

# TRAINING AGENDA FOR MALF REPOSITORY

## Day 1: Understanding The Digital Repository and Identifying the Data to be Presented.

### Session 1: Introduction to the Digital Repository and BioLink

**Duration:** 1 hour

**Content:**

- Overview of the repository's features and objectives.
- Exploring BioLink and its development of the repository.

**Break:** 15 minutes

### Session 2: Data Identification and Management

**Duration:** 2 hours

**Content:**

- Using questionnaires to identify relevant data types for the repository.
- Discussing data management strategies and best practices.

**End of Day 1**

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## Day 2: Manipulating BioLink and JotForm.

### Session 3: BioLink - Deep Dive

**Duration:** 2 hours

**Content:**

- Detailed exploration of BioLink features.
- Understanding how to manipulate it to meet ETIS requirements and integrate it with the repository.

**Break:** 15 minutes

### Session 4: JotForm - Creating and Managing Forms

**Duration:** 1 hour

**Content:**

- Introduction to JotForm's capabilities such as form building, templates, and integrations.
- Hands-on exercise on creating and customizing forms using JotForm.
- Home Work: Each learner must create their version of an ETIS JotForm.

**End of Day 2**

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## Day 3: Mighty Network, and Practical Application

### Session 5: Mighty Network - Building Community Engagement

**Duration:** 2 hours

**Content:**

- Introduction to Mighty Network and its role in community engagement.
- Exploring how to use Mighty Network alongside the digital repository for enhanced stakeholder interaction.

**Break: 15 minutes**

### Session 6: Practical Exercises and Case Studies

**Duration:** 2 hours

**Content:**

- Group activities and case studies involving using the repository, JotForm, and Mighty Network.
- Applying learned skills to real-world agricultural scenarios.

**End of Day 3**

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## **Additional Components:**

**Interactive Learning:** Use interactive methods such as practical exercises and group discussions to enhance engagement.

**Resource Materials:** Provide guides and resources for each platform covered.

**Follow-Up Support:** Plan for post-training support and potentially schedule follow-up sessions for advanced training or troubleshooting.

## **Resources:**

- a) **BioLink Manual**
- b) **JotForm Manual**
- c) **Mighty Network Manual**
- d) **Ministry of Agriculture Digital Repository Data Preferences Questionnaire**
- e) **Training Survey and Feedback Questionnaire**

This comprehensive training schedule is designed to ensure that participants gain a thorough understanding of each tool, how they can be integrated, and how they can be used to enhance the functionality of the MALF digital repository.

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## Session 1: Introduction to the Digital Repository and BioLink

**Duration: 1 hour**

### **Opening: Repository Objectives**

- Goals of the repository.
- Overview of the repository's features and objectives.
- Role in supporting the agricultural community.

### **Section 1: Homepage Features**

- Welcome message overview.
- Latest agricultural news and updates.
- Quick links: FAQs, contact info, links to ADB and NAMDEVCO.

### **Section 2: Information Section**

- Agricultural practices: Crop cultivation, livestock management, technology.
- Market trends and analysis: Price updates, consumer preferences.
- Weather and climate data: Impact on agriculture.
- Government Policies: Regulations, support programs.
- Research Projects: Access to papers and projects.

### **Section 3: Services Offered**

- Description of MALF services.
- Access to specific services and support.

### **Section 4: Additional Features**

- Search functionality for efficient information location.
- Interactive features: Forums, Q&A, online tools.
- Events and planning: Information on upcoming events.
- Plant clinic: Pest and disease identification.
- Monitoring and reporting: Tracking and engagement metrics.

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## Section 5: Platform Issues/Concerns

- Video content format.
- Data security and privacy.
- Intellectual Property protection.
- Long-term data storage.
- External website integration.
- Feedback mechanisms: Surveys and polls.

## Section 6: Success Criteria

- Metrics: Visitors, contributors, community engagement, feedback.

## Closing Remarks

- Summary of key points.
- Emphasis on the contribution of each feature to the repository's goals.

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## Session 2: Introduction to Data Identification and Types of Agricultural Data

Duration: 2 hours

### Section 1: Introduction to Data Identification

- Importance and objectives of identifying relevant agricultural data.
- Overview of agricultural data categories.

### Section 2: Types of Agricultural Data

- Crop data: Varieties, growth conditions, yields.
- Livestock data: Breeding, health, management.
- Market data: Prices, consumer demands.
- Environmental data: Weather, soil conditions.

Note: Further topics such as Data Collection Methods, Data Quality Assurance, Data Management Strategies, Data Privacy and Security, Data Accessibility and Sharing, Data Analysis and Usage, and Best Practices in Data Management can be explored in detail through further engagement and training programs available via the University of the West Indies (UWI).

Learners are expected to complete:

**Ministry of Agriculture Digital Repository Data Preferences Questionnaire**

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## Session 3: BioLink - Deep Dive

**Duration: 2 hours**

### **Section 1: Introduction to BioLink**

- Overview of BioLink and its purpose.
- Benefits of using a link-in-bio tool or QR code BioLink in digital marketing and communications.

### **Section 2: Creating and Setting Up a BioLink Account**

- Steps to create a BioLink account.
- Navigating the BioLink dashboard.
- How to create a BioLink

### **Section 3: Adding and Organizing Links**

- Adding new links: Procedure to include titles and URLs.
- Organizing links for aesthetic appeal and value.
- Using headers for thematic or purpose-based organization of information.
- Drag-and-drop feature for rearranging links and headers.

### **Section 4: Utilizing Advanced Link Options**

- Exploring advanced link features.
- Leap link for direct forwarding.
- Priority link highlighting.
- Scheduling links.
- Gated links for audience-specific access.
- Forms for information collection.

### **Section 5: Customizing BioLink Appearance**

- Adding images and descriptions.
- Selecting and customizing themes.
- Aligning BioLink's aesthetic with organizational branding.

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## Section 6: Integrating BioLink with Social Media or QR Codes

- Steps to add BioLink to social media bios or websites.
- Creating a QR Code from BioLink for physical production.

## Section 7: Monitoring and Analytics

- Understanding BioLink analytics to track link performance.
- Continuously updating and refining BioLink based on user engagement and analytics.

## Section 8: BioLink as Part of Digital Strategy

- Best practices for naming and choosing links.
- Keeping BioLink content relevant and updated.
- Strategies for driving traffic to BioLink and enhancing user engagement.

## Examples and Case Studies

- Reviewing successful BioLink implementations.
- Analyzing how different organizations use BioLink effectively.

## Discussion and Practical Exercise

- Group discussion on potential uses of BioLink within your organization.
- Hands-on exercise: Participants create a mock BioLink page, incorporating learned strategies. <https://biolink.cloud/>
- Q&A and Wrap-Up

Open session for questions and clarifications.

Summary of key takeaways from the session.

Remember, platforms like BioLink are versatile tools that can be tailored to a wide range of needs, from simple link aggregation to complex marketing strategies.

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## Session 4: JotForm - Creating and Managing Forms

**Duration: 1 hour**

### **Section 1: Introduction to JotForm**

- Overview of JotForm's functionality.
- Capabilities: Form building, template usage, and integrations.

### **Section 2: Form Building Basics**

- Navigating the JotForm interface.
- Steps to start building a form from scratch.
- Exploring different types of form fields (text, checkbox, dropdown, etc.).

### **Section 3: Utilizing Templates**

- How to access and use JotForm's template library.
- Selecting templates for specific needs (surveys, registration forms, etc.).

### **Section 4: Customizing Forms**

- Adding and customizing form fields.
- Adjusting form settings for specific requirements (e.g., data collection, user accessibility).
- Styling forms: Changing layout, colors, and fonts to align with organizational branding.

### **Section 5: Integrating Forms**

- Overview of integration options with other platforms (CRM systems, email marketing tools, etc.).
- Brief on embedding forms in websites or sharing via links.

### **Section 6: Hands-On Exercise: Creating a Form**

- Guided exercise where participants create a basic form.
- Each learner is required to create their version of an ETIS JotForm.

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- Each participant creates a form relevant to their role or a common scenario in the agricultural sector.
- Encourage creativity and application of session learnings in the homework assignment.

### **Section 7: Homework Assignment**

- Each learner to create their version of an ETIS JotForm.
- Encourage creativity and application of session learnings in the homework assignment.

### **Q&A and Wrap-Up**

Address any questions from participants.

Summarize key points and best practices in form creation and management.

This session will provide learners with practical skills in using JotForm for various needs, enhancing their ability to collect and manage data efficiently. The homework assignment will further reinforce the concepts learned and provide an opportunity for practical application.

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## Session 5: Mighty Network - Building Community Engagement

**Duration: 2 hours**

### **Section 1: Introduction to Mighty Network**

- Overview of Mighty Network's role in community building.
- Explaining its features as a platform for engagement and interaction.

### **Section 2: Creating Engaging Member Experiences**

- Importance of a strong welcome experience for new members (Mighty Networks).
- Strategies for creating compelling new member onboarding and engagement.
- Setting up automated welcome messages and “Introduce Yourself” posts.

### **Section 3: Defining Your Community**

- Identifying your ideal community member.
- Crafting a Community Design plan to guide member interactions and activities.

### **Section 4: Responsive Leadership**

- Role of a leader in fostering community interaction.
- Techniques for being a responsive and engaging community leader.
- Using member posts and feedback to encourage deeper discussions.

### **Section 5: Organizing Your Community with Spaces and Collections**

- Using Spaces to create subcommunities or dedicated areas for specific content.
- Organizing content and discussions using Collections for better navigation.

### **Section 6: Content Creation and Engagement**

- Adding diverse content types: Posts, articles, polls, events, livestreams (Mighty Networks).
- Tips for creating engaging posts and encouraging community interaction.
- Utilizing Mighty’s AI writing assistant for content creation.

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## Section 7: Hosting Events and Livestreams

- Planning and hosting community events to boost engagement.
- Using Mighty Network's native livestreaming feature for online events.
- Organizing interactive sessions like Q&As, workshops, or informal gatherings.

## Section 8: Encouraging Storytelling and Member Interaction

- Importance of personal stories in building community bonds.
- Techniques for encouraging members to share their experiences and stories.

## Section 9: Using Feedback for Improvement

- Gathering and implementing member feedback to enhance community experience.
- Using Mighty Network's analytics to understand engagement patterns and member preferences.

## Section 10: Practical Exercise

- Hands-on session where participants create a space or organize an event on Mighty Network.
- Group activity to brainstorm community engagement strategies specific to your organization.

## Q&A and Wrap-Up

- Addressing questions from participants.
- Summarizing key strategies for successful community engagement on Mighty Network.

This session is designed to provide an in-depth understanding of how to effectively utilize Mighty Network for building and managing an engaged online community. The focus is on practical strategies and tools that enhance member experience, encourage active participation, and foster a sense of community among members. The hands-on exercise and group activities will help in reinforcing the concepts discussed and provide participants with real-world application skills.

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## Session 6: Practical Exercises and Case Studies

**Duration: 2 hours**

### Section 1: Group Activities: Scenario-Based Exercises

- Split participants into small groups.
- Each group receives a unique agricultural scenario involving challenges that can be addressed using the digital repository, JotForm, and Mighty Network.
- Scenarios can include:
  - a) Organizing a community event on sustainable farming practices.
  - b) Collecting and analyzing data on crop disease spread in a region.
  - c) Creating a campaign for local farmers using JotForm and promoting it through Mighty Network.

### Section 2: Case Study Analysis

- Present a few case studies demonstrating effective use of digital repositories, form builders, and community networks in agriculture.
- Discuss how the strategies used in the case studies can be applied to the scenarios provided to groups.
- Encourage groups to identify key takeaways and lessons learned from the case studies.

### Section 3: Application of Learned Skills to Scenarios

- Groups work on their scenarios, applying skills learned in previous sessions.
- Tasks may include:
  - Designing a form on JotForm for data collection or event registration.
  - Developing a strategy to engage community members on Mighty Network.
  - Utilizing the digital repository to gather and present necessary information.

### Section 4: Group Presentations

- Each group presents their approach to the scenario, highlighting how they utilized the digital tools.
- Discussion and feedback from other participants and the trainer.

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## Section 5: Interactive Discussion

- Open discussion on the challenges and opportunities of integrating digital tools in agricultural settings.
- Sharing insights and experiences from participants' professional backgrounds.

## Reflection and Q&A

- Reflect on how these exercises can be applied in real-world situations.
- Open floor for questions, clarifications, and further discussion.

## Wrap-Up

- Summarize key learnings from the practical exercises.
- Emphasize the importance of integrating digital tools for enhanced efficiency and community engagement in agriculture.

This session's focus is on hands-on application and real-world problem-solving, encouraging participants to think creatively and collaboratively while utilizing the digital tools they have learned about. The case studies and scenario-based exercises will provide practical insights and foster a deeper understanding of how to effectively use digital repositories, JotForm, and Mighty Network in agricultural contexts.