Food Safety and Inspection Service
U.S. DEPARTMENT OF AGRICULTURE

Computer or other technical help:

-Send chat message to Instructor: type @(name)

-Call: 1-833-ASK-OEED (1-833-275-6333)

-Email or text: CFLHelpDesk@usda.gov

PHV Mentor – 1200 Series

- {insert class dates}

  9:00am – 6:00pm edt

  Lunch from 1:00–2:00 pm edt

Overview

- Welcome!
- Technical set-up
- Housekeeping
- Course Overview
- Online Registration
- Introductions

Trainers:
{insert trainers}

Guest Speakers:
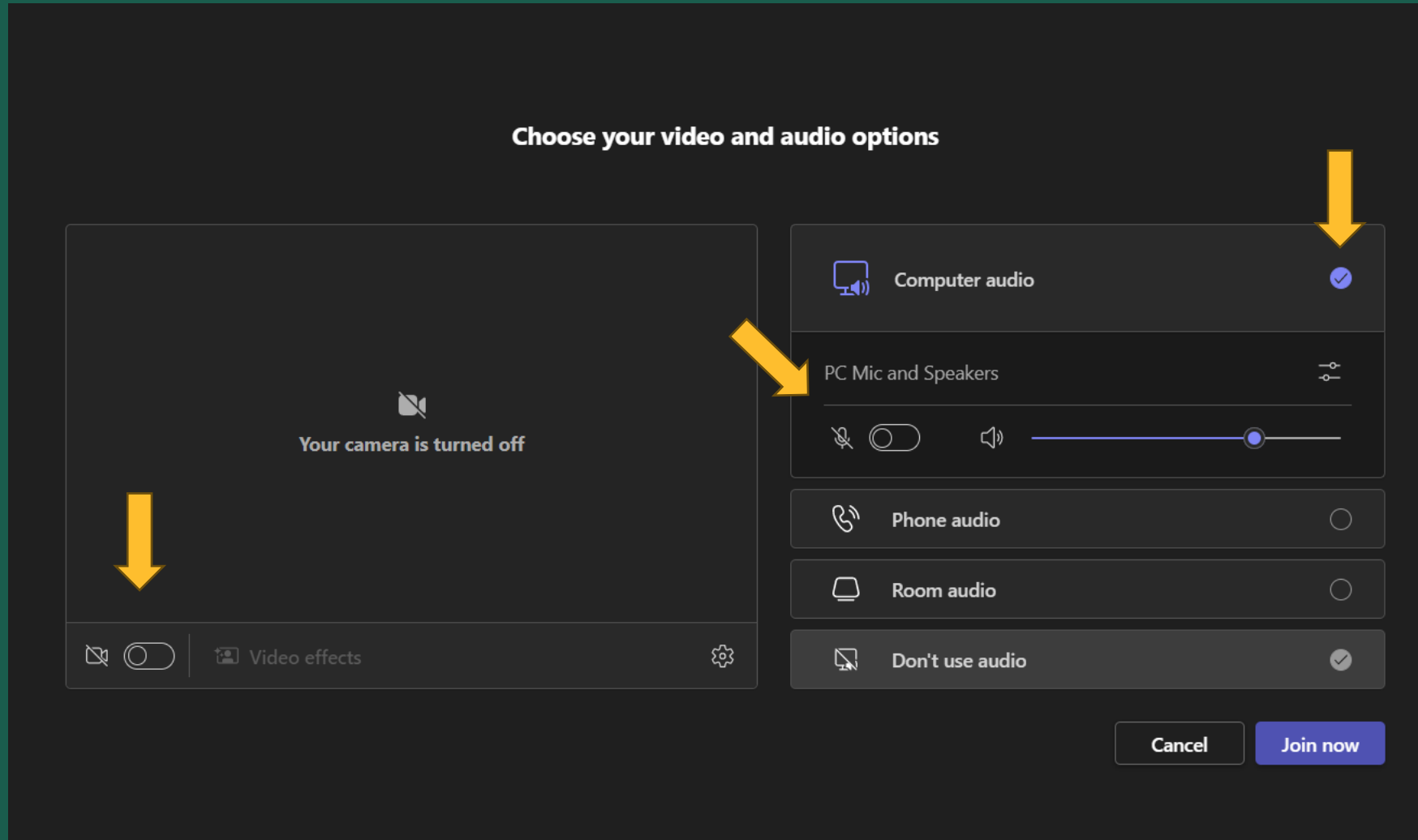{insert guest speaker names}

Technical Support

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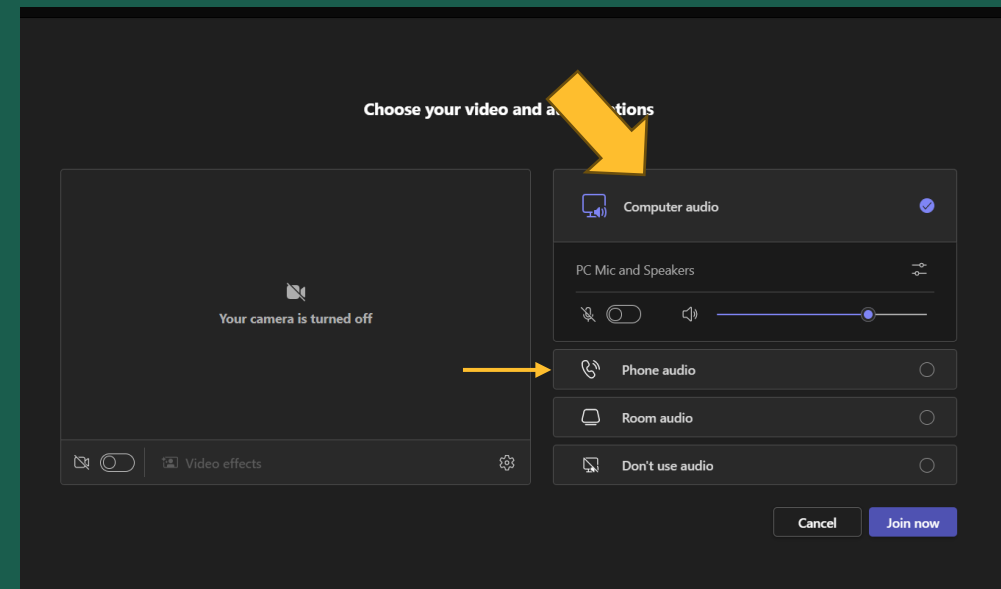- For questions about inspection policies, please ask the instructors or go to askFSIS
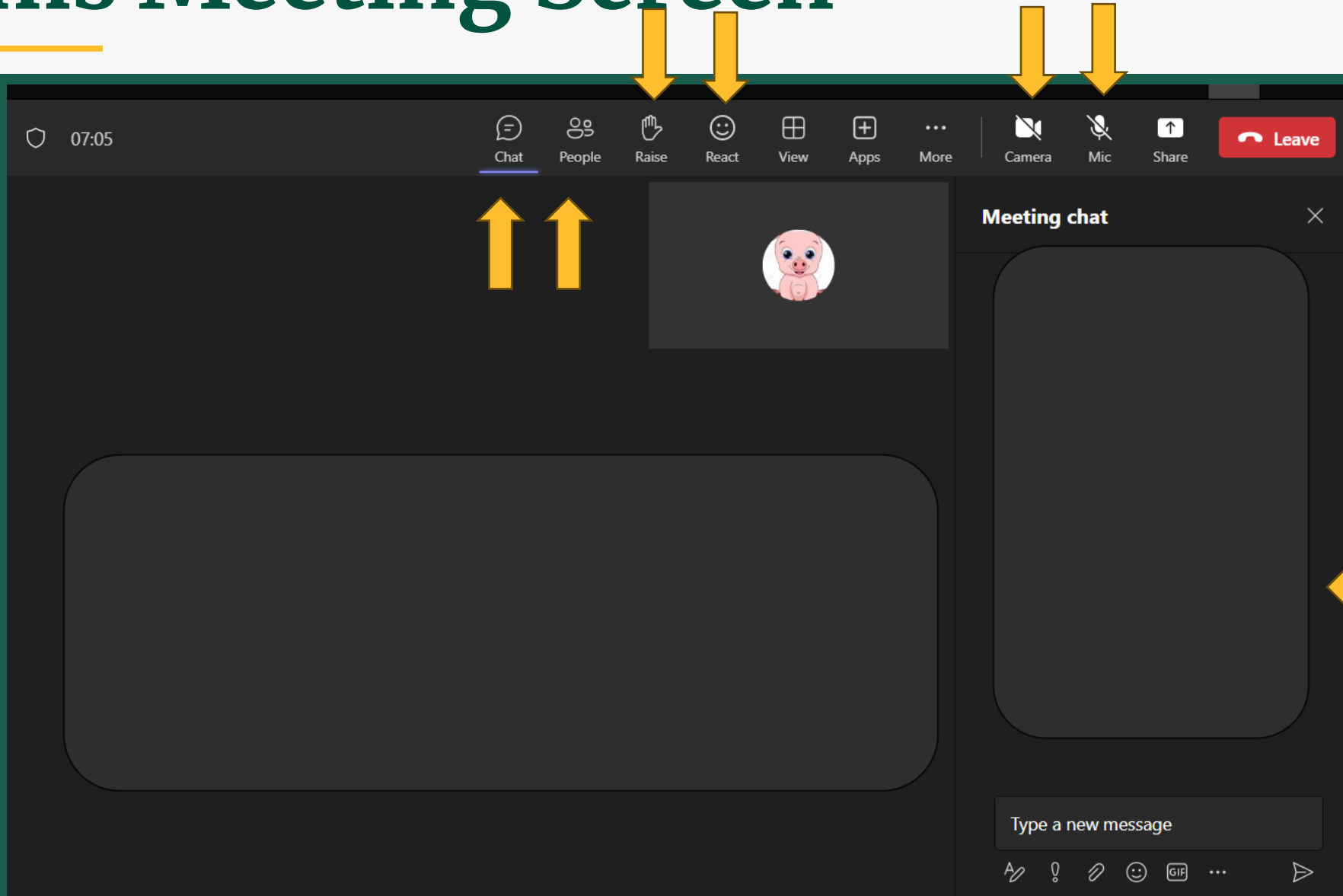
MS Teams System-Joining Meeting

Teams Event Webinar – Connecting

Audio Connection

- Use computer audio (default) and click Join Now
- If you need to call in by phone, select Call in, Join event, and then follow the pop-up box instructions, or select the "Call Me" option
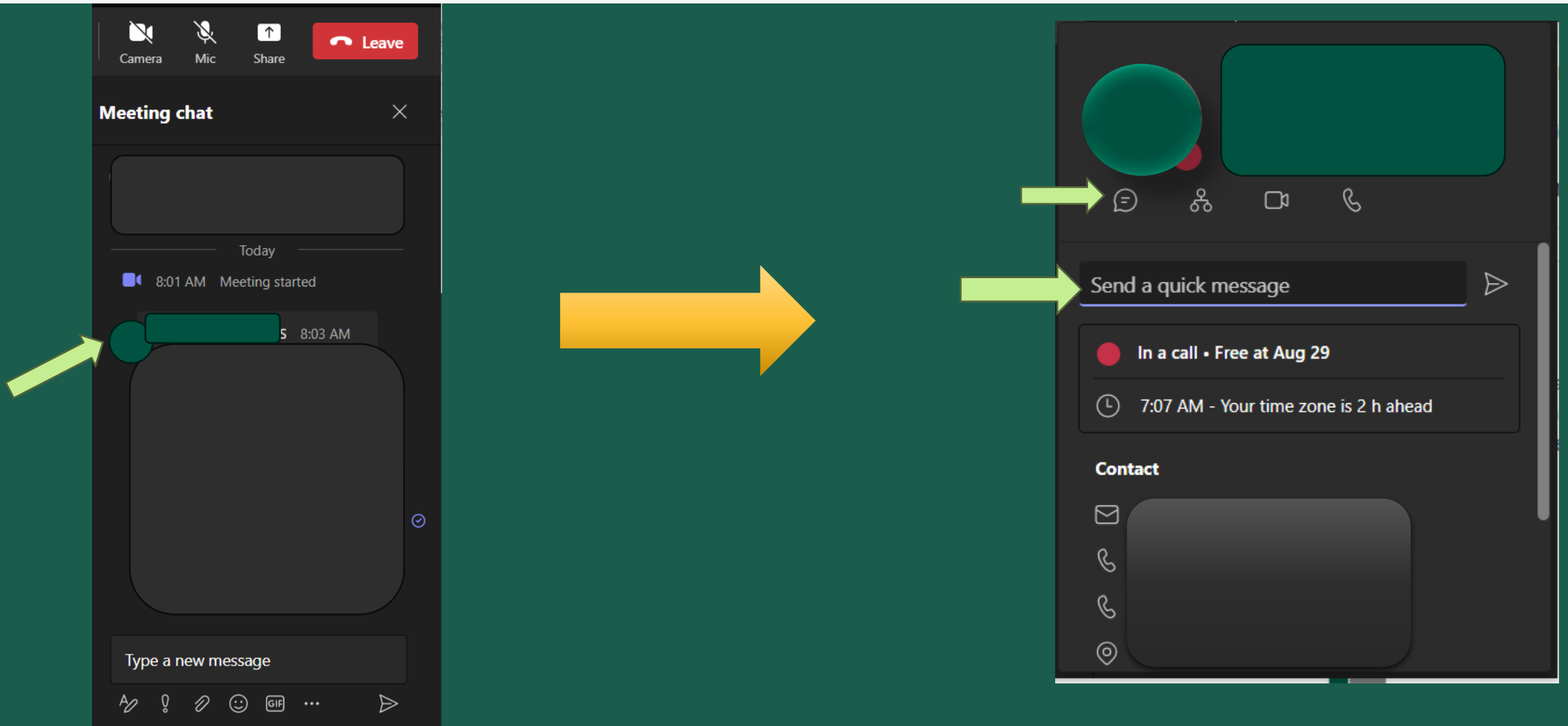
Teams Meeting Screen

Teams Chat

- Chat is active during the duration of the meeting for the day

- Chat is visible to all participants

- If you need to contact the instructor for some reason privately:
  - Hover over the bubble next to their name in the chat or people list
  - The Information box for that person will appear
    - Click on the speech/chat bubble
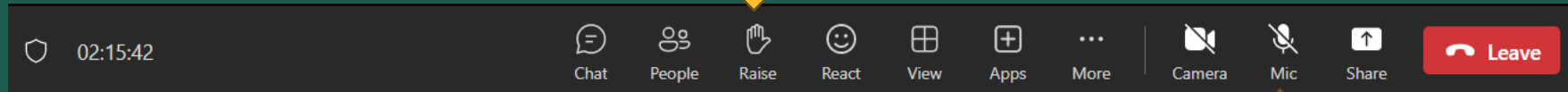   - Click in the send a quick message box to type message

Teams Chat with Instructor

Asking Verbal Questions

- Use the raise hand button

| 02:15:42 | Chat | People | Raise | React | View | Apps | More | Camera | Mic | Share | Leave |

- You may unmute your mic and ask a question at any time once recognized by the speaker
  - Some classes will not allow attendees to unmute depending on size and meeting settings
    - They will unmute you

**Note: please keep your mic muted unless asking a question or responding to speaker
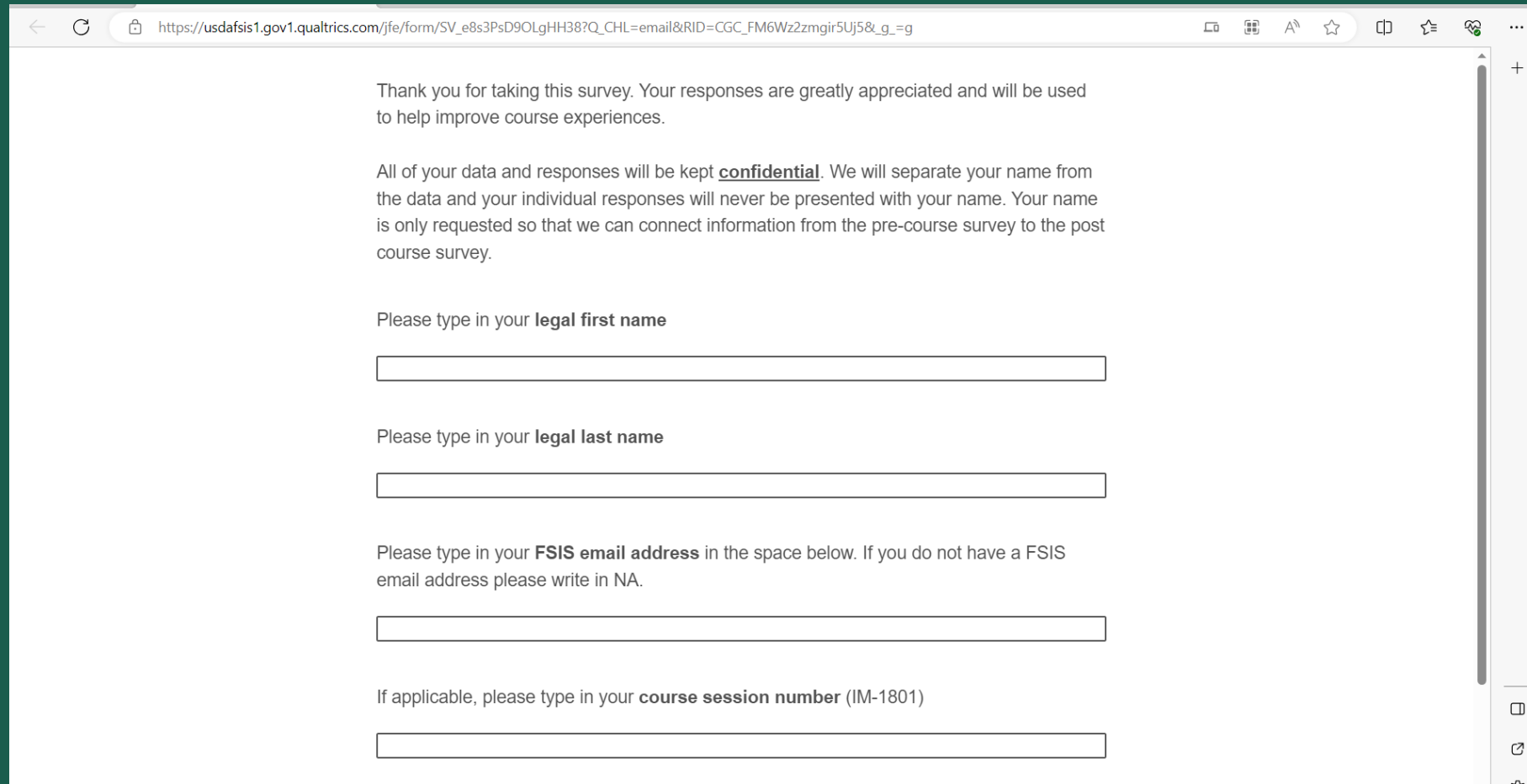
Course Resources

- Technical instructions

- PPT Slide sets (PDF)

- PHV Mentoring Checklist

- Guest speaker handouts (will be emailed)

- Other resources

Online Registration

https://usdafsis1.gov1.qualtrics.com/jfe/form/SV_e8s3PsD9OLgHH38?Q_CHL=email&RID=CGC_FM6Wz2zmgir5Uj5&_g_=g

Thank you for taking this survey. Your responses are greatly appreciated and will be used to help improve course experiences.

All of your data and responses will be kept **confidential**. We will separate your name from the data and your individual responses will never be presented with your name. Your name is only requested so that we can connect information from the pre-course survey to the post course survey.

Please type in your **legal first name**

Please type in your **legal last name**

Please type in your **FSIS email address** in the space below. If you do not have a FSIS email address please write in NA.

If applicable, please type in your **course session number** (IM-1801)

Introductions

- Instructors:
  - {insert trainer name}

Point to the species you primarily work with

Where are you located?

Introductions

- When your name is called, please unmute and tell us about yourself:
  - Name and District
  - Where you are working
  - Vet school attended
  - Fun fact about yourself

HELLO
My name is

Agenda Highlights

- **Day 1**
  - Intro to PHV Intern Training
  - Experiencing FSIS … and Lessons Learned Along the Way
- **Day 2**
  - Use of the Veterinary Mentor Checklist
  - PHV Recruitment & Retention Issues
- **Day 3**
  - Mentor Skills Training
  - Time Management
  - Emotional Intelligence

Any Questions?

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fsis.usda.gov