

# **KSDE Child Nutrition 5-Star Regional Training System**



**Child Nutrition & Wellness  
Kansas State Department of Education  
January 2012**

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# Child Nutrition & Wellness

## Kansas State Department of Education

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**IMPORTANT:** Please discard the previous versions of this publication. There are some slight differences in procedures between this version and the prior ones. All training will be completed using the procedures in place at the time the training was scheduled.

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## Overview

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Child Nutrition & Wellness at the Kansas State Department of Education is dedicated to providing high quality, accessible and cost effective training in a manner that is equitable to all Kansas child nutrition employees. We continually strive to develop and manage training programs, content, and classes that are both interesting and relevant to your needs.

KSDE's Regional Training System provides the professional development your staff needs, when and where you want it. Regional classes are an economical and efficient way to train child nutrition personnel.

Sponsors are encouraged to participate in their Regional Training Cooperatives (RTC) established and supported by Child Nutrition & Wellness. Face to face sharing of information is an excellent way to further develop the skills of our Kansas child nutrition employees. In addition to receiving formal training, this gives participants a good chance to network and learn from one another.

Ninety-four classes are now available. Please review the class list and descriptions on pages 8 through 20.

Regional training classes can be requested anytime throughout the year. Three different categories of regional training are available:

- ★ Regional Training Cooperative (RTC) Classes
- ★ Local Sponsor Classes
- ★ SNA-KS (School Nutrition Association of Kansas) Chapter Meeting Programs

Each of these categories of training is described on the following pages.

KSDE also offers regional training designed for managers and directors through:

- ★ Leadership Connections – Information about these statewide regional meetings is distributed in the fall and spring.
- ★ Child Nutrition Management Academy – A separate KSDE publication provides detailed information about this comprehensive management training program.

# Regional Training Cooperative (RTC) Classes

## What is it?

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KSDE cadre trainers will teach KSDE-approved classes for employees of sponsors in each of 34 Regional Training Cooperatives (RTCs).

A map showing the geographic area for each RTC is on page 5 of this packet and is also available on the Child Nutrition & Wellness website, [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Training, RTC View Schedule. Twenty-six of the RTCs include more than one public school district, and most also include one or more private schools. The following eight public school districts have the largest number of child nutrition employees and are each a single-district RTC:

- ◆ USD 229 Blue Valley
- ◆ USD 233 Olathe
- ◆ USD 259 Wichita
- ◆ USD 305 Salina
- ◆ USD 497 Lawrence
- ◆ USD 500 Kansas City
- ◆ USD 501 Topeka
- ◆ USD 512 Shawnee Mission

See the “Special notes” at the end of this section for information that applies only to these eight single-district RTCs.

RTCs have many options as to when classes are scheduled. Some may choose to offer classes in May, as an end-of-school seminar series, or in August, using a back-to-school workshop format. Additional possibilities include offering classes on staff professional development days, after school, in the evenings, or on Saturdays.

## What are KSDE’s responsibilities?

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- ★ Coordinate regional training needs assessments.
- ★ Provide resources for a minimum of 6 hours of training per RTC per year. The number of classes offered is variable depending upon RTC demand and KSDE’s resources.
- ★ Pay the RTC coordinator a set fee per event conducted and per hour of training completed.
- ★ Pay a site assistant, as applicable.
- ★ Secure and pay the trainers.
- ★ Provide the following:
  - All instructional materials for the trainers and participants
  - Supplies or supply list
  - Evaluation forms
  - On-line registration
  - Invoicing of sponsors for participants’ class registration fees
  - Completion certificates for participants

## KSDE Child Nutrition 5-Star Regional Training System

### What is an RTC Coordinator?

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KSDE has appointed an individual to coordinate the activities of each RTC. The coordinator assumes specific responsibilities for the RTC.

### What are the RTC Coordinator's responsibilities?

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- ★ Determine which classes will be offered and when they will be scheduled (based on regional needs assessment data collected and analyzed by KSDE).
- ★ Complete training requests on-line.
- ★ Secure training location.
- ★ Arrange for data projector, screen, and laptop computer for power point presentation.
- ★ Arrange for a site assistant for lab classes.
- ★ If refreshments are desired, plan healthy refreshments (such as trail mix, fresh veggies with dip, fresh fruit, low fat whole grain muffins, 100% juices, yogurt parfaits, etc.). Send receipts for purchased items to KSDE for reimbursement.
- ★ Secure equipment and supplies for lab classes including food, cleaning supplies, cooking equipment and administrative items. KSDE will provide a complete list of items needed for each lab class. Send receipts for purchased items to KSDE for reimbursement.
- ★ Publicize the availability of the class. Classes will also be publicized on [www.kn-eat.org](http://www.kn-eat.org). Go to School Nutrition Programs, Training, RTC Schedule, and select RTC region on map.
- ★ Contact trainer to confirm date, time and location.

### What are the trainer's responsibilities?

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- ★ Receive participant materials from KSDE.
- ★ Purchase supplies as instructed by KSDE for non-lab classes and submit receipts for reimbursement.
- ★ Conduct class.
- ★ Return all loaned class materials and required documents to KSDE.

### What does it cost?

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- ★ KSDE will collect class fees from participants at the rate of \$15 for less than 4 hours of training and \$25 for 4 hours or more of training per day. This money will be used to help pay the trainer's stipend, travel expenses, printing costs, certificates, and other expenses.

### Special notes

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The following stipulations apply ONLY to the eight single-district RTCs.

- ★ Single-district RTC collects participant fees if applicable.
- ★ Single-district RTC pays for their own site assistant(s), RTC coordinator, and trainer (if trainer is in-house).
- ★ KSDE will invoice the single-district RTC for a contracted KSDE Cadre Trainer. Invoice will cover stipend and travel expenses based on the KSDE Cadre Trainer payment schedule.
- ★ KSDE will print and send instructional materials for the trainers and participant booklets.
- ★ KSDE will print a roster.
- ★ KSDE will issue each participant a certificate upon completion of RTC class.

## KSDE Cadre Trainer Payment Schedule

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KSDE Cadre Trainers are paid mileage reimbursement at \$.51 per mile (or current state rate). They also receive a stipend based on hours of training provided, except as explained below for the “Food Safety Basics” class.

\$50 per 1-hour class

\$75 per 1.5-hour class

\$100 per 2-hour class

\$150 per 3-hour class

\$200 per 4-hour lab class

\$300 per 6-hour class

\$350 per 7-hour lab class

\$600 per 12-hour class

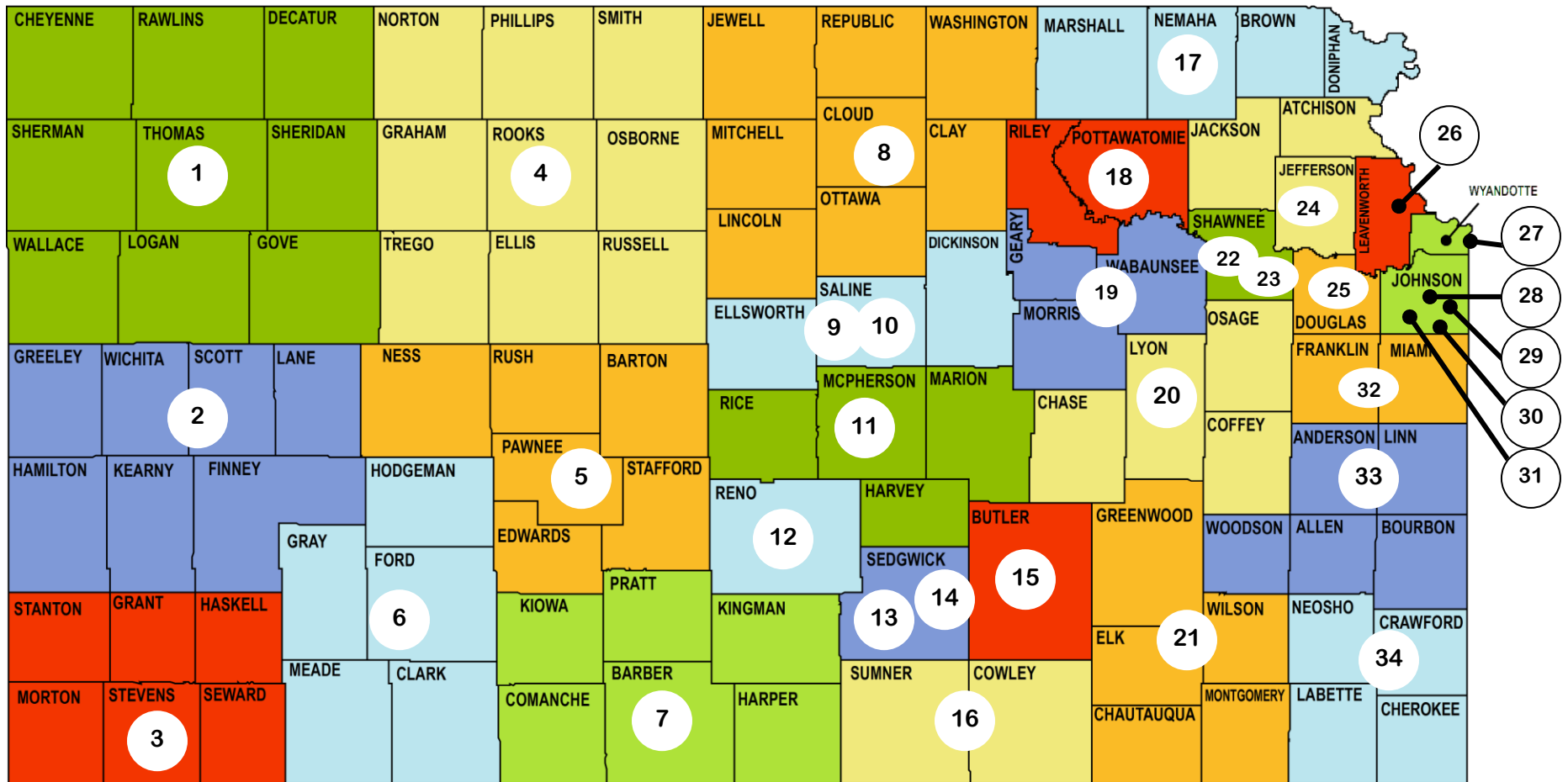
### **Food Safety Basics**

There is no charge if 30 or more attend. If 29 or fewer attend (regardless of the number expected), the cost to the sponsor is \$150 plus reimbursement for the trainer’s mileage and cost of postage to return the class roster and evaluations. Sponsors are encouraged to invite employees from neighboring sponsors to ensure that more than 30 attend. A maximum of 50 is preferred, but approval for larger groups may be requested.

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# KSDE Child Nutrition 5-Star Regional Training System Regional Training Cooperatives



## Single-District Training Cooperatives

- |                       |                              |
|-----------------------|------------------------------|
| 10 – USD 305 Salina   | 27 – USD 500 Kansas City     |
| 14 – USD 259 Wichita  | 28 – USD 512 Shawnee Mission |
| 22 – USD 501 Topeka   | 29 – USD 229 Blue Valley     |
| 25 – USD 497 Lawrence | 30 – USD 233 Olathe          |

## Local Sponsor Classes

### What is it?

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A KSDE cadre trainer teaches a KSDE-approved class for employees of a sponsor.

### What are KSDE's responsibilities?

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- ★ Secure and pay the trainer **UNLESS** the KSDE cadre trainer is training **ONLY** his/her own staff.
- ★ Provide the following:
  - All instructional materials for the trainer and participants
  - List of supplies for the sponsor to obtain
  - On-line registration
  - Completion certificates for participants

### What are the sponsor's responsibilities?

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- ★ Call KSDE @ 785-296-8172 to request training.
- ★ Secure training location.
- ★ Arrange for data projector, screen, and laptop computer for power point presentation.
- ★ Provide equipment and supplies including food, cleaning supplies, cooking equipment and administrative items. KSDE will provide a complete list of items needed for each class.
- ★ Publicize the availability of the class.
- ★ Register employees online (to receive recognition program credit and completion certificates).
- ★ Contact trainer to confirm date, time and location.

### What are the trainer's responsibilities?

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- ★ Receive training supplies and participant materials from KSDE.
- ★ Conduct class.
- ★ Return all loaned class materials and required documents to KSDE.

### What does it cost?

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KSDE will invoice the sponsor for the trainer's stipend and travel costs based on the KSDE Cadre Trainer Payment Schedule on the previous page. All other expenses will be paid directly by the sponsor.

## SNA-KS Chapter Meeting Programs

### What is it?

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SNA-KS is the Kansas affiliate of the School Nutrition Association (SNA), which is the national professional association for all child nutrition employees. There are local chapters throughout Kansas. These groups meet two or more times per year for professional development, networking and fun. Go to [www.sna-ks.org](http://www.sna-ks.org) for more information. A KSDE cadre trainer will teach a KSDE-approved class to members attending SNA-KS chapter meetings.

### What are KSDE's responsibilities?

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- ★ Secure and pay the trainer.
- ★ Provide the following:
  - All instructional materials for the trainer and participants
  - List of supplies for the chapter to obtain
  - On-line registration
  - Completion certificates for participants

### What are the SNA-KS chapter's responsibilities?

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- ★ Call KSDE @ 785-296-8172 to request training.
- ★ Secure training location.
- ★ Provide data projector and screen for power point. Provide laptop computer if requested by trainer.
- ★ Publicize the availability of the class.
- ★ Contact trainer to confirm date, time, location and equipment needs.

### What are the trainer's responsibilities?

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- ★ Receive training supplies and participant materials from KSDE.
- ★ Conduct class.
- ★ Return all loaned class materials and required documents to KSDE.

### What does it cost?

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There is no charge to the SNA-KS chapter.

## KSDE Child Nutrition 5-Star Regional Training System

General Topic Area	Class Name	Class Length
<b>Communication &amp; Teamwork</b>	1. Are We Really Communicating?	2 hours
	2. Cafeteria Clues: Create an Awesome Atmosphere	1 hour
	3. From Conflict to Collaboration	1 hour
	4. How to Win Without the Gloves	2 hours
	5. Is Your Attitude Showing?	1 hour
	6. The Art of Negotiation	1 hour
	7. The Essentials and Art of Written Communication	2 hours
	8. The Power of Teamwork	1.5 hours
	9. What Do You Say Without Speaking?	1 hour
<b>Food Production</b>	10. Batch Cooking	1 hour
	11. Build a Healthy Salad Bar	5 hours (w/ meal)
	12. Celebrate Good Times, Come On! <b>*NEW*</b>	5 hours (w/ meal)
	13. Food Production Records	1 hour
	14. Healthier Kansas Menus - Main Dishes	5 hours (w/ meal)
	15. Kitchen Math Made Easy	2 hours
	16. On the Cutting Edge	1.5 hours
	17. Preparing Fabulous Fruits & Vegetables	5 hours (w/ meal)
	18. Preparing Whole Grain Quick Breads	5 hours (w/ meal)
	19. Preparing Healthy Yeast Breads	7 hours (w/ meal)
	20. Preparing Speed Scratch Products	7 hours (w/ meal)
	21. Preparing Whole Grain Foods	7 hours (w/ meal)
	22. Singing The Praises of Beans and Legumes	5 hours (w/ meal)
	23. Sock It To Sodium! <b>*NEW*</b>	5 hours (w/ meal)
	24. Success with Standardized Recipes	2 hours
	25. The “Fats” of Life	5 hours (w/ meal)
	26. To Weigh or Measure? That is the Question.	1.5 hours
	27. Waking Up School Breakfast	5 hours (w/ meal)
	28. What Is That and How Do I Use It?	2 hours

## KSDE Child Nutrition 5-Star Regional Training System

General Topic Area	Class Name	Class Length
<b>Food Safety &amp; Employee Safety</b>	29. Creating Safety in the Kitchen	1.5 hours
	30. First Aid Basics	1 hour
	31. Food Safety Basics	3 hours
	32. Food Service Sanitation	12 hours
	33. Handling Chemicals in Your Kitchen	1 hour
	34. How YOU Can Help a Choking Child	1 hour
	35. Implementing HACCP in Kansas	1.5 - 3 hours
	36. The HACCP Review Game	2 hours
<b>Health &amp; Wellness</b>	37. Diet Decisions	1 hour
	38. Move to the Beat of Your Own Drum <b>*NEW*</b>	1 hour
	39. "Raisin" Your Emotional Health <b>*NEW*</b>	1 hour
	40. Stress Management for Superwoman	1 hour
	41. The Path to Personal Happiness	1.5 hours
<b>Management Topics</b>	42. Building an Effective Team	2 hours
	43. Child Nutrition M&M's	1 hour
	44. Contributing to the Team	1.5 hours
	45. Controlling Costs	2 hours
	46. Dealing with Pet Peeves	1 hour
	47. Effective Leadership & Management Styles	2 hours
	48. For Adults Only: Effective Training Techniques	2 hours
	49. Going Green	2 hours
	50. Help Your Supervisor Help You	2 hours
	51. How to Be Prepared for An Emergency	1 hour
	52. How to Purchase Quality Fruits & Vegetables	1 hour
	53. How to Use the Food Buying Guide	1.5 hours
	54. It's Time to Get Down & Dirty <b>*NEW*</b>	2 hours
	55. Pick a Peck of Produce <b>*NEW*</b>	1.5 hours
	56. Responding to a Food Recall	1 hour
	57. The Value of Valuing Differences in the Workplace	1.5 hours
	58. Who Wants to Be a School Nutrition Program Expert?	1.5 hours
	<b>Menu Planning &amp; Recipe Modification</b>	59. Add a Little Spice (& Herbs) to Your Life
60. SNA Healthy E.D.G.E.		10 hours
61. Is This Meal Reimbursable? (Food Based Menu Planning)		1.5 hours
62. The Facts About Nutrition Facts Labels		1.5 hours

## KSDE Child Nutrition 5-Star Regional Training System

General Topic Area	Class Name	Class Length
<b>Nutrition</b>	63. Childhood Obesity: The Role of the Child Nutrition Professional	2 hours
	64. Find the Fiber	1 hour
	65. Gluten Free Diets	2 hours
	66. Helping Students with Diabetes	1 hour
	67. Managing Food Allergies	1 hour
	68. Mighty Minerals	1 hour
	69. Nutrition News: Fact or Fiction?	1 hour
	70. Re-Think Your Drink	1 hour
	71. Simple Sugars in Simple Terms	1 hour
	72. Sodium Savvy	2 hours
	73. Trimming Trans Fat	1 hour
	74. Understanding the 2010 Dietary Guidelines <b>*NEW*</b>	1 hour
	75. Vital Vitamins	1 hour
	76. What's on "My Plate"? <b>*NEW*</b>	2 hours
<b>Personal Skills</b>	77. Change: It's a Good Thing	1.5 hours
	78. Even Eagles Need a Nudge <b>*NEW*</b>	1 hour
	79. How to Find More Time in Your Day	1 hour
	80. Simple, Safe, and Smart	1 hour
	81. The Magic in You	1 hour
	82. Working Smarter, Not Harder	1.5 hours
<b>Promotion &amp; Marketing</b>	83. Bulletin Boards in the Cafeteria	1 hour
	84. Does Your Food LOOK Good Enough to Eat?	1.5 hours
	85. Eat Smart, Eat Breakfast <b>*NEW*</b>	1 hour
	86. How to Promote Fruits & Vegetables	1.5 hours
	87. Marketing 101	2 hours
	88. Promoting & Increasing Whole Grains	2 hours
	89. Promoting Your Nutrition Program	1 hour
	90. Show Your Customers You C.A.R.E.	2 hours
	91. Will They Ever Like This Menu Item?	1 hour
<b>Serving Food</b>	92. Control That Portion!	1 hour
	93. Does Your Food Pass the Test?	1 hour
	94. Setting Up the Serving Line	1 hour

## KSDE Child Nutrition 5-Star Regional Training System

### Communication & Teamwork

#### 1. **Are We Really Communicating?** – 2 hours

Includes components of effective communication and tips for both sending and receiving clear messages.

#### 2. **Cafeteria Clues: Create an Awesome Atmosphere** – 1 hour

Provides tips for improving the atmosphere in the cafeteria during meal periods.

#### 3. **From Conflict to Collaboration** – 1 hour

Teaches how to turn a potential conflict into an opportunity to communicate and collaborate.

#### 4. **How to Win Without the Gloves!** – 2 hours

Explores difficult interpersonal relationship situations and strategies for effectively handling challenging behaviors and circumstances. Suitable for all child nutrition staff.

#### 5. **Is Your Attitude Showing?** – 1 hour

Examines the impact of attitude on work and gives tips for improving personal attitudes as well as the attitudes of others.

#### 6. **The Art of Negotiation** – 1 hour

Explains how to achieve goals through the skillful persuasion of others.

#### 7. **The Essentials and Art of Written Communication** – 2 hours

Provides guidance on using punctuation, verbs, and capitalization; formatting letters; designing bulletin boards; e-mail etiquette; and other techniques for effective written communication.

#### 8. **The Power of Teamwork** – 1.5 hours

Includes several activities that demonstrate the importance, benefit and fun of working together to accomplish tasks and achieve goals. Dress comfortably for this one!

#### 9. **What Do You Say Without Speaking?** – 1 hour

Addresses the impact of non-verbal communication through elements such as appearance, hand-shakes and attitude.

### Food Production

#### 10. **Batch Cooking** - 1 hour

Apply batch cooking principles to determine which foods should be batch cooked. Work through a real-life situation in a school cafeteria to illustrate how batch cooking can improve quality. Batch cooking results in working smarter, cost savings and fresher high quality food!

#### 11. **Build a Healthy Salad Bar** – 5 hours including lab

Teaches salad bar basics, nutritious salad bar choices, safety and sanitation principles, cost-saving strategies and how to produce quality salad bar products. A variety of healthy recipes will be prepared in lab and taste-tested for lunch. Participants must wear closed-toe shoes and should bring an apron and hair covering.

## KSDE Child Nutrition 5-Star Regional Training System

### **12. Celebrate Good Times, Come On!** – 5 hours including lab **\*NEW\***

Serving wholesome foods at snack times, school parties, and other school celebrations is important to providing good nutrition and supporting lifelong healthy eating habits. Participants will prepare and sample ten kid-friendly recipes for nourishing snack foods. Participants must wear closed-toe shoes, bring an apron, and a hair covering.

### **13. Food Production Records** – 1 hour

Explore the “Who, What, Where, When and Why” of production records.

### **14. Healthier Kansas Menus - Main Dishes** – 5 hours including lab

Introduces the new Healthier Kansas Menus and discusses the Menu Standards of Excellence. Participants will also learn ways to modify main dishes to meet the Dietary Guidelines for Americans and culinary techniques for preparing main dishes. Six main dish recipes from the Healthier Kansas Menus will be prepared in lab and taste-tested for lunch. Participants must wear closed-toe shoes and should bring an apron, hair covering, timer, thermometer and calculator.

### **15. Kitchen Math Made Easy** – 2 hours

Reviews basic math skills that are directly related to the kitchen including how to use a calculator, addition, subtraction, multiplication, division, percentages, fractions, recipe conversions and adjustments. Please bring a calculator.

### **16. On the Cutting Edge** – 1.5 hours

Learn techniques to cut, dice, chop and slice like a pro. Provides information on various types of knives and sharpening tools, appropriate uses for each knife and gives participants plenty of time to practice various cutting techniques with a variety of foods.

### **17. Preparing Fabulous Fruits & Vegetables** – 5 hours including lab

Provides tips for prepping and cooking nutritious and delicious fruits and vegetables using a variety of equipment. Several recipes will be prepared in lab and then sampled. Participants must wear closed-toe shoes and should bring an apron, timer, hair covering and thermometer.

### **18. Preparing Whole Grain Quick Breads** – 5 hours including lab

Teaches how to produce delicious, nutritious, quality quick breads. Provides hands-on practice and includes sampling of products prepared in the lab. Participants must wear closed-toe shoes and should bring an apron, timer, hair covering and thermometer.

### **19. Preparing Healthy Yeast Breads** – 7 hours including lab

Teaches the science and hands-on skills needed to bake quality yeast breads from scratch. Includes a 20-minute instructional video produced by the Kansas State Department of Education and the Kansas Wheat Commission. The star of the film is Jan Woodyard, baker at USD 383 Manhattan. A salad bar is provided during lab and products are sampled at the end of class. Participants must wear closed-toe shoes and should bring an apron, timer, hair covering, thermometer and calculator.

### **20. Preparing Speed Scratch Products** – 7 hours including lab

Teaches participants how to determine when to use speed scratch products and how to make the most of them. "Speed scratch" refers to using convenience foods in the preparation of menu items that are the same high quality as traditional "made from scratch" products. A variety of recipes will be prepared in lab and taste-tested for lunch. Participants must wear closed-toe shoes and should bring an apron, timer, hair covering, thermometer and calculator.

## **KSDE Child Nutrition 5-Star Regional Training System**

### **21. Preparing Whole Grain Foods** – 7 hours including lab

Defines whole grains, explains the functions of ingredients in various whole grain foods and how to substitute whole grains for refined flour in bread products. Discusses the culinary techniques that should be used and explains some important things to keep in mind when cooking and baking with whole grains. Several different types of whole grain products will be made in lab and a salad bar lunch will be provided. Participants must wear closed-toe shoes and should bring an apron, timer, hair covering, calculator and thermometer.

### **22. Singing the Praises of Beans and Legumes** – 5 hours including lab

Broaden your bean horizons by learning how to prepare and serve beans and legumes in your meal program. Introducing beans and legumes to school menus is a versatile low cost way to boost the nutritional content of school meals. A variety of healthy recipes will be prepared in lab and taste-tested for lunch. Participants must wear closed-toe shoes and should bring an apron and hair covering.

### **23. Sock It To Sodium** – 5 hours including lab ***\*NEW\****

Learn how to reduce the sodium content of recipes to lower overall consumption and meet the nutritional goals of the school meal program. This class evaluates recipes as they are written and then modifies the recipes to reduce the sodium with the use of spices and herbs. Popular foods will be prepared both in a standard sodium version and in a reduced sodium version. Products will be evaluated for taste and overall acceptance. Participants must wear closed-toe shoes and should bring an apron and hair covering.

### **24. Success with Standardized Recipes** – 2 hours

Examines the components of a standardized recipe, the importance of using standardized recipes, how to standardize a recipe and more.

### **25. The “Fats” of Life** – 5 hours including lab

Consuming fats, in moderation, and certain kinds of dietary fats is vital to health. A diet too high in fats can lead to chronic health problems. Reducing the fat content of recipes to meet the nutritional goals of your meal program is often necessary. Recipe modification can result in a change in the appearance, taste, or quality of an item so recipe testing is important. This class evaluates recipes as they are written and then modifies the recipes to produce low fat delicious products that student customers will eat. Products will be prepared in the high fat version and the low fat version of a recipe, and evaluated for taste, texture, and overall acceptance. Participants must wear closed-toe shoes and should bring an apron and hair covering.

### **26. To Weigh or Measure? That is the Question** – 1.5 hours

Reviews weight and volume units and when and how to use weights or volumes. The hands-on portion of this class is both fun and eye-opening.

### **27. Waking Up School Breakfast** – 5 hours including lab

Learn the nutritional, educational, and business value of school breakfast. Ways to start or expand a breakfast program will be explored. This lab class teaches participants culinary techniques to prepare quality breakfast products. Eight breakfast recipes will be prepared in lab and taste-tested for lunch. Participants must wear closed-toe shoes and should bring an apron, hair covering, thermometer and calculator.

### **28. What Is That and How Do I Use It?** – 2 hours

Covers both small and large equipment. Includes fun games to increase familiarity and confidence with using equipment available in a school kitchen.

## KSDE Child Nutrition 5-Star Regional Training System

### Food Safety & Employee Safety

#### **29. Creating Safety in the Kitchen** – 1.5 hours

Provides safety tips, checklists and activities related to lifting, cuts and lacerations, chemicals, burns, fires, slips and falls.

#### **30. First Aid Basics** — 1 hour

Learn how to identify kitchen hazards, how to prevent accidents in the kitchen, and what action steps to take in different emergency situations.

#### **31. Food Safety Basics** – 3 hours

Presents the most basic information that all school food service personnel must know in order to safely handle food. This class meets KSDE's food safety training requirement.

#### **32. Food Service Sanitation** – 12 hours (2 days)

Addresses all relevant aspects of food safety in school food service. This class meets KSDE's food safety training requirement and has been approved to meet the School Nutrition Association's (SNA's) requirements for certification.

#### **33. Handling Chemicals in Your Kitchen** – 1 hour

Provides information on the requirements and safe handling practices for chemicals in school kitchens.

#### **34. How YOU Can Help a Choking Child** – 1 hour

Explains how choking occurs, how to prevent a choking emergency and what to do when a child chokes.

#### **35. Implementing HACCP in Kansas** – 1.5 to 3 hours

Covers the Process Approach to HACCP (Hazard Analysis and Critical Control Points) and the role that each food service employee has in the HACCP requirements. The class length can be adjusted from 1.5 hours to 3 hours. The 3-hour version includes a review of Standard Operating Procedures (SOPs) and HACCP requirements by playing a game in the Jeopardy format. This class is essential for all employees (but does not meet KSDE's food safety training requirement because HACCP is a specialized topic).

#### **36. The HACCP Review Game** – 2 hours

Provides a brief review of the information in 'Implementing HACCP in Kansas' and allows time for participants' questions. Most of the class time is spent playing a game formatted like the TV game show 'One Versus the Mob.' Prizes will be given!

## KSDE Child Nutrition 5-Star Regional Training System

### Health & Wellness

#### 37. Diet Decisions – 1 hour

Explores the tools and skills needed to look at diet plans for weight loss and make diet decisions that can have positive health benefits.

#### 38. Move to the Beat of Your Own Drum – 1 hour **\*NEW\***

Offers simple strategies that can be implemented in day-to-day living to help achieve improved physical health. Research shows that Americans who take care of themselves are healthier, more productive, and have fewer absences from work. The “secret” is consistent self-care in which habits and behaviors that promote better health and an improved quality of life are adopted. This class is a module from the CNMA class *The Path to Personal Wellness*.

#### 39. “Raisin” Your Emotional Health – 1 hour **\*NEW\***

Suggests simple strategies that can be implemented in day-to-day living to help achieve improved quality of life. This class will discuss indicators of a healthy psychological state and provide suggestions on managing the stresses of life, work, and family. This class is a module from the CNMA class *The Path to Personal Wellness*.

#### 40. Stress Management for Superwoman – 1 hour

Presents ten essential tips for coping with stress that can be used at home and at work.

#### 41. The Path to Personal Happiness – 1.5 hours

Teaches techniques to help participants balance their work and personal lives, continually grow as individuals, feel fulfilled and be happy. This class was designed by the National Food Service Management Institute (NFSMI) and is part of the *Building Human Resource Management Skills* modules.

### Management Topics

#### 42. Building an Effective Team – 2 hours

Develops supervisors’ abilities to build a team of energetic people who enjoy working together to produce high-quality results and who are committed to each other’s personal growth and success. This class was designed by the National Food Service Management Institute (NFSMI) and is part of the *Building Human Resource Management Skills* modules.

#### 43. Child Nutrition M&M’s – 1 hour

Operating your program effectively means dealing with a few M&M’s sometimes! Learn how to sort out some of the Myths & Misunderstandings that you may encounter in the child nutrition workplace. This class will bring you up to date on information about child nutrition programs.

#### 44. Contributing to the Team – 1.5 hours

Focuses on the importance of helping others, resolving conflicts and mentoring new employees. Every school nutrition professional can contribute to the success of the team. This class was designed by the National Food Service Management Institute (NFSMI).

## KSDE Child Nutrition 5-Star Regional Training System

### **45. Controlling Costs** – 2 hours

Provides a brief overview of financial management and gives specific steps that school boards, administrators and food service managers can take to reduce costs in their Child Nutrition Programs.

### **46. Dealing with Pet Peeves** – 1 hour

Discusses common school food service pet peeves and how to deal with them so they do not cause conflict and lack of productivity at work.

### **47. Effective Leadership & Management Styles** – 2 hours

Focuses on how supervisory-level employees can adapt their leadership style to the needs of their employees. This class was designed by the National Food Service Management Institute (NFSMI) and is part of the *Building Human Resource Management Skills* modules.

### **48. For Adults Only: Effective Training Techniques** – 2 hours

Teaches techniques for effectively training adults. This class was designed by the National Food Service Management Institute (NFSMI) as part of the *Building Human Resource Management Skills* modules.

### **49. Going Green** – 2 hours

Identifies actions school food service professionals can take to more effectively conserve natural resources and protect the environment.

### **50. Help Your Supervisor Help You** – 2 hours

Explores how to help your supervisor become one of your best resources for achievement, accomplishment and personal success in the workplace.

### **51. How to Be Prepared for an Emergency** – 1 hour

Reviews the five steps to being prepared for the unexpected, including how to make an emergency plan, form a team and more.

### **52. How to Purchase Quality Fruits & Vegetables** – 1 hour

Provides information on the types of products available, how to write specifications, select suppliers, conduct can-cutting and more. Please bring your school or district's copy of the USDA publication, *Fruits and Vegetables Galore*, if available.

### **53. How to Use the Food Buying Guide** – 1.5 hours

The *USDA Food Buying Guide for Child Nutrition Programs* is a wonderful resource that can save you time and money. With a little help and practice, it's very easy to use! Bring your *Food Buying Guide*, a calculator and any questions.

### **54. It's Time to Get Down & Dirty** – 2 hours **\*NEW\***

Provides information on the gardening initiative and the benefits of a school gardening program. Participants will learn about steps for starting a school garden and importance of widespread local support. Good Agricultural Practices (GAPs) and food safety procedures for an edible school garden are also covered.

### **55. Pick a Peck of Produce** – 1.5 hours **\*NEW\***

Promotes the purchasing of locally sourced fresh fruits and vegetable in school meal programs. Successful "Farm to Fork" programs involve education, flexibility, communication, and diligence in food safety. Participants will learn about Good Agricultural Practices (GAPs) certification, food safety plans and audits, geographic preferences, and produce specifications.

## KSDE Child Nutrition 5-Star Regional Training System

### **56. Responding to a Food Recall** – 1 hour

Provides information on how a recall is made and what to do when a food recall notice is received.

### **57. The Value of Valuing Differences in the Workplace** – 1.5 hours

Designed to increase awareness of diversity issues and to help bridge the communication gap between cultures in the workplace. This class was developed by the National Food Service Management Institute (NFSMI) and is part of the *Building Human Resource Management Skills* modules.

### **58. Who Wants to be a School Nutrition Program Expert?** – 1.5 hours

Uses a fun format to help participants understand the reasons behind the many rules and regulations followed in the Child Nutrition Programs.

## Menu Planning & Recipe Modification

### **59. Add a Little Spice (& Herbs) to Your Life** – 1.5 hours

Provides tips for using and storing spices and herbs as well as interesting facts and a few recipes. Designed by a Nebraska University Extension Agent.

### **60. SNA Healthy E.D.G.E.** – 10 hours

Provides information on how to plan, prepare and promote healthy school meals. This class is required for certification through the School Nutrition Association (SNA) and is a good class for anyone interested in the well-being of the children they serve. Designed by SNA.

### **61. Is This Meal Reimbursable? (Food Based Menu Planning)** – 1.5 hours

Covers the Food Based meal pattern requirements, “offer” and “serve” options, and provides sample menus and choices so that participants can practice determining which meals are reimbursable.

### **62. The Facts About Nutrition Facts Labels** – 1.5 hours

Teaches participants how to read a Nutrition Facts label and how to make appropriate selections based on the label information.

## Nutrition

### **63. Childhood Obesity: The Role of the Nutrition Professional** – 2 hours

Examines the prevalence of childhood obesity in Kansas and discusses the role of the child nutrition professional in preventing childhood obesity.

### **64. Find the Fiber** – 1 hour

Identifies which foods provide fiber, explains the importance of fiber for health and how to increase fiber in school meals.

### **65. Gluten-Free Diets** – 2 hours

Provides information about what gluten is and where it is found; and what a person on a gluten-free diet can and cannot eat.

## KSDE Child Nutrition 5-Star Regional Training System

### **66. Helping Students with Diabetes** – 1 hour

Examines the difference between Type 1 and Type 2 Diabetes and how to help students with both types. Activities in the class include carbohydrate counting and selecting appropriate meals for diabetic students.

### **67. Managing Food Allergies** – 1 hour

Provides information on the most common food allergies (“The Big Eight”) and how to keep students with any type of food allergy safe.

### **68. Mighty Minerals** – 1 hour

Identify functions and food sources of dietary minerals including calcium, copper, iron, magnesium, potassium, sodium and zinc. Participate in an activity to find the minerals in snack foods.

### **69. Nutrition News: Fact or Fiction** – 1 hour

Addresses how to determine whether nutrition information is true or false, and what participants can do to be a credible source of nutrition information for their customers and community.

### **70. Re-Think Your Drink** – 1 hour

Consuming excess calories from drinks can make it difficult to manage and/or achieve health goals. Discuss options and learn how to re-think and make healthier choices.

### **71. Simple Sugars in Simple Terms** – 1 hour

Teaches how to identify food sources of simple sugars, how the body uses simple sugars, current nutrition guidance for simple sugar consumption, and how school nutrition programs incorporate this guidance to benefit students’ health and ability to learn.

### **72. Sodium Savvy** – 2 hours

Learn how to identify sources of sodium and how to lower the sodium content in school meals as well as your own daily intake! Excess intakes of sodium have been associated with negative health benefits.

### **73. Trimming Trans Fat** – 1 hour

Covers how to identify foods that contain trans fat, the health benefits of decreasing trans fat intake, and specific ways to decrease trans fats in school meals.

### **74. Understanding the 2010 Dietary Guidelines** – 1 hour ***\*NEW\****

Identifies key messages from the USDA regarding the 2010 Dietary Guidelines for Americans and how these guidelines impact foods served in school meal programs.

### **75. Vital Vitamins** – 1 hour

Learn major functions and food sources of the fat-soluble vitamins (A, D, E and K) as well as the water-soluble vitamins (Thiamin, Riboflavin, Niacin, Folic Acid, B12 and C). Participate in an activity to identify rich sources of these vitamins from actual school lunch menus.

### **76. What’s on “My Plate”?** – 2 hours ***\*NEW\****

Emphasizes the “energy balance concept” as participants learn what makes a healthy plate. “My Plate” concepts covered include proper portioning, increased fruit and vegetable consumption, more whole grains, lower fat foods, reduced sodium intake, and drinking water instead of sugary drinks.

## KSDE Child Nutrition 5-Star Regional Training System

### Personal Skills

#### 77. **Change: It's a Good Thing** – 1.5 hours

Shows that change is a good thing by using the story, "Who Moved My Cheese?". Appropriate for all employees who need help adjusting to change or helping someone else adjust.

#### 78. **Even Eagles Need a Nudge** – 1 hour *\*NEW\**

Discover your "wings" and recognize your ability to soar. This class presents simple truths of leadership that can be applied to get individuals closer to their full potential in the organization.

#### 79. **How to Find More Time in Your Day** – 1 hour

Provides tools to more effectively manage time at work and at home.

#### 80. **Simple, Safe and Smart** – 1 hour

Increasing efficiency in our child nutrition programs has become a hot topic these days. Efficient programs save money, increase employee confidence, and improve operations. Learn tips on how to simplify work from the office to the dishroom.

#### 81. **The Magic in You** – 1 hour

Create an atmosphere of open communication, respect, and appreciation, toss in a little humor and you've got the foundation for an **extra**ordinary workplace. Learn tips on how to give your work place that "**extra**" magic.

#### 82. **Working Smarter, Not Harder** – 1.5 hours

Reviews work simplification techniques and includes several hands-on activities to improve efficiency and reduce physical fatigue.

### Promotion & Marketing

#### 83. **Bulletin Boards in the Cafeteria** – 1 hour

Includes how to develop bulletin boards that promote participation in school meal programs, healthy eating habits, pleasant dining room atmosphere and inclusion of the child nutrition programs in the overall educational environment. Participants will design and make a bulletin board for the cafeteria.

#### 84. **Does Your Food LOOK Good Enough to Eat?** – 1.5 hours

Focuses on the importance of food presentation and garnishing. Participants will practice several garnishing techniques from a full-color, take-home instructional booklet.

#### 85. **Eat Smart, Eat Breakfast** – 1 hour *\*NEW\**

Spotlights the importance of eating a complete breakfast and what makes a breakfast nutritious. Addresses challenges of offering breakfast in schools and gives suggestions on creating a healthy breakfast menu, marketing the breakfast program, and possible ways to expand the breakfast program using non-traditional methods of delivery.

#### 86. **How to Promote Fruits & Vegetables** – 1.5 hours

Provides fun and realistic promotion tips from the USDA *Fruits and Vegetables Galore* guide. If available, please bring this publication to class.

## **KSDE Child Nutrition 5-Star Regional Training System**

### **87. Marketing 101 – 2 hours**

Do you want to increase your participation, spice things up for fun or reward your hard-working students? Marketing and participation often go hand-in-hand. Explains the meaning of merchandising, advertising, public relations and promotions and provides many suggestions for each. Come prepared to share your own great ideas.

### **88. Promoting & Increasing Whole Grains – 2 hours**

Teaches what whole grains are, why they are so important and how to promote and increase consumption of whole grains in schools.

### **89. Promoting Your Nutrition Program – 1 hour**

Presents information on why promotion is important, how to effectively promote school nutrition program, and how to find and use the resources that are available to help with promotion efforts.

### **90. Show Your Customers You C.A.R.E. – 2 hours**

Explores how to identify and meet customers' needs, wants and expectations by using (C) creative communication, (A) having a good atmosphere with appreciation for all, (R) showing respect and having a reason for being, and (E) by having empathy and enthusiasm.

### **91. Will They Ever Like This Menu Item? – 1 hour**

Provides suggestions for introducing new foods to students and encouraging them to try less popular menu items. Come prepared to taste test!

## **Serving Food**

### **92. Control That Portion! – 1 hour**

Explains the importance of using the correct utensil to cut and serve portions and emphasizes proper techniques with a hands-on activity.

### **93. Does Your Food Pass the Test? – 1 hour**

Determine and define quality food, write quality standards and learn how to correctly taste test!

### **94. Setting Up the Serving Line – 1 hour**

Provides tips for speeding up service on the line and ways to make the serving line more attractive.