Landscape Initial Training Guide

Green Industries Best Management Practices Program (GI-BMP) 🛑

The GI-BMP program is a required component of Landscape Initial Training in Florida.

On Day 1 of training, set up the account then contact Learning & Development to request a credit for your training.

Team members have **two attempts** to pass the GI-BMP final exam. If the exam is not passed after two attempts, the team member must take the exam **with a proctor**, which will be **scheduled three weeks out**. If a team member fails the first attempt, they should revisit the course modules, rewatch the instructional videos, and retake any available practice tests before attempting the exam again.

The team member must finish the GI-BMP training, and **you must upload their completion certificate** to the Massey University Paperwork Upload Portal within the first 2-3 days of their training.

Team members who are NOT in Florida will be waived from this requirement. You do not need to contact Learning & Development regarding this item.

Trainer's Guide: Instructions for the Manager

The **Landscape Initial Training Program** is a ten-day program designed to prepare new team members for independent fieldwork. As the manager or designated trainer, you are responsible for providing direct supervision, ensuring all safety procedures are followed, and verifying the completion and upload of all coursework, checklists, and certifications.

Manager Responsibilities

- **Daily Interaction:** Spend time with the new team member each day to confirm that learning objectives and required activities are being met.
- **Efficient Time Management:** Ensure the team member spends their time engaged in training activities.
- **Delegation:** If you are unavailable, assign the team member to someone who understands it is their responsibility to teach, coach, and meet that day's objectives. Remember to follow up with that team member to learn how that activity went and know your next steps.
- **Progress Monitoring:** Keep training on schedule and obtain daily feedback from the team member, addressing any concerns promptly.

- **Readiness for Fieldwork:** If, at the end of six weeks, the team member is not prepared to work unsupervised, extend the program until you are confident, they can perform their responsibilities and deliver excellent customer service.
- **Documentation:** Correctly completing and submitting initial training documents like licensing applications and field training checklists *on time*.
    - Ensure all completed forms are scanned and then submitted to the **Initial Training Paperwork Upload Portal** which can be found on **Armyant (the intranet)**, the MILO homepage, or at the top any state initial training page.
    - These items are noted with 🔼 in the Training Guide to help you know when to submit them.

Day One Requirements: All States

- Sign the team member into **Massey University**.
- Print any required state documents for completion.
- Print **CHK 2006 Landscape Initial Field Training Checklists.**
- Issue all assigned tools, PPE, and equipment.
- Begin field observation and classroom learning.

Additional Day One Requirements: Florida

- Request **GI-BMP account from Learning & Development.**
- Once set up, begin **GI-BMP** training

Training Components

- Classroom training in Massey University at the service center or on the iPad in the field.
- Field training under direct supervision.
- Use of the **initial field training checklists** to guide daily field activities.
- Uploading of all completed state and/or regulatory and licensing documents into Massey Initial Training Paperwork Portal when indicated.

⚠ Follow the Program! Do not rush a new team member through training. The first few weeks set the foundation for their long-term success and service quality.

Initial Field Training Checklists

All **Initial Field Training Checklists** are available for download in the **Printable Resources** section of this guide. Each checklist includes directions on the front page explaining its use.

- Once all sections are finished, **scan and upload** the checklist to the **Initial Training Paperwork Upload Portal.**

- Complete each checklist section as indicated in the Training Guide schedule.
- Provide **dates, times, and comments** where required. Comments should be detailed, specific, and legible.
- Verify that all required fields are complete before progressing.
- Write clearly! Incomplete or unreadable checklists may be considered invalid.

Lesson Schedule

- Follow the schedule provided.
- Lessons are designed to be completed over time.
    - **Do not allow more than the assigned lessons each day.**
- Completing too many lessons in one sitting reduces retention and is poor training.

⚠ **Exception:** There may be days during the training period that keeps the team member from going to the field to train. In these cases, they may complete more than a day's allotted lessons, but no more than two days' worth in one sitting.

Training Guide: Schedule

This day-by-day guide details the required online service training courses, field training checklists, and any licensing and certification documents. Use it to monitor progress and ensure timely completion of each item. Upload completed files as scheduled.

Reminder: Team members not in Florida do not need to complete the BMP items.

Day 1

- LIC 3000 Licensing Application Authorization
- LIC 3004 State Licensing Applications: Landscape 🔼
    - What do you submit for your team member?
        - FL = Florida Licensing Packet
        - All Other States = Nothing
- SAF 1001 Using Pesticides Safely
- SAF 1002 General Safety
- SAF 1003 Allergies & Bites
- SAF 1004 Workplace Dangers
- SAF 1012 Safe Driver Course
- **Florida Only**
    - Contact L&D to request the GI-BMP account set up.

- BMP 1000 Best Management Practices Certificate of Training Upload 🔼

Day 2

- LWN 1016 5 Key Principles Overview
- LWN 1017 Turfgrass
- LWN 1018 Trees & Shrubs
- LWN 1023 Service Order of Operations
- LWN 1024 Service Reporting

Day 3

- LWN 1022 Landscape Equipment & Application Techniques
- ✅ CHK 2006 Landscape Initial Field Training Checklists
  - *Checklist Section to Complete*: Equipment Operation & Maintenance
  - *Checklist Section to Complete*: Granular Broadcast Application Techniques
  - *Checklist Section to Complete*: Liquid Broadcast Application Techniques

Day 4

- LWN 1020 Fertilizers
- LWN 1021 Soil Structure & pH
- ✅ CHK 2006 Landscape Initial Field Training Checklists
  - *Checklist Section to Complete*: Soil pH Testing
  - *Checklist Section to Complete*: Aeration
  - *Checklist Section to Complete*: Call Ahead

Day 5

- LWN 1019 Landscape Pests: Weeds, Insects, & Diseases
- ✅ CHK 2006 Landscape Initial Field Training Checklists
  - *Checklist Section to Complete*: Field Identification

Day 6

- LWN 1012 Landscape Initial Service
- ✅ CHK 2006 Landscape Initial Field Training Checklists 🔼
  - *Checklist Section to Complete*: Delivering a Service
  - Upload the completed checklist!
- LWN 1033 Landscape Initial Training Final Exam

Day 7

- Field training

Day 8

- Field training

Day 9

- Field training

Day 10

- Field training
- LIC 3104 State Training Record Verification: Landscape 🔼
    - What do you submit for your team member?
        - FL = FDACS 13665 Verification Record of Initial Employee Training Form
        - TX = Texas 37084 Verifiable Training Record Checklist
        - All Other States = Nothing