

Virtual Manager Training – Agenda June 2026

Dates: June 22-24, 2025

Time: 8:00 am – 4:30 pm (June 22 & 23, 2026)
8:30 am – 12:00 pm (June 24, 2026)
1:30 pm – 4:00 pm (June 24, 2026 – Assessment)

Location: Virtual (link will be sent at a later date)



Focused Informed Trained

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

MONDAY, June 22	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, June 23		
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, June 24		
8:00 – 8:30 am	“Settling In”	
8:30 am – 12:00 pm	Managing Employees & Safety Optional Review Session	3200 / 3.0
WEDNESDAY, June 24		
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 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.docebosaas.com/learn/course/external/view/elearning/21/food-safety-in-schools
16	1 hour Culinary Techniques (CT) 1-Introduction	https://theicn.docebosaas.com/learn/course/external/view/elearning/7/ct1-introduction
	6 hour CT 1-Preparing Fruits, Vegetables, & Salads	https://theicn.docebosaas.com/learn/course/external/view/elearning/8/ct2-preparing-fruits-vegetables-salads
	8 hour CT 1-Preparing Entrée Items	https://theicn.docebosaas.com/learn/course/external/view/elearning/9/ct3-preparing-entree-items
	8 hour CT 1-Preparing Soups, Eggs, Dairy & Sauces	https://theicn.docebosaas.com/learn/course/external/view/elearning/10/ct4-preparing-soups-eggs-dairy-sauces
	6 hour CT 1-Preparing Breads & Baked Goods	https://theicn.docebosaas.com/learn/course/external/view/elearning/11/ct5-preparing-breads-baked-goods
	4 hour CT 1-Using Seasonings	https://theicn.docebosaas.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.docebosaas.com/learn/course/external/view/elearning/13/inventory-management-controlling-
4	Portion Control	https://theicn.docebosaas.com/learn/course/external/view/elearning/16/portion-control
4	Recipe Adjustments	https://theicn.docebosaas.com/learn/course/external/view/elearning/17/recipe-adjustments
4	Weights and Measures	https://theicn.docebosaas.com/learn/course/external/view/elearning/19/weights-and-measures
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