

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

**Kansas Professional Development
System**



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Kansas State Department of Education

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Overview

Professional development is a priority for the Child Nutrition & Wellness (CNW) team. Professional development is offered in multiple ways to ensure that child nutrition program personnel are kept informed and have the tools and information they need to do their jobs correctly.

Child Nutrition & Wellness at the Kansas State Department of Education is dedicated to providing high quality, accessible and cost effective professional development in a manner that is equitable to employees and providers of all Kansas Child Nutrition Program sponsors.

Sponsors are encouraged to participate in professional development established and supported by Child Nutrition & Wellness. Face-to-face sharing of information is an excellent way to further develop the skills of employees and providers in Kansas sponsored nutrition programs. In addition to receiving formal professional development, this gives participants a good chance to network and learn from one another. For those who prefer the convenience of learning from their own desks, online professional development classes and quick train tutorials can be accessed free of charge 24/7 via the KSDE Training Portal. Please review the class descriptions on the following pages for more information.

Face-to-Face Professional Development

How to Request Face-to-Face Professional Development

- ★ Call KSDE at 785-296-2276 to request professional development.
- ★ KSDE will...
 - Secure the cadre instructor
 - Pay the instructor expenses and stipend
 - Provide materials for the instructor and participants in printed form or as emailed files
 - Provide a list of supplies for the sponsor to obtain
 - Offer online registration capability
 - Print and send completion certificates for participants
- ★ Sponsor/SNA-KS Chapter will...
 - Secure location and arrange for data projector, screen, and computer for the power point, as well as, audio and/or an internet connection for video clips as needed.
 - Provide equipment and supplies including food, cleaning supplies, cooking equipment and administrative items as required.
 - Register employees online (to receive recognition program credit and certificates).
 - Contact instructor to confirm date, time and location.

KSDE Training Portal: Online Professional Development Classes

What are online classes?

- ★ Online classes allow individuals to learn the material on their own schedule at a computer.
- ★ The participant materials are printed by the site from downloadable documents.
- ★ Proficiency in the material is measured through an online assessment.
- ★ The class and the assessment can be taken multiple times until proficiency is achieved.
- ★ There is no charge to take the online class.

Create an individual account at <https://learning.ksde.org>

How to create a new user account:

Home Page

1. Go to <https://learning.ksde.org/login/signup.php>.
2. Click on “Create new account”.

New Account Information

1. Create your own username and password.
2. Fill-in the “More Details” section (email address, confirm email address, first name, last name).
3. Click on the down arrow next to “Contact Information” and complete this information as well.
4. Answer the security question at the bottom of the page.
5. When complete click on “Create my new account”.

Confirmation Email

1. A confirmation is sent to the email address you provided during account setup.
2. Confirm your new account by clicking the link in the email.
3. You will be directed to the Course Categories page.
4. To view CNW classes, click on “Child Nutrition & Wellness” under Course Categories.

Class List

SNP = School Nutrition Programs

CACFP = Child and Adult Care Food Program

Communication & Teamwork

Are We Really Communicating? – 2 hours SNP / CACFP
Learn and practice effective communication and hear tips for sending and receiving messages.

How to Win Without the Gloves! – 2 hours SNP / CACFP
Explore difficult interpersonal relationship situations and strategies for effectively handling challenging behaviors and circumstances.

Is Your Attitude Showing? – 1 hour SNP / CACFP
Examine the impact of attitude on work. Discover ways to improve personal attitudes, as well as, the attitudes of others.

The Power of Teamwork – 1.5 hours SNP / CACFP
Engage in several activities that demonstrate the importance, benefit and fun of working together to accomplish tasks and achieve goals. Dress comfortably for this one!

The Power of Teamwork 2 – 1 hour SNP / CACFP
Hear messages and engage in activities that demonstrate the importance, benefit and fun of working together to accomplish tasks and achieve goals. Dress comfortably for this class!

The Power of Teamwork 3 - Pulling Together – 1 hour SNP / CACFP
Teamwork is pulling together to get things done. In these fast pace, changing times, nothing is more important than pulling together and working as a team! Hear and experience points for pulling together, lessons from the geese, and the foundations of a high performing team.

What Do You Say Without Speaking? – 1 hour SNP
Recognize the impact of non-verbal communication through elements such as appearance, handshakes and attitude.

Food Production

Cooking by the Numbers – 2 hours SNP
Learn to determine the food costs of reimbursable meals, recipes, individual menu items and a la carte items so that expenses can be better controlled. Hear how to apply math to calculate labor productivity to determine scheduling needs. Bring a calculator.

Culinary Basics – 7 hours including lab SNP / CACFP
Develop an understanding of how to cook and bake healthy foods utilizing skilled methods, fresh ingredients, and effective presentation techniques. Learn and practice skills in basic preparation and cooking methods, knife handling and professional food preparation. Bring an apron and a hair restraint. Wear closed-toed, non-slip shoes.

Kitchen Math Made Easy – 2 hours SNP / CACFP
Review kitchen math skills, including how to use a calculator, addition, subtraction, multiplication, division, percentages, fractions, recipe conversions and adjustments. Bring a calculator.

KSDE Child Nutrition & Wellness Professional Development System

Knife Know How – 2 hours

SNP / CACFP

Recognize types of knives, their functions, and tools to keep them sharp. See and practice techniques for skillfully dicing, chopping and cutting various types of fruits and vegetables. Bring an apron and a hair restraint. Wear closed-toed, non-slip shoes.

Preparing Fabulous Fruits & Vegetables – 5 hours including lab

SNP / CACFP

Get tips for prepping and cooking nutritious and delicious fruits and vegetables using different types of equipment. Prepare and sample several recipes in lab. Bring an apron and a hair restraint. Wear closed-toed, non-slip shoes.

Singing the Praises of Beans and Legumes – 5 hours including lab

SNP / CACFP

Broaden your bean horizons by learning how to prepare and serve beans and legumes in your meal program. Introducing beans and legumes to menus is a versatile low cost way to boost the nutritional content of program meals. A variety of healthy recipes will be prepared in lab and taste-tested for lunch. Bring an apron and a hair restraint. Wear closed-toed, non-slip shoes.

Sock It To Sodium – 5 hours including lab

SNP

Hear ways to reduce the sodium content of recipes using spices and herbs. Learn how to lower overall consumption of sodium to meet the nutritional goals of the school meal program. Prepare and evaluate popular recipes both in a standard sodium version and in a reduced sodium version. Bring an apron and a hair restraint. Wear closed-toed, non-slip shoes.

Food Safety & Employee Safety

Are You a Food Safety Expert? – 1.5 hours

SNP / CACFP

Participate in a friendly competition! Answer commonly asked food safety questions in a “Who Wants to be a Millionaire” game format. Take on the challenge and determine if the team’s food safety knowledge is up to million dollar standards!

Emerging Risks and Resources in Food Safety – 1.5 hours

SNP / CACFP

Emerging food safety risks make it essential to stay current with evolving food safety information. Evaluate factors that affect the safety of food and identify strategies to help ensure safe food is served. Learn where to access resources to support a culture of food safety.

First Aid Basics – 1 hour

SNP / CACFP

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

Food Safety Basics – 3 hours

SNP / CACFP

Understand foodborne illness and its causes, importance of handwashing and personal hygiene, the four aspects of food safety: clean, separate, cook, and chill, and food handling procedures to prevent transfer of allergens. This class meets KSDE’s minimum food safety training requirement.

Food Safety Jeopardy – 1.5 hours

SNP

Assess general knowledge about nutrition program food safety through a jeopardy game format. Score team points and take your team to the championship! This interactive class helps everyone become food safety champions as the answers and corresponding questions are presented.

Handling a Food Recall – 1 hour

SNP / CACFP

Food recalls are necessary to protect the public from unsafe or contaminated food products. Understand what a food recall is and why a food recall may be issued. Learn how to stay informed about current food recalls and how the notification process works. Identify response steps to take when a recall is issued.

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How YOU Can Help a Choking Child – 1 hour SNP / CACFP
Learn how choking occurs, how to prevent a choking emergency and what to do when a child chokes.

Implementing HACCP in Kansas – 1.5 to 3 hours SNP
Get trained on the Process Approach to Hazard Analysis and Critical Control Point (HACCP) Food Safety System. The class length can be adjusted from 1.5 hours to 3 hours. The 3-hour version includes playing a game in the Jeopardy format. This class is also available online and in a webinar.

Kansas Food Safety in Schools – 8 hours **(New)** SNP
Study all relevant aspects of food safety in child nutrition programs. This class meets USDA Professional Standards requirements for 8 hours of food safety training for Directors; KSDE's food safety training requirement for any school staff and has been approved to meet the School Nutrition Association's (SNA's) requirements for certification.

Occupational Safety & Health – 1 hour SNP
Hear information about OSHA and Kansas Department of Labor standards, employer responsibilities for worker safety, and employee responsibilities to protect safety. Discuss enforcement procedures and obtain additional resources on workplace safety and health.

Pesky Pests – 1 hour SNP / CACFP
Gain information about pests common to schools and child care establishments and explore strategies to deter pests. It covers the benefits and steps of adopting an Integrated Pest Management System in the facility.

Say No to Norovirus – 1 hour SNP / CACFP
Learn what norovirus is, why it is a concern, symptoms and treatments. Discuss how norovirus is transmitted and how to control the pathogen.

The HACCP Review Game – 2 hours SNP
Hear a review of the information in 'Implementing HACCP in Kansas' and then participate in a challenge formatted like the TV game show 'One Versus the Mob.'

Health & Wellness

Getting Grit – 1.5 hours SNP / CACFP
Understand the meaning of stress and learn to recognize types of stress. Participants will consider causes and consequences of stress, as well as, the positive and negative impacts of stress. Strategies for managing stress will be identified.

Got Grit – 2 hours **(New)** SNP / CACFP
In this extended version of Getting Grit, participants will hear and apply strategies for managing stress in their lives. By identifying the meaning of stress, its causes and consequences, participants can better manage stress and use it for personal benefit.

Move to the Beat of Your Own Drum – 1 hour SNP / CACFP
Discover 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.

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Moving Through the Day – 1 hour

CACFP

Gain an understanding of why physical activity is important for young children, learn transition activities, and discover ways to incorporate physical activity into other curricular areas. This class is available as face-to-face training or online.

“Raisin” Your Emotional Health – 1 hour

SNP / CACFP

Discover 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.

Stress Management for Superwoman – 1 hour

SNP / CACFP

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

Taming Tension – 1 hour

SNP / CACFP

Identify and understand stress and the differences between stress and anxiety. It identifies ways to tame the tension and help the body react more effectively to stressful situations.

Management Topics

Are You a School Nutrition Program Pro? – 1.5 hours **(New)**

SNP

Assess your general knowledge about school nutrition programs through a Jeopardy game format.

Contributing to the Team – 1.5 hours

SNP / CACFP

Contribute to the success of the team by focusing on the importance of helping others, resolving conflicts and mentoring new employees.

Controlling Costs – 2 hours

SNP

Get a brief overview of financial management and see specific steps that school boards, administrators and food service managers can take to reduce costs in the nutrition program.

Dealing with Difficult Situations – 2 hours

SNP / CACFP

Lose the fear of confrontation and become more confident in ability to handle difficult situations. Hear proven techniques for dealing with difficult situations and nurturing a happier, more productive work environment.

Dealing with Pet Peeves – 1 hour

SNP / CACFP

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

Get Organized – 1 hour

SNP / CACFP

Discover the importance of organization and how to develop a simple system to stay organized. Understand the 80/20 rule in life and apply its principles to focus on what really matters.

Go Green – 2 hours

SNP / CACFP

Identify actions to take to more effectively conserve natural resources and protect the environment.

Help Your Supervisor Help You – 2 hours

SNP / CACFP

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

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Preparing for an Emergency – 1 hour SNP/CACFP

Know what to do in the event of an emergency situation and be adequately prepared to react. Learn how to identify a crisis, assemble a crisis management team, access readily available resources and plan for emergencies. Recognize the importance of practicing, evaluating and revising an emergency readiness plan once it is established.

It's Time to Get Down & Dirty – 2 hours SNP / CACFP

Dig into information on gardening initiatives and the benefits of an on-site edible garden program. Learn about steps for starting an on-site garden and importance of widespread local support for this farm-to-fork effort. Good Agricultural Practices (GAPs) and food safety procedures for an edible garden are also covered.

Pick a Peck of Produce – 1.5 hours SNP / CACFP

Promote purchasing of locally sourced fresh fruits and vegetable in the child nutrition program. Successful "Farm to Fork" programs involve education, flexibility, communication, and diligence in food safety. Learn about Good Agricultural Practices (GAPs), food safety plans and audits, geographic preferences, and produce specifications.

Powerful Presentations – 1 hour SNP / CACFP

Become familiar with how adults learn and discover ways to inspire others to become more interested in learning.

Tap Into Your Leadership Potential – 1 hour **(New)** SNP / CACFP

Learn about your leadership potential and how to model a positive attitude during times of significant change.

What's the Word on Waste? – 2 hours SNP / CACFP

Understand why food loss and food waste are big problems in the world. Recognize how to reduce, recover, and/or recycle foods in child nutrition programs. Discover resources to assist with controlling food loss and food waste.

Menu Planning & Recipe Modification

Add a Little Spice (& Herbs) to Your Life – 1.5 hours SNP / CACFP

Hear tips for using and storing spices and herbs, as well as, interesting facts and a few recipes.

Identifying Whole Grain-Rich Foods – 1.5 hours SNP / CACFP

Understand the current requirement for grains in Child Nutrition Programs, recognize whole grains and whole grain rich foods, and learn about the *Whole Grains in Child Nutrition Programs* resource from the Institute of Child Nutrition.

Is This Meal Reimbursable-Breakfast? – 1 hour SNP

Covers the food based meal pattern requirements for breakfast. Provides sample menus and choices so that participants can practice determining which meals are reimbursable.

Is This Meal Reimbursable-Lunch? – 2 hours SNP

Covers the food based meal pattern requirements for lunch, "offer" and "serve", and provides sample menus so that participants can practice determining reimbursable meals.

Model Food Bar – 2 hours SNP

Evaluate advantages and disadvantages of a food bar and the types of food bars that can be offered in a child nutrition program. Hear monitoring and food safety recommendations, as well as, ways to set up the food bar to deliver meal appeal. Discuss food bar ideas and food selection factors with other participants.

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Specification Writing – 2 hours SNP
Understand how specifications fit within the procurement process and learn how to write a clear specification for a food product.

Speed Scratch in CACFP – 2 hours (New) CACFP
Learn ways to prepare healthy meals for young children using a combination of fresh ingredients and convenience products. Evaluate the advantages and disadvantages of using speed scratch methods and discover ideas for using convenience products in speed scratch production.

Standardized Recipes and Food Production Records – 2 hours (New) SNP
Participate in a friendly competition! Answer commonly asked food safety questions in a “Who Wants to be a Millionaire” game format. Take on the challenge and determine if the team’s food safety knowledge is up to million dollar standards!

Vegetarian Diets – 2 hours SNP / CACFP
Learn about vegetarian diets, nutrients of concern in plant-based diets, how to achieve proper nutrition when consuming meatless meals, and vegetarian options for Child Nutrition Programs.

Nutrition

60 Second Nutrition Education – 1 hour SNP
Acquire mini nutrition lessons and theme based marketing ideas to promote meal programs.

Accommodating Children with Diabetes – 1 hour (New) SNP / CACFP
Understand the difference between Type 1 Diabetes and Type 2 Diabetes. Discuss impacts of diabetes and identify ways to accommodate children with diabetes in the child nutrition program.

Color the Day with Fruits and Vegetables – 2 hours CACFP
Recognize the role of fruits and vegetables in a healthy diet, practice making colorful menus, create taste-testing activities for preschool children and adults, and learn how to use fun lesson plans that promote life-long healthy eating habits.

Gluten-Free Diets – 2 hours SNP / CACFP
Hear information about what gluten is and where it is found; and what a person on a gluten-free diet can and cannot eat.

Hot Topics in Health & Nutrition – 2 hours SNP
Discuss emerging topics in health and nutrition, including dietary fats, vegetarianism, nature and science in agriculture, food marketing, obesity trends, diabetes epidemic, controversial foods (sugar, salt, msg.) and food allergies.

Managing Food Allergies – 1 hour SNP / CACFP
Obtain information on the most common food allergies (“The Big Eight”) and how to keep students with any type of food allergy safe.

Mighty Minerals – 1 hour SNP / CACFP
Identify functions and food sources of dietary minerals including calcium, copper, iron, magnesium, potassium, sodium and zinc.

My Plate Is Great – 1.5 hours CACFP
Discover “My Plate” concepts for a healthy diet which include proper portioning, increased fruit and vegetable consumption, more whole grains, lower fat foods, reduced sodium intake, and drinking water instead of sugary drinks. This class is available as face-to-face training or online.

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Nutrition Facts Labels Have a New Look – 1 hour SNP / CACFP
Become familiar with the changes made to the Nutrition Facts Label and learn the reasons for the update.

Sodium Savvy – 2 hours SNP
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.

The Scoop on Sodium – 1.5 hours CACFP
Recognize the role of sodium in the diet, learn to identify sources of sodium, and implement strategies to reduce sodium in meals. This class is available as face-to-face training or online.

The Whole Grain Train, Get on Board! – 2 hours CACFP
Learn what whole grains are and why whole grains are so important to our health. Hear ways to incorporate more whole grain rich foods into the menu, how to cook with whole grain rich ingredients, and how to promote whole grains using messages and activities incorporated in lesson plans.

Understanding the 2015 Dietary Guidelines – 1 hour SNP / CACFP
Identify key messages from the USDA regarding the 2015 Dietary Guidelines for Americans and how these guidelines impact foods served in child nutrition meal programs.

Vital Vitamins – 1 hour SNP / CACFP
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 in child nutrition program menus.

What's on "My Plate"? – 2 hours SNP / CACFP
Learn what makes a healthy plate and about "energy balance." Discover "My Plate" concepts, including proper portioning, increased fruit and vegetable consumption, more whole grains, lower fat foods, reduced sodium intake, and drinking water instead of sugary drinks.

Personal Skills

Change Is Grand, Lend Me a Hand – 1 hour SNP / CACFP
Discover ways to deal with change and to view challenges as opportunities.

Even Eagles Need a Nudge – 1 hour SNP / CACFP
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.

How to Find More Time in Your Day – 1 hour SNP / CACFP
Obtain tools to more effectively manage time at work and at home.

Professionalism in the Program – 1.5 hours SNP / CACFP
Learn tips for recruiting and retaining the best team members, as well as, discover opportunities for personal growth. Identify character values that child nutrition personnel should possess to help create a service culture in the program.

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Respecting Generational Differences – 1.5 hours SNP / CACFP
The American workforce is much more generationally diverse today than ever before. Learn how historical events have influenced the perspectives of people from different generations. Evaluate general characteristics, values, and motivators associated with generational groups and understand how differences can contribute in a positive way. Obtain tips for solving interpersonal generational problems and responding to conflict situations more effectively.

Simple, Safe and Smart – 1 hour SNP / CACFP
Learn tips on how to simplify work. Save money, increase employee confidence, and improve operations by increasing efficiency in the child nutrition program.

Taking on Tough Topics – 1.5 hours SNP / CACFP
Sometimes the biggest hurdle in the job of providing nutrition program services is not the meals! It's dealing with the tough topics associated with child nutrition programs and the challenging behaviors of people! Learn how to manage responses to challenging behaviors and discover ways to take on tough topics with more confidence.

The Magic in You – 1 hour SNP / CACFP
Create an atmosphere of open communication, respect, and appreciation, toss in a little humor and the foundation for an **extraordinary** workplace has been created. Learn tips on how to give the program that “**extra**” magic.

Working Smarter, Not Harder – 1.5 hours SNP / CACFP
Review work simplification techniques to improve efficiency and reduce physical fatigue.

Promotion & Marketing

Adding Choice to School Lunch – 1.5 hours SNP
Investigate options for increasing participation and customer satisfaction by adding meal and Smart Snack choices. Individualize ideas, goals and strategies for increasing food choices that fit local school needs.

Collaborating with Community Health Officials – 2 hours **(New)** SNP / CACFP
Hear how to identify health professionals in the community. Explore ways to collaborate with community health professionals to implement and support local wellness policy initiatives.

Connecting with Customers – 1.5 hours SNP
Learn how to respond, not react to customer complaints and practice ways to rephrase words so effective communication can occur. Build on skills in dealing with customer service issues through role play experiences.

Does Your Food LOOK Good Enough to Eat? – 1.5 hours SNP
Focus on the importance of food presentation in this hands-on garnishing techniques class. Get a full-color, take-home instructional booklet on garnishing.

Growing Healthier Futures with CACFP – 2.5 hours CACFP
Make your CACFP program the best of the best! Learn about the CACFP Best Practices through an interactive training that highlights childcare providers across Kansas who have implemented Best Practices and received the Healthier CACFP Award.

How to Promote Fruits & Vegetables – 1.5 hours SNP
Learn fun and realistic promotion tips from the USDA *Fruits and Vegetables Galore* guide. Please bring a copy of the USDA publication, *Fruits and Vegetables Galore*, if available.

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Nudging Students Through Positive Communication – 1 hour SNP
Discover the techniques outlined in the Smarter Lunchrooms movement. Expand knowledge of one of six key principles identified in creating a positive lunchroom environment. Identify and practice strategies to affect students' overall perception of the lunchroom experience.

Promoting & Increasing Whole Grains – 2 hours SNP
Learn what whole grains are, why they are so important and how to promote and increase consumption of whole grains in schools.

Putting on a Public Image – 1 hour SNP / CACFP
Recognize and understand the goals and challenges, as well as, the value of public relations in child nutrition programs. Develop quality characteristics for putting on a public image no matter what role held in the nutrition program.

Show Your Customers You C.A.R.E. – 2 hours SNP
Explore 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.

Smarter Lunchrooms – 2 hours SNP
Learn about quick and inexpensive lunchroom makeover ideas to use in lunchrooms to subtly "nudge" students to make healthier choices at meals. The Smarter Lunchrooms makeover uses 6 easy, research backed principles to make changes to the way kids eat in school while improving the nutritional content of meals, maintaining participation and encouraging long-term healthy decisions with low- and no-cost solutions!

Smarter Mealtimes – 2 hours CACFP
Learn how to create a positive mealtime environment in home care and child care centers using the six Smarter Lunchroom principles.

Trending Your Way – 1 hour SNP
Discover how to recognize a trend, identify factors that spark and fuel a trend, and discuss how trends impact society. Examine how current food and nutrition trends affect menu planning.

Serving Food

Control That Portion! – 1 hour SNP
Understand the importance of using the correct utensil to cut and serve portions. Apply proper techniques with a hands-on class activity.

Family Style Meal Service – 1.5 hours CACFP
Discuss types of meal service and the benefits of family-style meal service. Obtain safety tips and best practices for serving meals family style in CACFP programs.