

# Manager Training

July 6-10, 2020

## Training Location:

Virtual Training via Zoom

Registration limited to 25 participants.



Focused Informed Trained

## Training Agenda (all sessions include a 15-minute break)

MONDAY, July 6, 2020	Topic	Learning code/hours
8:00 – 8:30 am	Registration and Introductions	
8:30 – 10:30 am	Policy	3400 / 2.0
10:30 - 12:00 pm	Marketing	4100 / 1.25
<b>TUESDAY, July 7, 2020</b>		
8:00 – 8:30 am	“Settling In”	
8:30 am -12:15 pm	Meal Pattern & Nutritional Quality	3300 / 3.5
<b>WEDNESDAY, July 8, 2020</b>		
8:00 – 8:30 am	“Settling In”	
8:30 am -11:45 am	Meal Preparation & Service	4100 / 3.0
<b>THURSDAY, July 9, 2020</b>		
8:00 – 8:30 am	“Settling In”	
8:30 am -12:15 pm	Financial Management	1110 / 3.5
<b>FRIDAY, July 10, 2020</b>		
8:00 – 8:30 am	“Settling In”	
8:30 am – 11:45 am	Managing Employees & Safety	2100 / 3.0
<b>FRIDAY, July 10, 2020</b>		
1:00 – 3:30 pm	Assessment Quiz	
<b>Total Continuing Education Hours</b>		<b>16.25</b>

To register for this training, the following criteria must be met:

- Participants must have their own email address.
- Participants must have a computer and reliable internet service at the training location. The computer must have both audio and video capability so that participants will be able to see, hear and participate in the training.
- The Assessment Quiz will be computerized. Participants are required to be proctored by the CNP director or another staff member while taking the assessment. SFAs may wish to host the assessment in a computer lab onsite.

### 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. A list of recommended prerequisites has been compiled (see next page) and should be completed PRIOR to attending the Manager Training. **NOTE:** Other resources, (including those developed locally), are acceptable prerequisites.

**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](mailto:helpdesk@theicn.org)

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