

## Child Nutrition Classes

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 <b>*NEW*</b>	1 hour
	11. Build a Healthy Salad Bar	5 hours (w/ meal)
	12. Food Production Records <b>*NEW*</b>	1 hour
	13. Healthier Kansas Menus - Main Dishes <b>*NEW*</b>	5 hours (w/meal)
	14. Kitchen Math Made Easy	2 hours
	15. On the Cutting Edge	1.5 hours
	16. Preparing Fabulous Fruits & Vegetables	5 hours (w/ meal)
	17. Preparing Whole Grain Quick Breads	5 hours (w/ meal)
	18. Preparing Healthy Yeast Breads	7 hours (w/ meal)
	19. Preparing Speed Scratch Products	7 hours (w/ meal)
	20. Preparing Whole Grain Foods	7 hours (w/ meal)
	21. Success with Standardized Recipes	2 hours
	22. To Weigh or Measure? That is the Question.	1.5 hours
	23. Waking Up School Breakfast <b>*NEW*</b>	5 hours (w/meal)
	24. What Is That and How Do I Use It?	2 hours
<b>Food Safety &amp; Employee Safety</b>	25. Creating Safety in the Kitchen	1.5 hours
	26. Food Safety Basics	3 hours
	27. Food Service Sanitation	12 hours
	28. Handling Chemicals in Your Kitchen	1 hour
	29. How YOU Can Help a Choking Child	1 hour
	30. Implementing HACCP in Kansas	1.5 - 3 hours
	31. The HACCP Review Game	2 hours
<b>Health &amp; Wellness</b>	32. Diet Decisions	1 hour
	33. Stress Management for Superwoman	1 hour
	34. The Path to Personal Happiness	1.5 hours

## Child Nutrition Classes

General Topic Area	Class Name	Class Length
<b>Management Topics</b>	35. Building an Effective Team	2 hours
	36. Contributing to the Team <i><b>*NEW*</b></i>	1.5 hours
	37. Controlling Costs	2 hours
	38. Dealing with Pet Peeves <i><b>*NEW*</b></i>	1 hour
	39. Effective Leadership & Management Styles	2 hours
	40. For Adults Only: Effective Training Techniques	2 hours
	41. Going Green <i><b>*NEW*</b></i>	2 hours
	42. Help Your Supervisor Help You	2 hours
	43. How to Be Prepared for An Emergency	1 hour
	44. How to Purchase Quality Fruits & Vegetables	1 hour
	45. How to Use the Food Buying Guide	1.5 hours
	46. Responding to a Food Recall	1 hour
	47. The Value of Valuing Differences in the Workplace	1.5 hours
	48. Who Wants to Be a School Nutrition Program Expert?	1.5 hours
<b>Menu Planning &amp; Recipe Modification</b>	49. Add a Little Spice (& Herbs) to Your Life	1.5 hours
	50. SNA Healthy E.D.G.E.	10 hours
	51. Is This Meal Reimbursable? (Food Based Menu Planning)	1.5 hours
	52. Is This Meal Reimbursable? (Nutrient Standard Menu Planning)	1.5 hours
	53. The Facts About Nutrition Facts Labels	1.5 hours
<b>Nutrition</b>	54. Childhood Obesity: The Role of the Child Nutrition Professional	2 hours <i><b>*NEW*</b></i>
	55. Find the Fiber	1 hour
	56. Gluten Free Diets	2 hours
	57. Helping Students with Diabetes	1 hour
	58. Managing Food Allergies	1 hour
	59. Nutrition News: Fact or Fiction?	1 hour
	60. Re-Think Your Drink <i><b>*NEW*</b></i>	1 hour
	61. Simple Sugars in Simple Terms	1 hour
	62. Sodium Savvy <i><b>*NEW*</b></i>	2 hours
	63. Trimming Trans Fat	1 hour
	64. Vital Vitamins	1 hour
65. Mighty Minerals	1 hour	
<b>Personal Skills</b>	66. Change: It's a Good Thing	1.5 hours
	67. How to Find More Time in Your Day	1 hour
	68. Working Smarter, Not Harder	1.5 hours

## Child Nutrition Classes

<b>General Topic Area</b>	<b>Class Name</b>	<b>Class Length</b>
<b>Promotion &amp; Marketing</b>	69. Bulletin Boards in the Cafeteria	1 hour
	70. Does Your Food LOOK Good Enough to Eat?	1.5 hours
	71. How to Promote Fruits & Vegetables	1.5 hours
	72. Marketing 101	2 hours
	73. Promoting & Increasing Whole Grains	2 hours
	74. Promoting Your Nutrition Program	1 hour
	75. Show Your Customers You C.A.R.E.	2 hours
	76. Will They Ever Like This Menu Item?	1 hour
<b>Serving Food</b>	77. Control That Portion!	1 hour
	78. Does Your Food Pass the Test?	1 hour
	79. Setting Up the Serving Line	1 hour

# Class Descriptions

## 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 employees, including management 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 **\*NEW\***

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.

## Class Descriptions

### **12. Food Production Records** – 1 hour ***\*NEW\****

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

### **13. Healthier Kansas Menus - Main Dishes** – 5 hours including lab ***\*NEW\****

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 new 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.

### **14. 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.

### **15. 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.

### **16. 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.

### **17. 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.

### **18. 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.

### **19. 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.

## Class Descriptions

### **20. 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.

### **21. 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.

### **22. 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.

### **23. Waking Up School Breakfast** – 5 hours including lab **\*NEW\***

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.

### **24. 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.

## Food Safety & Employee Safety

### **25. 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.

### **26. 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.

### **27. 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.

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

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

### **29. 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.

## Class Descriptions

### **30. 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).

### **31. 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!

## Health & Wellness

### **32. 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.

### **33. Stress Management for Superwoman** – 1 hour

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

### **34. 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

### **35. 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.

### **36. Contributing to the Team** – 1.5 hours **\*NEW\***

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).

### **37. 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.

## Class Descriptions

### **38. Dealing with Pet Peeves** – 1 hour **\*NEW\***

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.

### **39. 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.

### **40. 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.

### **41. Going Green** – 2 hours **\*NEW\***

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

### **42. 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.

### **43. 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.

### **44. 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.

### **45. 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.

### **46. 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.

### **47. 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.

### **48. 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.

# Class Descriptions

## Menu Planning & Recipe Modification

### 49. 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.

### 50. 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.

### 51. 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.

### 52. Is This Meal Reimbursable? (Nutrient Standard Menu Planning) – 1.5 hours

Covers the Nutrient Standard Menu Planning (i.e. NSMP, formerly referred to as NuMenus) meal pattern, “offer” and “serve” options, and provides sample menus and choices so that participants can practice determining which meals are reimbursable.

### 53. 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

### 54. Childhood Obesity: The Role of the Nutrition Professional – 2 hours **\*NEW\***

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

### 55. 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.

### 56. 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.

### 57. 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.

### 58. 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.

## Class Descriptions

### **59. 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.

### **60. Re-Think Your Drink** – 1 hour ***\*NEW\****

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.

### **61. 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.

### **62. Sodium Savvy** – 2 hours ***\*NEW\****

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.

### **63. 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.

### **64. 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.

### **65. 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.

## Personal Skills

### **66. 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.

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

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

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

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

# Class Descriptions

## Promotion & Marketing

### 69. 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.

### 70. 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.

### 71. 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.

### 72. 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.

### 73. 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.

### 74. 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.

### 75. 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.

### 76. 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

### 77. 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.

### 78. Does Your Food Pass the Test? – 1-hour

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

### 79. 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.