

## In Person Manager Training – July 2025

**Dates:** July 28 – 30, 2025

**Time:** 8:00 am – 4:30 pm (July 28 & 29, 2025)  
8:30 am – 12:00 pm (July 30, 2025)  
1:30 pm – 4:00 pm (July 30, 2025 – Assessment)



**Focused Informed Trained**

**Registration Cost:** \$75  
**Limited to 40 attendees (lunch provided)**

**Location:** Pennington Biomedical Conference Center  
Room 326

**Note:** Participants must bring their own laptop to take the Assessment Quiz on July 30.

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

MONDAY, JULY 28	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
<b>TUESDAY, JULY 29</b>		
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
<b>WEDNESDAY, JULY 30</b>		
8:00 – 8:30 am	“Settling In”	
8:30 am – 12:00 pm	Managing Employees & Safety Optional Review Session	3200 / 3.0
<b>WEDNESDAY, JULY 30</b>		
1:30 pm – 4:00 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 bring a laptop computer or tablet or iPad (with at least an 11 inch screen) to take the Assessment Quiz scheduled for July 30.**
- **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. A minimum of 16 hours of Culinary Techniques is recommended and 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.docebosaas.com/learn/course/external/view/elearning/21/food-safety-in-schools">https://theicn.docebosaas.com/learn/course/external/view/elearning/21/food-safety-in-schools</a>
16	1 hour Culinary Techniques (CT) 1-Introduction	<a href="https://theicn.docebosaas.com/learn/course/external/view/elearning/7/ct1-introduction">https://theicn.docebosaas.com/learn/course/external/view/elearning/7/ct1-introduction</a>
	6 hour CT 1-Preparing Fruits, Vegetables, & Salads	<a href="https://theicn.docebosaas.com/learn/course/external/view/elearning/8/ct2-preparing-fruits-vegetables-salads">https://theicn.docebosaas.com/learn/course/external/view/elearning/8/ct2-preparing-fruits-vegetables-salads</a>
	8 hour CT 1-Preparing Entrée Items	<a href="https://theicn.docebosaas.com/learn/course/external/view/elearning/9/ct3-preparing-entree-items">https://theicn.docebosaas.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.docebosaas.com/learn/course/external/view/elearning/10/ct4-preparing-soups-eggs-dairy-sauces">https://theicn.docebosaas.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.docebosaas.com/learn/course/external/view/elearning/11/ct5-preparing-breads-baked-goods">https://theicn.docebosaas.com/learn/course/external/view/elearning/11/ct5-preparing-breads-baked-goods</a>
	4 hour CT 1-Using Seasonings	<a href="https://theicn.docebosaas.com/learn/course/external/view/elearning/12/ct6-using-seasonings">https://theicn.docebosaas.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.docebosaas.com/learn/course/external/view/elearning/13/inventory-management-controlling-cost">https://theicn.docebosaas.com/learn/course/external/view/elearning/13/inventory-management-controlling-cost</a>
4	Portion Control	<a href="https://theicn.docebosaas.com/learn/course/external/view/elearning/16/portion-control">https://theicn.docebosaas.com/learn/course/external/view/elearning/16/portion-control</a>
4	Recipe Adjustments	<a href="https://theicn.docebosaas.com/learn/course/external/view/elearning/17/recipe-adjustments">https://theicn.docebosaas.com/learn/course/external/view/elearning/17/recipe-adjustments</a>
4	Weights and Measures	<a href="https://theicn.docebosaas.com/learn/course/external/view/elearning/19/weights-and-measures">https://theicn.docebosaas.com/learn/course/external/view/elearning/19/weights-and-measures</a>
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