




Program Title	Training Hours	Intended Audience	Learning Objectives	Program Description
 <b>Key Area: 1 - Nutrition</b>				
<i>Decoding Labels &amp; Nutrition</i>	1 or 2	All staff	1310, 1320, 2150	Understand nutrition information and the latest changes on labels in this hands-on training.
<i>Food Allergies &amp; Special Diets - Your Role</i>	1 or 2	All staff	1160	Know your school food allergies, special diets, and how to keep students safe.
<i>Menus for the Next Generation</i>	1 or 2	All Staff	1110, 1120, 1170, 1310	Upbeat training geared toward creating innovative menus and marketing to reach the new generation student.
<i>Menu Planning Using PrimeroEdge®</i>	2	SNP Directors, Dieticians, Office staff	1110	Learn to effectively navigate the PrimeroEdge menu planning module using a hands on approach and your own menus.
<i>Paint Your Plate</i>	2	Directors, Mgrs., Teachers, Principals	1210, 1220	Incorporate the cafeteria as a nutrition learning lab to support classroom education.
 <b>Key Area: 2 - Operations</b>				
<b>** Updated**</b> <i>What's on Their Tray?</i>	1 or 2	All staff & Cashier	2210, 2320, 2220, 2310	Learn to correctly identify reimbursable meals for all grade levels in a fun approach.
<i>Keep 'Em Safe, Implementing Food Safety</i>	1 or 2	All staff	2610, 2620, 2630, 2640	Keep students safe by practicing proper food safety.
<i>Solving the Food Safety Mystery at Sam &amp; Ella's Café</i>	2 or 3	All staff	2610, 2620, 2630, 2640,	This fun training will elevate your food safety program by referencing case studies.
<i>ServSafe® Manager Certification Course</i>	8	Directors, Managers, Key Persons	2610, 2620, 2630, 2640,	This one day class reviews the important information required to pass the ServSafe® manager's exam.
<i>Production Records Using PrimeroEdge® Software</i>	1	Managers Key Person	2110, 2120, 2150	Effectively navigate the PrimeroEdge® menu planning module using a hands on approach.
<i>Standard Production Records</i>	1 or 2	Managers Key Person	2110, 2120, 2150	Learn what and how to record production records. Ideal for school nutrition programs utilizing paper production records.
<i>Efficiency in the Kitchen</i>	1	All Staff	2130	Learn to simplify work processes and save time during food preparation.
<b>**NEW**</b> <i>Teaspoons, Cups, Quarts, and Pounds - Recipe Ins and Outs</i>	2	All Staff	2110, 2130	Review and analyze a recipe while developing your culinary skills for meal preparation
 <b>Key Area: 3 - Administration</b>				
<i>Civil Rights for School Nutrition Programs</i>	1	All Staff	3260	This fast paced annual training requirement ensures the staff understands civil rights.
<i>Administrative Review Preparation</i>	1 or 2	Directors, Managers, Bus Mgr.	3260	We cover everything you need to know to pass your review with confidence.
<i>Leading Your Team</i>	1.5	Managers, Sup, Directors	3210	Understand your style and how to get the most from your team
<i>Supervisory Skills, Part II- Time Maximization</i>	2	Supervisory Staff	3410	Get the most done in the least amount of time by identifying and eliminating time wasters.
<i>Supervisory Skills, Part IV, Human Resource Evaluation</i>	2	Supervisory Staff	3410, 3440	Learn how to effectively evaluate employee work and improve staff performance.
<i>Money in, Money Out - Deciphering Financial Information</i>	4	Directors & Supervisors	3320, 3340, 3350, 3360	Learn about and understand appropriate accounting procedures to support School Nutrition Programs.

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<i>Building Your Budget</i>	4	Directors & Supervisors	3320, 3330, 3340, 3350, 3360	Find the perfect balance of revenues and expenses. Creating and analyzing a School Nutrition Program budget.
<i>Time Maximization &amp; Organization</i>	1	All Staff	3410	Learn how being organized can save you time and streamline your program.



### **Key Area: 4 - Communication and Marketing**

<i>Communication &amp; Work Style Success</i>	2	All Staff	4140, 3410	Examine communication and work traits and how to effectively work with others.
<i>Effective Communication, She Said What?</i>	2	All Staff	4140, 3410	Improve your workplace by addressing different communication scenarios.
<i>Creating Customer Connections</i>	1 or 2	Directors, Mgrs., Sup	4110, 4150	Understand why positive promotion is important to those inside and outside your school.
<i>Marketing Your Program</i>	4	Directors, Supervisors	4110, 4120, 3230	Follow our step by step marketing plan development
<i>Embracing Change</i>	1	All Staff	4160, 3410	Learning to love change and excel in the workplace.
<i>Addressing Conflict</i>	1	All Staff	4140	Learn how to minimize conflict in the workplace.
<i>Implementing Change &amp; Conquering Conflict</i>	1 - 1.5	All Staff	4140	Highlights key topics in Change and Conflict programs in one fun course.
<i>Bullying</i>	1	All Staff	4140	Understand the definition of bullying, how to recognize it, what to do if it's happening and prevent it in the future.
<i>Creating the Exceptional Dining Experience</i>	1	All Staff	4130	Understand how the five senses can be used to sell your program.
<i>Dressing the Serving Line - Effective Marketing</i>	2	All Staff	4110, 4120, 4130, 4160	Hands on training to develop marketing plans that engage students and staff.
<i>Simply Fantastic - Building Engaged Teams</i>	1 or 2	All Staff	4140, 4130	High energy training designed to make your team more cohesive.
<i>Humor in the Workplace - Staying Jazzed</i>	1	All Staff	4130	Improve the workplace environment with fun and laughter.
<i>Supervisory Skills, Part I- Communication &amp; Teambuilding</i>	3	Managers Supervisors	4140, 3410	Identify and practice good communication through quality team building practices.
<i>Supervisory Skills, Part III- Leadership</i>	3	Managers Supervisors	4140, 3410	Develop a personal leadership style utilizing the six C's.
<i>WOW! Customer Service</i>	2	All Staff	4130	Interactive training learning the difference between customer needs and wants. What defines great customer service.
<i>Goal Setting</i>	3 or 4	Managers Supervisors	4110	Understand SMART goals and learn to create an attainable plan for implementation.

### **Other Services Provided by Carol H Gilbert Consulting**

- ✓ **Consulting and analysis of your food service program**
- ✓ **Guidance for the Administrative Review**
- ✓ **Operation administrative management**
- ✓ **ServSafe® certification training**
- ✓ **PrimeroEdge® menu input and staff training**