

**Manager Training Course Agenda
June 24-27, 2019**

**Rapides Parish School District, Food & Nutrition Services Offices
2121 Mason Street, Alexandria, LA 71301**

Monday June 24, 2019

Registration: 12:00 p.m. to 12:30 p.m.

Time	Activity
12:30 p.m.	Welcome & Informational Session
1:00 p.m.	Policy
2:30 p.m.	Break
2:50 p.m.	Marketing
4:30 p.m.	Dismissal

Tuesday June 25, 2019 & Wednesday June 26, 2019

Time	Activity	Session Topics
8:30 a.m.	Morning Session	Meal Pattern Meal Preparation & Service Role & Responsibilities of the Manager Financial Management <i>Sessions will include a 20-30 min break</i>
12:00 p.m.	Lunch	
1:00 p.m.	Afternoon Session	
4:30 p.m.	Dismissal	

Thursday June 27, 2019

Time	Activity
8:30 a.m. – 10:30 a.m.	Assessment <i>Participants may be dismissed upon completion</i>

Note: Agenda subject to change.

Please review suggested preliminary trainings next page.

Manager Training Recommended Prerequisites

Individuals attending Manager Training are expected to have basic knowledge and skills in food safety, culinary techniques, portion control, weighing, measuring, recipe adjustment, USDA Foods, and inventory management. Completion of the following prerequisites are recommended prior to attending manager training. The minimum of 16 hours of Culinary Techniques may be from any of the available Culinary Techniques options.

NOTE: The resources below are recommendations. Other resources, such as those developed locally, may be used.

For assistance with the courses listed below, call ICN at 1-800-321-3054, or email: helpdesk@theicn.org

Hours	Recommended Prerequisite	Link
8	Food Safety in Schools (ICN), ServSafe®, or other course	https://theicn.docebosaas.com/learn/course/external/view/elearning/21/food-safety-in-schools
16	1 hour Culinary Techniques (CT) 1-Introduction	https://theicn.docebosaas.com/learn/course/external/view/elearning/7/ct1-introduction
	6 hour CT 1-Preparing Fruits, Vegetables, & Salads	https://theicn.docebosaas.com/learn/course/external/view/elearning/8/ct2-preparing-fruits-vegetables-salads
	8 hour CT 1-Preparing Entrée Items	https://theicn.docebosaas.com/learn/course/external/view/elearning/9/ct3-preparing-entree-items
	8 hour CT 1-Preparing Soups, Eggs, Dairy & Sauces	https://theicn.docebosaas.com/learn/course/external/view/elearning/10/ct4-preparing-soups-eggs-dairy-sauces
	6 hour CT 1-Preparing Breads & Baked Goods	https://theicn.docebosaas.com/learn/course/external/view/elearning/11/ct5-preparing-breads-baked-goods
	4 hour CT 1-Using Seasonings	https://theicn.docebosaas.com/learn/course/external/view/elearning/12/ct6-using-seasonings
6	Culinary Math	https://theicn.org/icn-resources-a-z/basic-culinary-math-for-school-nutrition-professionals/
1	Inventory Management-Controlling Cost	https://theicn.docebosaas.com/learn/course/external/view/elearning/13/inventory-management-controlling-cost
4	Portion Control	https://theicn.docebosaas.com/learn/course/external/view/elearning/16/portion-control
4	Recipe Adjustments	https://theicn.docebosaas.com/learn/course/external/view/elearning/17/recipe-adjustments
4	Weights and Measures	https://theicn.docebosaas.com/learn/course/external/view/elearning/19/weights-and-measures
3	USDA Primer 1	https://theicn.docebosaas.com/learn/course/external/view/elearning/26/usda-foods-primer-1
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