Project Flow in Forestry

Training Manual *for Remote Course Delivery*

VT Forest Business School

Project Flow in Forestry- Course Delivery Manual

1. Purpose of This Manual

This manual explains how to deliver the *Project Flow in Forestry* short course as it was designed. It is intended for instructors and service providers who are responsible for remotely hosting, administering, and teaching the course while preserving its instructional integrity, pacing, and learning outcomes.

The guidance below reflects the structure and delivery approach that has proven most effective for participant learning, reflection, and real-world application.

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2. Course Ownership and Permissions

Project Flow in Forestry was developed by Steven Bick and the Vermont Forest Business School.

All course materials, including written notes, recorded materials, and instructional structure, are copyrighted by Steve Bick and the Vermont Forest Business School.

Authorized Use

- Service providers in Vermont have permission to use these materials to offer the course within Vermont.
- Use outside Vermont, or material modification beyond delivery logistics, requires explicit permission.

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3. Course Format

Session Structure

- The course is delivered in four live sessions.
- Each session is 90 minutes in length.
- Sessions are spread over approximately one month.

Rationale for Spacing

This pacing is intentional. Spacing the sessions:

- Improves absorption of the material.
- Allows time for reflection between sessions.
- Gives participants the opportunity to relate concepts directly to their own work before moving forward.

Condensing the course into fewer or longer sessions is discouraged, as it reduces learning retention and practical application.

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4. Credits and Accreditation

Vermont LEAP Credits

- The course is approved for 8 Vermont LEAP credits.
- This approval is standing and remains in place when the course is delivered as designed.

SAF Continuing Forestry Education (CFE) Credits

- SAF CFE credits are not automatic.
- Any service provider wishing to offer CFEs must apply to SAF as the provider of record.

When delivered as instructed in this manual, the course has historically been approved for:

- 11 SAF Type 1 CFE credits

Providers are responsible for:

- Submitting agendas and learning objectives to SAF.

- Maintaining attendance records and instructional documentation.

5. Registration and Enrollment

Registration Method

- Registration should be handled through a Google Form or similar online instrument. Promotion of the course is the responsibility of the provider.

Registration Cutoff

- A firm registration cutoff date is required.

- The cutoff must allow participants to receive course materials at least five days before Session 1.

This lead time is essential so participants can complete the assigned reading or listening before the first session.

6. Course Materials

Session Notes

Each session is supported by **Session PDF Notes**, which must be provided to participants in advance according to the communication schedule described later in this manual. The notes establish the core concepts, visuals, and discussion prompts used during the live sessions.

Participants are expected to review the notes for each session prior to attending.

Core Text: *Timber Tempo: Project Flow in Forestry*

The course is built around *Timber Tempo: Project Flow in Forestry*. Before each session, participants must read or listen to the assigned chapters.

Participants must be provided access to:

- **Timber Tempo (PDF)**

- **Timber Tempo Audiobook**

The complete audiobook is also available as an episode of the Forest Business School Podcast, which participants may access via Spotify, Apple Podcasts, or YouTube, depending on their preferred listening platform.

7. Pre-Work Requirements

For every session, participants are expected to:

- Read or listen to the assigned portion of *Timber Tempo*.

- Review the session-specific PDF notes provided by the instructor.

Session 4 Supplemental Material

Session 4 includes additional required listening beyond *Timber Tempo* and the notes:

- Case Study: *Celeste and her research project* (audio)

- [Case Study: *Bodie and his state forest assessment* (audio)](#)

These case studies are integral to the final session and must be assigned in advance.

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8. Communication and Email Cadence

Clear, predictable communication is essential to course success. The following cadence should be followed exactly.

After Registration Closes – Welcome Email

Send a welcome email to all participants that includes:

- Session 1 PDF notes (attached or linked).

- A link to access *Timber Tempo* (PDF and audiobook).

- Instructions specifying which chapters to read or listen to before Session 1.

- The remote meeting link (Zoom, Google Meet, Teams, etc.).

Using the same meeting link for all four sessions is strongly recommended.

Between Sessions

- 1–2 days after Session 1:
    - Email Session 2 PDF notes.
    - Include instructions for the next assigned reading or listening.
- 1–2 days after Session 2:
    - Email Session 3 PDF notes.
    - Include instructions for the next assigned reading or listening.
- 1–2 days after Session 3:
    - Email Session 4 PDF notes.
    - Include instructions for the final assigned reading and supplemental case studies.

Day-Of Session Reminder

On the day of each session, the instructor should:

- Forward or resend the most recent notes email as a same-day reminder that the group meets that day.

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9. Live Session Delivery

Each 90-minute session should:

- Assume participants have completed the assigned pre-work.

- Wherever possible, use climate adaptative examples and emphasize that improved project management is an important way to adapt forestry work to the uncertainty of seasonal weather patterns and soil moisture conditions.

- Focus on discussion, application, and clarification rather than lecture alone.

- Encourage participants to relate concepts to their own forestry or natural-resource work.

Consistency in pacing, tone, and expectations across sessions is critical to maintaining flow.

10. Fidelity to the Course Design

To preserve the educational value of *Project Flow in Forestry*:

- Do not compress the schedule.

- Do not skip assigned pre-work.

- Do not remove the Session 4 case studies.

- Maintain the reflection time between sessions.

The course is designed as a system. Altering individual components degrades overall effectiveness.

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11. Closing Note

When delivered as designed, *Project Flow in Forestry* provides participants with a practical, durable framework for managing work, projects, and capacity in forestry and related fields. This manual exists to ensure that outcome is repeatable, consistent, and defensible across offerings.

Project Flow in Forestry: Short Course Delivery

A step-by-step guide for instructors on delivering the 'Project Flow in Forestry' short course as a remote offering.

FORESTS, PARKS & RECREATION
VERMONT
FOREST ECONOMY PROGRAM

Course Structure: 4 Live Remote Sessions

Four 90-minute sessions are spread over one month to maximize learning and reflection.

Pre-Course Setup & Registration

Send a welcome packet 5 days prior. It must include the meeting link, Session 1 notes, and the core text/audiobook.

Special Pre-Work for Session 4

In addition to standard reading, assign two required audio case studies for the final session.

Conduct Live Session

Focus on discussion and applying concepts, assuming participants completed the pre-work.

Assign Pre-Work

Assign pre-work

Email Next Materials

Email the next session's materials 1-2 days later

Repeat for Session

The Session Cycle
(Repeat for Sessions 1-3)

Maintain Fidelity to the Design

Do not compress the schedule or skip pre-work, as this degrades the course's effectiveness.

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