

To provide additional value to LGMA Members, we are pleased to offer private training for certified LGMA Handlers and affiliated companies in addition to regional training courses. These private training sessions allow us to bring the same LGMA Tech courses you know and love to a location of your choice.

Courses will be taught by a qualified LGMA Tech instructor. To maintain similar class dynamics as regional training courses, we recommend having no fewer than 15 and no more than 25 students in each course.

## How it All Works

Private LGMA Tech Training requests must be initiated by a certified LGMA Handler or affiliated growing or harvesting company. Course attendees may include the handler's own employees and employees of companies that grow or harvest product for them. A handler may also collaborate with other handlers to host a private training with employees from multiple handler, growing, or harvesting companies.

The Handler contact will submit a training request form (pages 5-6) that provides the details of the event:

- Desired date(s) of training (consult the listing of preferred private training dates)
- # of days of training
- Course(s) desired (with languages)
- Companies involved
- # of students that will be trained and their roles (in general)
- Whether a suitable training room is available (see requirements on pg. 2)
- Whether course manuals or digital file access are required
- Whether A/V equipment is required
- Whether lunch or refreshments are required (handlers may opt to provide these themselves)

LGMA Tech will then coordinate with the Handler to arrange the training courses if the desired dates are available.

## Mutual Expectations

In delivering these workshops, you can expect the following of LGMA Tech:

- LGMA Tech will arrange for an instructor to teach each course. All LGMA Tech instructors have been trained and are qualified to teach our courses.
- LGMA Tech will provide materials for each training course at the company's request. The company may choose to make copies of manuals/activity sheets for each student, or may request that LGMA Tech provide a manual and/or

## Mutual Expectations (cont.)

- digital access to materials for each student (at cost to the company).
- LGMA Tech will provide audio-visual equipment when needed.
- LGMA Tech will arrange a venue for workshops (at cost to the company) unless the company has a suitable training venue\* available.

In delivering these workshops, LGMA Tech expects the following of Handler companies:

- Handler companies will request training at least 6 weeks before the desired date(s). A calendar of preferred dates will be provided.
- Handler companies are responsible for all costs related to workshops, including:
  - o Venue (when needed)
  - o Instructor teaching/ preparation + travel time and travel expenses (see the next page for rates and average costs)
  - o Manuals
  - o Shipping of materials and equipment
  - o Student Registration cost (\$3/ student)
  - o Catering (when requested)

*LGMA Tech courses usually include morning and afternoon refreshments. Handler companies may choose not to offer refreshments, or can include refreshments and/or a catered lunch. This can be arranged by the company or by LGMA Tech on request.*

## What is a Suitable Training Venue?\*

Below are the requirements for training venues. If handlers do not have a location available that meets these requirements, LGMA Tech will assist in reserving a venue (at cost to the company).

### General Room Requirements

Training rooms must:

- Be indoors and temperature controlled.
- Be away from loud noises and other distractions
- Comfortably accommodate up to 25 people (or the desired number of students) seated at tables/chairs in groups of 4-5. We recommend at least 25 sq. ft. per person.

### Technology Requirements

Training rooms must:

- Either contain a large television screen, projector screen, or large wall that can be used for projection.

## What is a Suitable Training Venue? (cont.)

### Technology Requirements (cont.)

Training rooms must:

- Have an electrical outlet near the front of the room (where the projector and screen will be). The Handler may provide an extension cord and power strip/surge protector if outlets are not in an ideal location.

LGMA Tech can provide the following if needed:

- Projector + cords
- Speakers
- Document Camera

## Workshop Costs

As mentioned previously, handler companies are responsible for all costs related to private training workshops. These include instruction costs, instructor travel expenses, and venue/catering costs (as needed).

Below is a listing of average costs of these items. While instruction and preparation related rates and materials costs are fixed, other costs (e.g.: transportation costs, hotel, etc) vary by the location of the training and time of year.

Item	Average Cost
<b>Instruction Cost</b>	\$100 / hour
<b>Instructor Preparation + Travel Time</b>	\$25 / hour
<b>Meal Allowance</b> (allow for training day(s) + 1 day of travel)	\$75 / day
<b>Hotel Allowance</b> (varies widely by location + time of year)	\$175 / day
<b>Flight*</b> (average, when needed)	\$500 round trip
<b>Rental Car + Gas*</b> (when needed, varies)	\$85 / day
<b>Mileage*</b> (@ IRS 2018 rate)	\$0.545 / mile
<b>Course Materials</b> (manual and digital file access)	\$26 / person
<b>Student Registration</b>	\$3 / person
<b>Venue</b> (when needed, varies widely by location)	\$500 - \$900 / day
<b>Catering</b> (when requested, varies based on items and location)	\$300 - \$750

\* Instructors make every effort to choose the most economical and practical mode(s) of transportation for the distance they will travel.

## Workshop Costs (cont.)

Upon receipt of the training request form, LGMA Tech will create a customized cost estimate for your event. The final invoice will reflect actual costs.

**For a 6 hour course in Salinas (our most expensive growing region) during the summer, you can expect to pay:**

**\$1,600 - \$3,000**

In a classroom you provide, with materials for each student and refreshments catered

In a rented venue with materials for each student and full catering (refreshments and lunch)

## Billing

Unlike public LGMA Tech courses, private training expenses will not be billed per student. The companies involved will be responsible for all expenses.

In the case of multiple companies collaborating, the originating handler may request to receive the full bill from the LGMA (and independently arrange reimbursement from the other companies), or the LGMA can split the bill based on the percentage of students attending from each company.

## What Next?

If you would like to move forward with scheduling a private training session for your company, please fill out the attached training request form and submit it to Amarachi Okemiri: [amarachi@lgmatech.com](mailto:amarachi@lgmatech.com).

You may also contact Amarachi with questions at [amarachi@lgmatech.com](mailto:amarachi@lgmatech.com) or by phone at 916-441-1240.



## private training request form

Thank you for your interest in scheduling a private LGMA Tech training course.  
Please tell us a little about your event:

### Event Contact

Contact Name / Title: \_\_\_\_\_

Company: \_\_\_\_\_

Affiliated LGMA Handler (if different from Company): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### General Information

Desired Dates (Mon-Sat): \_\_\_\_\_ Number of Training Days: \_\_\_\_\_

Approximate Number of Students (total) \_\_\_\_\_

#### Desired Course(s) and Language(s)

Eng. Span.

Managing and Supervising Harvesting Operations + Personnel | 6 hrs

Cleaning & Sanitizing Harvesting Equipment | 4 hrs

Managing Animal Intrusion | 4 hrs  
(you must print manuals for this course)

#### Student Information

Which companies will send students?

\_\_\_\_\_

What are the general roles of the students who will attend?

\_\_\_\_\_

How many students will be trained on each day? \_\_\_\_\_

### Training Venue

LGMA Tech has some requirements for training classrooms (see "What is a Suitable Training Venue?" in the information packet).

Will you provide a suitable training venue for the event, or will you need to rent one?

We will provide a venue that meets the requirements.

We would like LGMA Tech to assist us in renting a venue.

Room size: ~ \_\_\_\_\_ sq ft.

## private training request form (cont.)

### Event Requirements

LGMA Tech can provide Audio/Visual equipment and materials (physical manuals + digital access to presentations, videos, and digital manuals) for each student upon request. We can also help arrange for refreshments or lunch to be catered. Alternately, your company can arrange catering and print copies of the manuals or handouts for each student.

Please let us know what you would like us to provide:

#### Audio / Visual

- Projector + Cords
- Speaker

#### Catering

- Refreshments Only
- Refreshments + Lunch
- We will arrange for refreshments/lunch.

#### Materials

- Manuals
- Access to Digital Materials
- We will print out handouts/manuals.

### Additional Information

Please share any other information that might be helpful in organizing your event:

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Please return this completed form to Amarachi Okemiri:  
[amarachi@lgmatech.com](mailto:amarachi@lgmatech.com)