



Help Line Training Guide – Internet Resources – Module 1

When anybody calls or emails the Master Gardener Help Line, the MG volunteer performing this task should follow a relatively standardize procedure. In other words, you should follow a series of steps to find answers. The first step is to start with the MG WEB. Why? In most cases, callers will have access to the web and this is an opportunity to introduce them to this valuable resource. Most of the answers will be found under Internet and you can show them how. Equally important, Master Gardeners will be giving consistent advice from a UC resource.



Figure 1: MG WEB Home Page

LIVE CALLS

When you are answering live calls on the phone, establishing a personal connection is important. It is important to be a critical listener. Callers are often prone to ramble a bit, which is why they call. Your job is to engage the caller and methodically identify the "real question" that needs to be answered. Only after you understand the question can you find the right answer.

Riverside County Master Gardener Web Site (MG WEB)

By having the MG WEB already open on the PC Desktop, you can begin to find answers with just a point and click.

What does the caller want to know? Is it a bug they never saw before? Is it an infestation? There's no telling what the question will be, but a gardener's sense of empathy and confidence that you can help is what makes for a great Help Line Volunteer.

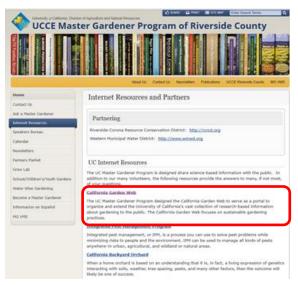
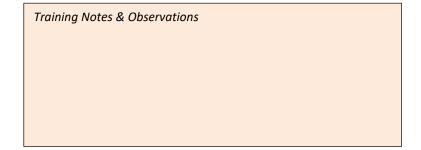


Figure 2: MG WEB Internet Resources Page

Once you understand the concerns of the caller, you can follow a methodical process using the University of California resources at your rapid disposal.

INTERNET RESOURCES

The first internet resource you should consult is the California Garden Web, because it is organized along the same thought process as is taught in our Master Gardener Training.



The California Garden Web

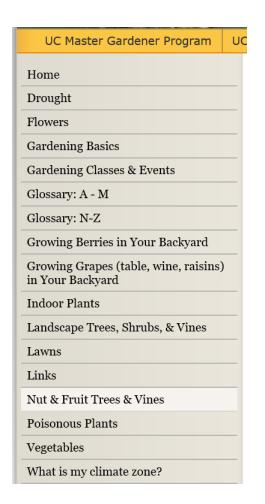
Another benefit of starting the process on the California Garden Web is that you can see the most recent information produced by the University of California. Every time you work the Help Line is a learning experience for both you and the caller. The left-side Menu Bar will be your guide.

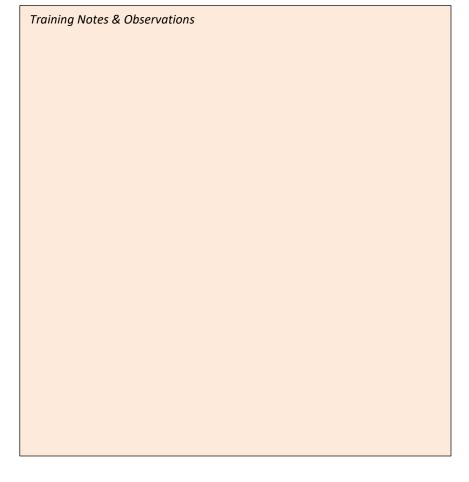
The links are listed alphabetically. As part of the Help Line Training, you are expected to visit all links to familiarize yourself with the information available to you <u>and</u> the general public. None of us is ever going to memorize it all, but knowing where to look will help speed the process when you have a caller on the line.

Whether you are a Trainee or a Veteran, down time in the office should not be wasted with personal conversations. Rather, use this time to discover new things. Use the comment box to record things that jump out at you.



Figure 3: The California Garden Web Home Page





Example Search - Avocado

You can expect to field questions about avocados at some point in your Master Gardener experience. When you are working the Help Line, you are but a few clicks away from the answers.

From the California Garden Web Home Page, click the link for Nut & Fruit Trees & Vines. This will take you to the California Backyard Orchard, Fruits & Nuts page. From here, you can click on the link for Avocados.

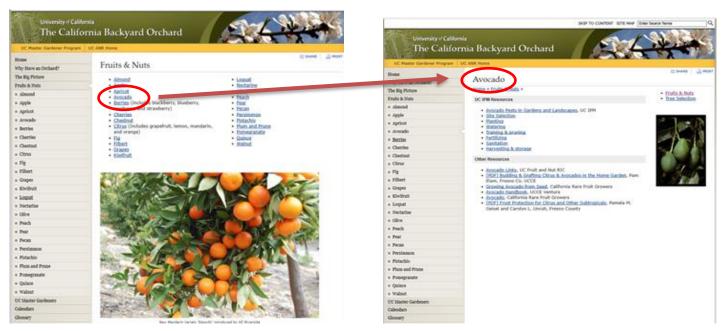
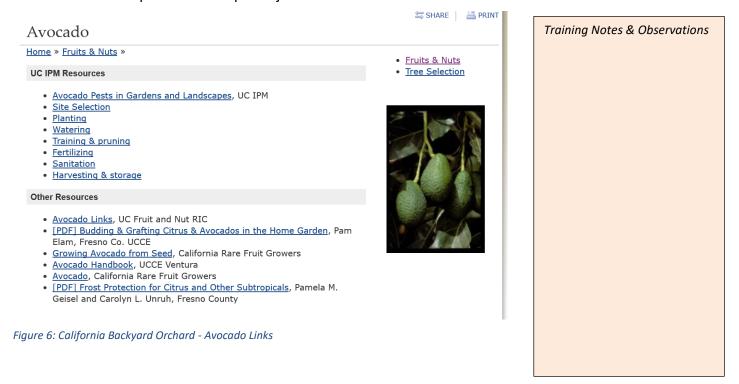


Figure 4: California Backyard Orchard - Fruits & Nuts

Figure 5: California Backyard Orchard - Avocado Page

Riverside County is *Avocado Country*, at least in some parts. The MG Trainee should click on each link to see what information is available. It bears repeating, that these web resources are available to the general public. You can consider it part of the Help Line job to teach the callers how to find them.



Example Search – Avocado (Continued)

There are even more sources of information that will be helpful to you. It is a good idea to check for other sources of needed information. Continue your search for Avocado information by returning to the MG WEB - Internet Resources page.

California Agriculture

California Center for Urban Horticulture

- Scroll down to the section titled Other University of California Web Resources.
- Click on the link <u>Avocado</u> <u>Information</u>

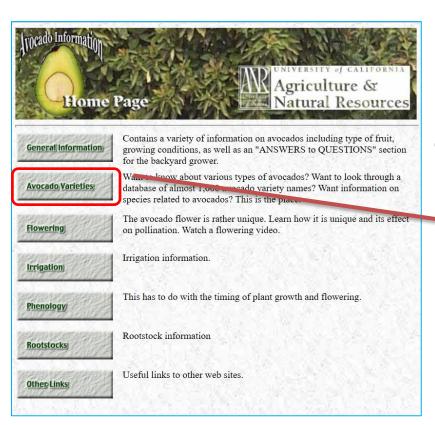
Other University of California Web Resources

The following Internet sites are all part of the UC System and are maintained by several different campus departments. You will find authoritative information from UC Riverside, UC Davis and UC Santa Cruz.

Asian Citrus Psyllid

Avocado Information

Beneficial Insects Poster



UC Riverside has its own Avocado web site. Both MG Trainees and MG Veterans should be familiar with the volumes of great information at your finger tips (or mouse clicks).



Training Notes & Observations

Example Search - Avocado (Continued)

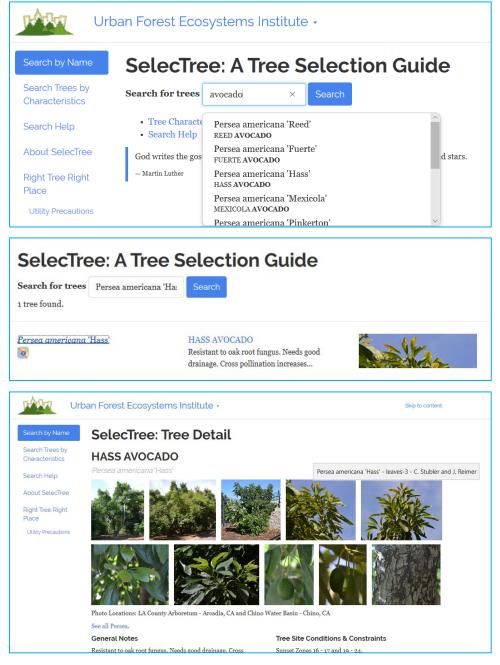
Return again to the MG WEB - Internet Resources page. Scroll down to the Non-UC Internet Resources

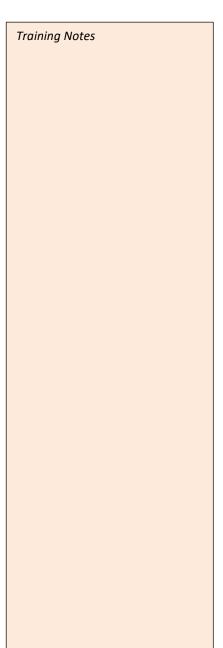
Click Tree Selection
 Guide

Non-UC Internet Resources

The inclusion of external links does not constitute endorsement by the University of California of external sites or the information or services contained therein, nor is criticism implied of similar sites that are not mentioned. UCCE does not exercise any editorial control over the information found at external locations, and does not guarantee their accuracy or reliability.

TreePeople
Tree Selection Guide
Trees Are Good (International Society of Arboriculture)





This concludes Training Module 1.

Highlights

- The Riverside County Master Gardener Web Site (MG WEB) is where research begins.
- Encouraging and educating the general public about the MG WEB is part of the job.
- Example Search Avocados
 - California Garden Web (UC)
 - California Backyard Orchard (UC)
 - Avocado Information (UCR)
 - Tree Selection Guide (Urban Forest Ecosystems Institute)

Learning Objectives

- Understand the role of the Help Line Volunteer (HLV)
- Understand how Riverside County Master Gardener Web Site (MG WEB) works.
- Learn how to use the Internet Resources to research caller questions.