



## CHECK-OFF TRAINING MANUAL

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## INTRODUCTION

**Note:**

This Training Manual was developed and launched on June 24, 2020. Updates will be made as required, but always verify with provincial and federal regulations, orders and agreements to ensure you are in compliance. You can also always contact Agency staff to assist with any check-off related questions.

## **Intro: Welcome to Check-Off Training**

We are looking forward to working with you over the next number of weeks on check-off basics, and helping to increase consistency among all of our provincial partners.

This workbook is meant to accompany the training events, and will also serve as a helpful resource after the training to refer to help guide you through collection, remittance, reporting and more.

At the end of each training session, you will receive the next week's chapter(s). Each chapter includes pre-work that should be done before the next session, as well as exercises at the end of each chapter to help work through what we learned that week.

The live training sessions will also be recorded, to help you later to recall discussions or allow the videos to be shared with other staff and new hires.

We encourage you to ask questions, present unique scenarios and share your experiences with us as we move through the training. The training was developed to assist our partners so we want to ensure it stays relevant and includes real life scenarios and challenges.

### **Pre-Work**

Below are some pre-work questions to get you ready for the first week of training:

**1. In no more than 100 words, explain the benefits of the Canadian Beef Cattle Check-Off:**

**2. What are three things you would like to cover or learn in this training program?**

**3. What is unique about transactions, marketings or the beef industry in your province?**