7418 or maggie.cave@lsiowa.org

[Contact LSI Refugee Education Supervisor:](#) John Windheuser (515) 271-7322 or john.windheuser@lsiowa.org

ALL STUDENTS MUST REGISTER AND TEST BEFORE THEY ATTEND CLASS

Visit us at 3200 University Ave., Des Moines, 50311 to register for classes Mondays and Wednesdays 12-2, or Tuesdays and Thursdays 10-12. Or call (515)271-7418 and leave a message for an appointment

Appendix 10- DMACC English as a Second Language Courses

PROGRAM OVERVIEW

ESL instruction is offered at the non-credit and credit level. The goal of the program is to provide quality ESL instruction to speakers of other languages so that they can succeed in academic, work, or career programs.

CREDIT ESL

The ESL Credit Program is a bridge to assist English Language Learners in advancing their academic English skills for success in credit DMACC classes and/or advancement in their professional field. The ESL Credit Program is a bi-level program: high-intermediate and advanced level courses. High-intermediate classes include: ESL 093 (Listening & Conversation), ESL 095 (Communicative Grammar), ESL 096 (Reading Skills), and ESL 097 (Introduction to Writing). Advanced ESL classes include: ESL 094 (Listening & Conversation) ESL 103 (Advanced Grammar for Academic Purposes), ESL 104 (Advanced Writing for Academic Purposes, and ESL 160 (ESL Multicultural Literature). ESL 103, 104, and 160 may be used to fulfill elective credit requirements.

NON-CREDIT ESL

Non-credit ESL courses consist of multi-level English instruction for anyone 18 years or older. The courses move learners from a beginner level to a solid intermediate level of proficiency. The classes cover the four skills of listening, speaking, reading, and writing as well as improving pronunciation and building vocabulary. The primary goal of the course is to teach communicative competence, that is, the ability to communicate in English according to the situation, purpose, and roles of the participants. The CASAS (Comprehensive Adult Student Assessment System) is used to appraise the students' English reading and listening skills and to place them in the appropriate learning level.

INDIVIDUAL DEVELOPMENT ACCOUNTS (IDA) LUTHERAN SERVICES IN IOWA

PROGRAM GOALS

Help you save for a

- Car **
- Home
- Business
- Education

Help you learn about

- Money in the United States
- Practicing good savings habits

How banks and credit unions can help you

If you have questions, please contact:

Ben Spick

515.271.7311
benjamin.spick@lsiowa.org



HOW DOES IT WORK?

You will use a savings account to save money for a car, home, business, or education

LSI will contribute **matching funds**.

So when you save money, LSI will also save money for you too.

For example, if you save \$25, LSI will also give you \$25 to save towards your item.

****LSI will give you a maximum of \$2000 (for one person) or \$4000 (for a family)****

You must complete all required trainings in order to receive matching funds

WHO CAN PARTICIPATE?

You can participate in this program if you:

- Arrived in the US with **refugee status**
- Have been in the US for **less than 5 years** (if saving for a car, **less than 3 years**)
- Have income (a **job**)
- Are at or below **200% poverty**

To sign up for this program you will need:

- A valid ID
- I-94 form or Green Card
- Proof of income (one month of paystubs for every working member of your family)

Non-Interest Bearing Accounts Available

****Program allows for:**

- First vehicle purchase, or;
- Second vehicle purchase, but **ONLY IF** multiple adults in the family are working or attending post-secondary or educational/vocational training

WORKPLACE SKILLS FOR SUCCESS

MONDAYS, TUESDAYS, WEDNESDAYS, THURSDAYS

MONDAY, OCTOBER 15TH – THURSDAY, NOVEMBER 15TH

9:00 a.m. - 12:00 p.m. | LSI, 3200 University Ave., Des Moines



COURSE OBJECTIVES

- Learn English, math, and basic computer and workplace skills
- Tour businesses in Des Moines
- Get help with job applications and preparation for interviews

COURSE DETAILS

- Classes are free and free childcare is provided for up to 6 children per class
- Class size is limited to 12 students
- Students must be able to read and write numbers, letters, simple words, and phrases (CASAS 180 score - Beginning Literacy/Pre-Beginning)

Contact Dianne Siasoco for more information on enrolling in this class and applying for DHS childcare assistance.

515.271.7473 or 515.259.0551

Dianne.Siasoco@LSIowa.org

www.LSIowa.org