

Virtual Manager Training

Dates: May 30, 2023 – June 1, 2023

Time: 8:00 am – 4:30 pm (May 30 & May 31 2023)
8:30 am – 12:00 pm (June 1, 2023)
2:00 pm – 4:30 pm, June 1, 2023 (Assessment)

Location: Virtual (Zoom)



Focused Informed Trained

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

| TUESDAY, May 30 | Topic | Learning code/hours |
|---|--|---------------------|
| 8:00 – 8:30 am | “Settling In” and Introductions | |
| 8:30 – 10:30 am | Policy | 3400 / 2.0 |
| 10:30 am – 12:00 pm | Marketing | 4100 / 1.25 |
| 1:00 – 4:30 pm | Meal Pattern & Nutritional Quality | 1100 / 3.5 |
| WEDNESDAY, May 31 | | |
| 8:00 – 8:30 am | “Settling In” | |
| 8:30 am – 12:00 pm | Financial Management | 3300 / 3.5 |
| 1:00 – 4:30 pm | Meal Preparation & Service | 2100 / 3.0 |
| THURSDAY, June 1 | | |
| 8:00 – 8:30 am | “Settling In” | |
| 8:30 am – 12:00 pm | Managing Employees & Safety Optional Review Session | 3200 / 3.0 |
| THURSDAY, June 1 | | |
| 2:00 pm – 4:30 pm | Assessment | |
| 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 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

| 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 |
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