

Virtual Manager Training

October Virtual Manager Training (beginning 10/6/2020 and ending 11/10/2020; weekly on Tuesdays from 1-5 pm)

Training Location:

Virtual Training via Zoom



Registration limited to 25 participants.

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

TUESDAY, October 6, 2020	Topic	Learning code/hours
1:00 – 1:30 pm	Registration and Introductions	
1:30 – 3:30 pm	Policy	3400 / 2.0
3:30 - 5:00 pm	Marketing	4100 / 1.25
TUESDAY, October 13, 2020		
1:00 – 1:30 pm	“Settling In”	
1:30 – 5:00 pm	Meal Pattern & Nutritional Quality	3300 / 3.5
TUESDAY, October 20, 2020		
1:00 – 1:30 pm	“Settling In”	
1:30 – 5:00 pm	Meal Preparation & Service	4100 / 3.0
TUESDAY, October 27, 2020		
1:00 – 1:30 pm	“Settling In”	
1:30 – 5:00 pm	Financial Management	1110 / 3.5
TUESDAY, November 3, 2020		
1:00 – 1:30 pm	“Settling In”	
1:30 – 5:00 pm	Managing Employees & Safety	2100 / 3.0
TUESDAY, November 10, 2020		
1:00 – 3:30 pm	Assessment Quiz	
Total Continuing Education Hours		16.25

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

Hours	Recommended Prerequisite	Link
8	Food Safety in Schools (ICN), ServSafe®, or other course	https://theicn.docebosaa.com/learn/course/external/view/elearning/21/food-safety-in-schools
16	1 hour Culinary Techniques (CT) 1-Introduction	https://theicn.docebosaa.com/learn/course/external/view/elearning/7/ct1-introduction
	6 hour CT 1-Preparing Fruits, Vegetables, & Salads	https://theicn.docebosaa.com/learn/course/external/view/elearning/8/ct2-preparing-fruits-vegetables-salads
	8 hour CT 1-Preparing Entrée Items	https://theicn.docebosaa.com/learn/course/external/view/elearning/9/ct3-preparing-entree-items
	8 hour CT 1-Preparing Soups, Eggs, Dairy & Sauces	https://theicn.docebosaa.com/learn/course/external/view/elearning/10/ct4-preparing-soups-eggs-dairy-sauces
	6 hour CT 1-Preparing Breads & Baked Goods	https://theicn.docebosaa.com/learn/course/external/view/elearning/11/ct5-preparing-breads-baked-goods
	4 hour CT 1-Using Seasonings	https://theicn.docebosaa.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.docebosaa.com/learn/course/external/view/elearning/13/inventory-management-controlling-cost
4	Portion Control	https://theicn.docebosaa.com/learn/course/external/view/elearning/16/portion-control
4	Recipe Adjustments	https://theicn.docebosaa.com/learn/course/external/view/elearning/17/recipe-adjustments
4	Weights and Measures	https://theicn.docebosaa.com/learn/course/external/view/elearning/19/weights-and-measures
3	USDA Primer 1	https://theicn.docebosaa.com/learn/course/external/view/elearning/26/usda-foods-primer-1
46		