**Module 3: Identify Business and Legal Tools**

**Teaching Plan**

**Overview/Purpose**

This module introduces the main tools used in planning a transfer. It will focus on key legal and financial tools to help land seekers and landowners succeed. Participants will explore the types of plans needed for their situation to support their transfer process.

**Prerequisites**

Module 1: Getting Started with Farm or Ranch Transfers

Module 2: Assess Your Financial Situation and Build Your Team

*OR* Readiness to engage in afarm or ranch transfer process.

**Trainer Set-up Notes**

**WORKSHOP DELIVERY:** This workshop can be adapted to a wide range of environments. While best delivered in person in a room with audio-visual set up and a computer, it can be adapted to be delivered virtually, indoors, outdoors, with or without access to an internet connection.

**ESTIMATED TOTAL TIME:** 2 hours of student learning (not including case studies)

**WORKSHOP SET UP:** Trainers should review the Training Manual, Resources Lists and other materials ahead of time and prepare either digital or printed copies of the student handouts. Further, review the Storyboard and customize the slides with images, videos and talking points meaningful to your audience. If you have involved other presenters, be sure to collect their photos and logos ahead of time so that you can create the welcome slide. If you would like to show a case study, review the case study videos and activity guide ahead of time to determine the best fit for your audience and topics covered.

**WORKSHOP SUPPLIES AND EQUIPMENT:**

* Module 3 Storyboard (to present on-screen or through printed notes) and any case studies you might use
* Group note-taking tools
* Print outs or digital copies of:
* Teaching Plan
* Student Learning Plan
* Student Resource List
* Business Structures Information Sheet
* Farm or Ranch Transfer Guideposts Worksheet
* Healthcare Information Sheet
* Glossary of Legal Terms
* Terminology Quiz
* Wills and Trusts Information Sheet

**What Participants will learn**

**COMPETENCY:** Prepare to choose the tools you need to move your transfer process forward.

**LEARNING OBJECTIVES:**

1. Compare the various ways to transfer assets.
2. Identify the tools you need to participate in a farm or ranch transfer.
3. Use basic terms to communicate with legal and business advisors.

**Workshop Activities**

|  | **Learning Activity** | **Teaching Notes** | **Materials/Supplies** |
| --- | --- | --- | --- |
| 1. | LEARNING PLAN OVERVIEW  Participate in introductory activities. Review information detailed in the Module 3 Student Learning Plan. | Time: 5 minutes  PRIOR TO CLASS MEETING  Review Workshop Set-up Notes  INTRODUCTORY ACTIVITIES  1. Facilitate a check-in activity.  2. Hand out and review the Module 3 Student Learning Plan.  3. Explain the learning objectives for the day and acknowledge our funders. | Module 3 Student Learning Plan |
| 2. | MOTIVATION ACTIVITY | Time: 10 minutes  1. Ask participants to take 60 seconds to identify who is involved and what assets are involved in the transfer.  2. Ask them to share with a partner or the group. (Consider who is in the room and if there are delicate relationships).  3. If appropriate, summarize their answers on a flip chart, white board, or screen share. | Group note-taking tools |
| 3. | COMPREHENSION ACTIVITY  View a Presentation on the various tools used to facilitate a transfer. | Time: 10 minutes  1. Use Part 1 Context of the storyboard to set up the Tools part of the presentation. | Module 3 Storyboard |
| 4. | PRACTICE ACTIVITY  Think about your transfer situation. Will assets be transferred through gift, sale, inheritance, or lease? | Time: 15 minutes  1. Ask participants to “choose their adventure” and share with the class how assets may be transferred (through gift, sale, inheritance, or lease).  2. On a flip chart or white board, write the four ways that assets may be transferred across the top of the sheet/board.  3. As the participants share their responses, put a check mark or hash tag under the category that they will use. Leave space to add additional information during the next practice activity. | Group note-taking tools |
| 5. | COMPREHENSION ACTIVITY  View a Presentation about identifying various tools used for a farm or ranch transfer. Refer to the information sheets during the presentation. | Time: 30 minutes  1. Handout the relevant information sheets as reference materials.  2. Present Part 2 “Identify the Right Tools for your Situation” of the storyboard.  3. Encourage participants to ask clarifying questions and refer to the Glossary of Legal Terms | Glossary of Legal Terms  Business Structures Information Sheet  Wills and Trusts Information Sheet  Healthcare Information Sheet |
| 6. | PRACTICE ACTIVITY  Take a quiz on terminology in a farm or ranch transfer. | Time: 15 minutes  1. Conduct the terminology quiz or ask questions from the quiz or Glossary of Legal Terms and have participants raise their hands and answer them. | Terminology Quiz |
| 7. | COMPREHENSION ACTIVITY  View a Presentation about Guideposts and see if you can identify guideposts that reflect your situation. | Time: 10 minutes  1. Use Part 3 “Guideposts” of the storyboard to discuss signs to look for to make sure the transfer process is moving forward. |  |
| 8. | PRACTICE ACTIVITY  Use a checklist to evaluate what steps are needed, and which tools and team members can assist in a transfer | Time: 25 minutes  1. Distribute the Farm or Ranch Transfer Guideposts Worksheet and give participants 5 minutes to start filling it out.  2. Ask participants to break into pairs or small groups.  3. Give them 10 minutes to use the guideposts to reflect on how things are progressing with their transfer process and identify places where further conversations would be useful.  4. Bring the group back together to share their observations with the group.  5. Finally, distribute the student resource list if you haven’t already. | Farm or Ranch Transfer Guideposts Worksheet  Student Resource List |