

In Person Manager Training – July 2024

Dates: July 8 – 10, 2024

Time: 8:00 am – 4:30 pm (July 8 & 9, 2024)
 8:30 am – 12:00 pm (July 10, 2024)
 1:30 pm – 4:00 pm (July 10, 2023 – Assessment)



Focused Informed Trained

Registration Cost: **\$60**
 Limited to 40 attendees

Location: Pennington Biomedical Conference Center
 Room 326

Note: Participants must bring their own laptop to take the Assessment Quiz on July 10.

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

MONDAY, JULY 8	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
TUESDAY, JULY 9		
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
WEDNESDAY, JULY 10		
8:00 – 8:30 am	“Settling In”	
8:30 am – 12:00 pm	Managing Employees & Safety Optional Review Session	3200 / 3.0
WEDNESDAY, JULY 10		
1:30 pm – 4:00 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 bring a laptop computer to take the Assessment Quiz scheduled for July 10.**
- **The Assessment will be computerized. Participants will be proctored by LDOE or PBRC personnel.**

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
46		