

STANDARD TASK ANALYSIS FORM

6/1/2011

Duty/Task:									
A-14 Participate in GAP training									
STEPS (Required to Perform the Task)	PERFORMANCE STANDARDS (Observable & Measurable Criteria)	TOOLS, EQUIPMENT, SUPPLIES & MATERIALS (Needed)	REQUIRED KNOWLEDGE AND SKILLS (Math, Science, & Language)	SAFETY (Concerns)	WORKER BEHAVIORS (Important to Worker Success)	DECISIONS (Identify Decisions that Must be Made by the Worker)	CUES (Identify the Data Needed for Making Correct Decisions)	ERRORS (Indicate What May Result if Incorrect Decisions are Made)	
1 Determine the GAP training that is most appropriate to your CSA farm operation (USDA, Primus)	1 Correctly identified the type of GAP training recommended for your operation	1 Computer with internet connection, Cornell web site ( <a href="http://www.gaps.cornell.edu">http://www.gaps.cornell.edu</a> )	1 Computer skills, research skills, analytical skills	1 N/A	1 Discerning, analytical, selective	1 Which type of GAP training is recommended for CSA type of farm operations?	1 GAP definitions	1 May take training that's not relevant to CSAs	
2 Determine providers of the training in your market area	2 Identified providers of the training in the market area	2 Computer, provider listing on Cornell web site	2 Computer skills, research skills, analytical skills	2 N/A	2 Self motivated, organized, timely	2 Who provides the GAP training in my area?	2 GAP program administration	2 Won't be able to attend the training locally	
3 Determine when and where the training will be provided	3 Determined dates and locations that the training will be provided	3 Training schedule provided by training provider, computer	3 Computer skills	3 N/A	3 Timely, accurate, decisive	3 Where and when will the training be provided in my area?	3 GAP program administration	3 Won't be able to attend the training locally	
4 Enroll in the program and participate as scheduled	4 Enrolled in the training on a date suitable to operating schedule	4 Enrollment form, program materials, computer	4 Computer skills	4 N/A	4 Timely, organized, self motivated	4 Where do I get the enrollment form? Where do I return it? What is the cost?	4 GAP program administration	4 Won't be GAP certified	
5 Display certification when awarded	5 Proudly displayed certification on your cube or postings area for all to see and admire	5 Bulletin board or cube wall, certificate	5 N/A	5 N/A	5 Proud, organized	5 Where should I display my certificate?	5 Personal preference	5 Others will not know of GAP certification	
Analyst: John Moser			Specific Relevant References:						
Expert Workers:			1 Cornell site: <a href="http://www.gaps.cornell.edu/">http://www.gaps.cornell.edu/</a>						
Al Welch									
Brad Bergefurd									