

## Virtual Manager Training

**Dates:** January 3, 2023 – January 6, 2023

**Time:** 1:00 pm – 4:30 pm (January 3, 2023)  
 8:30 am – 4:30 pm (January 4 & 5, 2023)  
 9:00 am – 11:30 am, January 6, 2023 (Assessment)

**Location:** Virtual (Zoom)



**Focused Informed Trained**

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

TUESDAY, January 3	Topic	Learning code/hours
12:30 – 1:00 pm	Registration and Introduction	
1:00 – 3:00 pm	Policy	3400 / 2.0
3:00 - 4:30 pm	Marketing	4100 / 1.25
<b>WEDNESDAY, January 4</b>		
8:00 – 8:30 am	“Settling In”	
8:30 am – 12:00 pm	Meal Pattern & Nutritional Quality	1100 / 3.5
1:00 – 4:30 pm	Meal Preparation & Service	2100 / 3.0
<b>THURSDAY, January 5</b>		
8:00 – 8:30 am	“Settling In”	
8:30 am – 12:00 pm	Financial Management	3300 / 3.5
1:00 – 4:30 pm	Managing Employees & Safety Optional Review Session	3200 / 3.0
<b>FRIDAY, January 6</b>		
9:00 am – 11:30 am	Assessment	
<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 will be computerized. Participants are required to be proctored by the CNP director or designee. SFAs may wish to host the assessment in a computer lab onsite.**

### 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. A list of recommended prerequisites has been compiled and should be completed PRIOR to attending Manager Training. The minimum of 16 hours of Culinary Techniques may be from any of the available Culinary Techniques options.

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>
46		