This publication has been funded at least in part with Federal funds from the U.S. Department of Agriculture, Food and Nutrition Service. The contents of this publication do not necessarily reflect the views or policies of the Department, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.

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(1) Mail: U.S. Department of Agriculture  
    Office of the Assistant Secretary for Civil Rights  
    1400 Independence Avenue, SW  
    Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.
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.

Professional Development Classes
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.
Child Nutrition Management Classes
The responsibilities of child nutrition program managers and directors have become increasingly complex and challenging. Managers and directors need a wide range of knowledge, skills and abilities to succeed in this rapidly changing environment. The goal of the Kansas State Department of Education (KSDE) Child Nutrition Management Classes program is to develop knowledgeable and effective managers and directors who are prepared to lead their programs to excellence.

The Kansas Certificate in Child Nutrition Management is a program sponsored by Child Nutrition & Wellness at the Kansas State Department of Education and approved by the Kansas State Board of Education. To receive a Kansas Certificate in Child Nutrition Management, 120 hours of KSDE Child Nutrition & Wellness approved management classes must be completed.

KSDE Child Nutrition Management Classes also qualify towards USDA Professional Standards requirements for school nutrition professionals who operate the National School Lunch and School Breakfast Programs.

Classes are developed around priorities identified by KSDE's staff of Child Nutrition Consultants, statewide needs assessment surveys, School Nutrition Association's “Keys to Excellence,” and the Child Nutrition & Wellness Advisory Council. To make management level classes more available to Child Nutrition Program personnel, KSDE will offer Child Nutrition Management Classes throughout the year in 2020 in both face-to-face and Skype webinar formats. They are not available to schedule as inservices at local sponsors.

General Information
- Sponsored and coordinated by Child Nutrition & Wellness, Kansas State Department of Education
- Open to sponsors of all child nutrition programs
- Designed specifically for management level employees and those wanting to advance to a career in Child Nutrition Program management
- Offers path for aspiring managers and directors to obtain a Kansas Certificate in Child Nutrition Management
- Structured flexibly so participants can attend a class face-to-face or as a live online attendee
- Set up to be recorded for future online access though the KSDE Training Portal
- Eligible for meeting the CACFP childcare licensing training requirements for Kansas Department of Health & Environment (KDHE).
- Eligible for meeting the USDA Professional Standards requirements for school nutrition professionals
- Eligible as continuing education credits toward School Nutrition Association Certificate in School Nutrition.
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.


How to create a new user account:

**Home Page**
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.
Professional Development Classes with Descriptions

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-paced, 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, hand-shakes 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 Champions: Culinary Basics** – 7 hours  
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.

**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 in Food Safety – 1.5 hours
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
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
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
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
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.

How YOU Can Help a Choking Child – 1 hour
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
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
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
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
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
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
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
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
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
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.

Moving Through the Day – 1 hour
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  
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  
Hear ten essential tips for coping with stress that can be used at home and at work.

Taming Tension – 1 hour  
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  
Assess your general knowledge about school nutrition programs through a Jeopardy game format.

Contributing to the Team – 1.5 hours  
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  
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  
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  
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  
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  
Identify actions to take to more effectively conserve natural resources and protect the environment.
Help Your Supervisor Help You – 2 hours  
Explore how to help a supervisor become one of your best resources for achievement, accomplishment and personal success in the workplace.

Preparing for an Emergency – 1 hour  
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  
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  
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  
Become familiar with how adults learn and discover ways to inspire others to become more interested in learning.

Tap into Your Leadership Potential to Advance Wellness – 1 hour  
With the heightened role in promoting health and wellness in children, came the need for programs to change. Gain an understanding of the value of leadership during times of change and how to approach change in the program environment. Learn about personal leadership potential and how to model a positive attitude during times of significant change.

What’s the Word on Waste? – 2 hours  
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  
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.

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
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
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  
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.

**Feeding Infants in the CACFP** – 4 hours  
CACFP  
Participants will learn about the infant meal pattern, developmental readiness, hunger and fullness signs, handling and storing breastmilk and infant formula, offering solid foods, what is creditable in the infant meal pattern, and much more.

**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.

**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.

**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
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
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
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
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
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.

Nudging Students Through Positive Communication – 1 hour
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
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
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
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
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.
Child Nutrition Management Classes with Descriptions

Administration

SNP Administrative Update – 4 hours
Learn about new policies and guidance. Receive annual Civil Rights Training, as well as, direction on Protecting Confidentiality and Determining Eligibility for Reduced Price & Free Benefits.

CACFP Administrative Workshop – 3 hours
Cover important Program updates, civil rights, protecting confidentiality, determining eligibility, and procurement.

CACFP Jump Start for Centers – 6 hours
Introduces all the elements needed for a successful Child Nutrition Program. The training is divided into two segments. New Authorized Representatives must attend both segments. Administrative Integrity provides information to administer the CCFP with the required documentation: Enrollment & Income Eligibility Forms, meal counts, and claims. Meals Done Right addresses the record keeping for menu planning and meal documentation.

Controlling Costs in the Kitchen – 6 hours
Learn ways to control costs using strategic menu planning; proper procurement procedures; receiving and storage best practices; efficient production and serving techniques; and scheduling staff efficiently. Discover tips for encouraging collaboration in the nutrition program environment.

Emergency Preparedness – 6 hours
Become better equipped with the knowledge, skills, and confidence to develop and maintain an on-site Emergency Preparedness Plan. Determine how to identify the chain of command during emergencies and how to implement an action plan for unforeseen situations that could compromise food safety and/or the ability to function in a typical fashion. Discover the importance of planning and engaging in regular practice activities and how they work together to spark employees to act with confidence in times of disruption or crisis.

Financial Management of SNP – 6 hours
Identify strategies to improve the financial integrity of the school nutrition program. See how to utilize Kansas State Department of Education tools for recording and claiming meals for reimbursement, tracking revenue deposited into the food service fund, and analyzing expenditures paid from the food service fund. Evaluate financial data to maximize revenues, control costs, and make program improvements.
Jump Start for Directors – 12 hours SNP
Provides an overview of the most important, basic information a school nutrition program director needs to know in order to operate a program that meets regulations. By the end of this two-day professional development experience, participants will be able to utilize tools to ensure compliance with federal and state laws and regulations; recognize documents required to prove compliance; hear tips on how to run an efficient and successful operation; and recognize opportunities to collaborate with community partners. Topics covered include: program renewal, determining CNP eligibility, verification, civil rights and confidentiality, meal modifications, food safety, menu planning, purchasing plans, meal production and service, point of sale (POS) and claims, financial accountability, professional standards, wellness policies, and collaboration.

Jump Start for Managers – 12 hours SNP
Designed to help new and aspiring managers successfully supervise a school site's child nutrition program. By the end of this two-day professional development experience, participants will hear a quick overview of program responsibilities, as well as, receive tips, guidance, and ideas for supervising the production and service of meals to student customers. Jump Start for Managers builds confidence and provides opportunities for networking with other nutrition program supervisors. Topics covered include: menu management, meal production management, food safety, meal service management, procurement and inventory management, people management, cafeteria as a wellness learning environment, personal career development, and utilizing resources.

Leading the Team – 6 hours SNP / CACFP
Learn how to develop strength as a leader, build effective teams and improve relationship skills by resolving conflict, managing groups with cultural and generational diversity, and by coaching others. Discover ways to act in a leadership role both personally and professionally by inspiring and encouraging others.

Microsoft Office in CNPs – 6 hours SNP / CACFP
Develop skills in utilizing Microsoft Excel, Word and PowerPoint in Child Nutrition Programs. Learn how Microsoft Office can help you save time by streamlining and increasing efficiency in Child Nutrition Program operations.

Personnel Management I – 6 hours SNP / CACFP
Learn how to determine staffing needs and ways to assemble a well-trained, efficient team. Develop skills in recruiting, interviewing, and hiring the best possible staff. Understand how to evaluate team members and how to use that evaluation as an opportunity to set goals for improvement. Hear how to handle the process of terminating an employee who is unable to complete assigned tasks or who does not meet minimum standards.
**Personnel Management II** – 6 hours
SNP / CACFP
Learn how to handle workplace matters, such as valuing differences, preventing and avoiding discrimination, preventing sexual harassment, and using conflict resolution. Discover ways to coach and retain employees so that advancements in the day-to-day effectiveness and efficiency in the kitchen can be realized.

**Training for Success** – 6 hours
SNP / CACFP
An effective training program can have a positive impact on the success of the school food service program by increasing employee motivation, job satisfaction and performance while decreasing labor turnover. In this class, participants will discuss ways to incorporate training into their food service operation. Effective training techniques, including improving presentation skills, will also be explored.

**Communications & Marketing**

**Building Partnerships** – 6 hours
SNP / CACFP
Identify potential partners within the school and community settings, how to plan for successful partnerships and how to develop a partnership action plan. Great ideas for partnership activities will also be covered. You can't do it alone! So, if you feel like you are alone or stuck in a rut regarding your Child Nutrition Program endeavors, this class is for you.

**My Role in Creating a Healthier School Environment** – 6 hours
SNP
Recognize the importance of working as a team to create and support a healthy school environment. A healthier school environment is one in which the school setting supports students’ health and well-being and helps them build a strong foundation for learning. Learn how to set goals for improving school wellness through the use of multiple resources including the Kansas School Wellness Policy Model Guidelines. This interactive training will also showcase best practices seen in Kansas schools.

**Flexing Your Marketing Muscle** – 6 hours
SNP
School food service operates like a business with revenues and expenses. Marketing is important to business success and provides tools to increase participation, improve program image, and maintain customer satisfaction. In this class, learn creative ideas for merchandising, advertising, public relations, and promotion of your school food service operation.

**Let's Give Them Something to Talk About** – 6 hours
SNP
This class prepares directors and managers for working with the media. Participants will hear the 5 W's, “Who, What, When, Where and Why,” of working with the media to enhance the image of the child nutrition program. The “How” will include techniques to manage the media and motivate them to want to share positive messages about child nutrition programs. This class also considers the importance of including social media as part of public relations efforts.
Professional Communication – 6 hours SNP / CACFP
Recognize the importance of professionalism and how to earn respect through non-verbal communication (your appearance, conduct and attitude), written communication (format, grammar and spelling) and spoken communication (giving presentations, telephone etiquette, networking tips, negotiating skills and more). Practice ways to enhance communication skills and work to improve the overall image of the child nutrition program.

Nutrition & Nutrition Education

Kansas Nutrition 101 – 8 hours SNP / CACFP
Develop an understanding on the roles good nutrition and physical activity have on health. Learn facts and functions of nutrients, discuss healthy menu makeover ideas, and recognize how to put processed foods in perspective. Discover ways to both encourage customers to “eat smart and play hard” and to motivate your own personal lifestyle changes. Since nutrition comes from the word “nurture,” a discussion on sustainability and ways to decrease food waste in child nutrition programs is part this session.

Meal Modifications – 6 hours SNP / CACFP
Understand new policy guidance regarding meal modifications and the requirements related to providing meals for children with special dietary needs. Discuss ways healthy options make modifications simpler and how they create a wellness-promoting environment.

Nutrition Education in the Cafeteria – 3 hours SNP
Are you looking for fun and creative nutrition education ideas for your cafeteria? This class will help get creative juices flowing! Participants will learn how to incorporate nutrition education in the cafeteria by involving students, school staff and parents in the process. This class provides opportunities to network, share best practice ideas, and to develop a hands-on nutrition education project.

Nutrition Standards for School Meals – 6 hours SNP
Learn menu planning requirements including the standards for breakfast and how to implement “offer”. This class will provide essential information to effectively plan menus and complete production records.

Operations

Calculating Components – 6 hours SNP
Increase your comfort level in working with calculating components and adjusting recipes. By utilizing information from the Food Buying Guide, participants will learn how to calculate component contributions, modify recipe amounts for altered portion sizes and be able to complete production records for meals. Participants will also learn how to calculate grain ounce equivalents, fruit and vegetable yields and build a school-specific fruit and vegetable bar recipe.
Child Nutrition Professional Development, Child Nutrition & Wellness

Culinary Champions – A Fresh Perspective – 7 hours  
SNP / CACFP
Understand the relationship that careful meal planning, quality food preparation, and effective merchandising have on healthy eating. Learn how to use fresh wholesome foods in menu planning and practice culinary techniques that enhance acceptability of foods.

Culinary Champions – Build a Better Breakfast – 7 hours  
SNP / CACFP
Recognize the importance of breakfast in energizing children and helping them work toward their potential. Practice building flavors at breakfast using culinary techniques that preserve food quality and increase acceptability of breakfast foods. Hear ways to make breakfast available in innovative ways in the program.

Culinary Champions – Culinary Basics – 7 hours  
SNP / CACFP
Learn culinary basics, such as basic knife skills, weighing and measuring, and definitions of common culinary terms. Prepare the winning recipes from the USDA Recipes for Healthy Kids Contest. Discuss quality standards for menu items and the importance of serving quality foods in child nutrition programs.

Culinary Champions – Farm to Plate in Our State – 7 hours  
SNP / CACFP
Hear how to incorporate local foods into meal planning for child nutrition programs. Prepare recipes using ingredients that are locally available in Kansas.

Culinary Champions – Going Whole Grain – 7 hours  
SNP / CACFP
Learn about the health benefits of consuming whole grain foods and tips for incorporating whole grains in program meals. Practice identifying whole grain products and preparing recipes that use whole grain ingredients.

Culinary Champions – Healthy Flavorful Food for Kids – 7 hours  
SNP / CACFP
Understand the impact of sodium on health and ways to modify recipes to decrease sodium content. Learn culinary techniques that improve the flavor of foods using seasoning strategies that are accepted by children.

Culinary Champions – Healthy Quick Breads – 7 hours  
SNP / CACFP
Learn culinary techniques for baking quantity quick breads through lecture and laboratory activities. Understand types of quick breads, quick bread elements, and weighing procedures for ingredients.

Culinary Champions – Healthy Yeast Breads – 7 hours  
SNP / CACFP
Learn culinary techniques for baking quantity yeast breads. Understand yeast bread ingredients and their functions, procedures for mixing, shaping, proofing, and baking yeast breads, and how to recognize quality in a yeast bread product.
**Culinary Champions – Menu Makeover** – 7 hours  
SNP / CACFP

Hear ways to decrease sodium and fat while increasing fruits, vegetables, and whole grains in menu planning and production. Learn basic culinary terms and knife cuts, as well as, how to read and modify recipes.

**Culinary Champions – Tastes of Kansas** – 7 hours  
SNP / CACFP

Learn about Kansas child nutrition programs and The Healthy Kansas Plate. Achieve a better understanding and appreciation for locally sourced beef products. Practice culinary techniques that preserve food quality and enhance the flavor of products native to Kansas using recipes submitted by Kansas Child Nutrition Programs.

**Culinary Champions – More Tastes of Kansas** – 7 hours  
SNP / CACFP

Develop culinary skills using foods that are an important part of agribusiness in Kansas. Achieve a better understanding and appreciation for locally sourced dairy, chicken, pork, and soybean products.

**Culinary Champions – Speeding Up Speed Scratch** – 7 hours  
SNP / CACFP

Develop culinary skills and learn healthier ways of preparing meals for children using speed scratch strategies. Understand the concept of speed scratch and evaluate its advantages and disadvantages in menu planning and production.

**Culinary Champions – Tasty Takes on Children’s Favorites** – 7 hours  
SNP / CACFP

Learn how Child Nutrition Labels and Product Formulation Statements are used to credit foods in child nutrition programs, as well as how to use the Food Buying Guide tool. Practice preparing tasty takes on children’s favorite foods, using scratch cooking techniques, local foods, and a variety of flavoring agents.

**Culinary Champions – Team Up for Smart Snacks** – 7 hours  
SNP / CACFP

Learn about the Smart Snacks in Schools requirements and how to modify recipes to meet Smart Snack in Schools criteria. Prepare innovative recipes submitted by teams of students from Kansas schools as part of a Smart Snacks in Schools Recipe Challenge.

**Culinary Champions – The Many Sides of Sides** – 7 hours  
SNP / CACFP

Develop culinary skills using wholesome ingredients and seasoning blends in the preparation of healthy side dishes. Discuss quality standards for menu items and implementation of strategies that motivate healthy eating. Hear strategies for reducing waste in the program, including use of the digital Food Buying Guide.

**Culinary Champions – World Cuisine** – 7 hours  
SNP / CACFP

Learn how cuisines from around the world can inspire menu planning ideas and tap into the trending tastes of children in the United States. Prepare menu items using production techniques and ingredients indigenous to Asia, Italy, and Mexico.
Exceeding Customer Expectations – 3 hours
This class will help food service teams create a workplace that elicits the very best from every team member. Employee attitude and satisfaction are an important part of being able to have team members who feel prepared for understanding the needs and wants of their primary customers, the students. Building a customer-focused program will produce satisfied, loyal student customers who are healthy and ready to learn. Loyal customers generate revenue for the food service program. It's a Win-Win!

Kansas Food Safety in Schools – 6 hours
Learn how to protect the health and safety of child nutrition program customers in this comprehensive class that covers everything a manager or director needs to know in order to keep program foods safe and to create a culture of food safety in the nutrition program environment. The process approach to HACCP and Farm to School/Preschool food safety protocol are included in this session. The School Nutrition Association has approved this class for their certification program and it meets the Professional Standards food safety training requirement for school nutrition program directors.

Implementing HACCP in Kansas – 6 hours
HACCP is a preventative system designed to detect potential hazards before they occur, and how to implement control measure to prevent, eliminate or reduce the likelihood of them casing a foodborne illness. It's a way of making sure food stays safe from receiving through service. A HACCP Food Safety Plan must be in place for each facility in which food is stored, prepared or served for the purposes of any sponsored Food and Nutrition Service program. Standard Operating Procedures for safe food handling are written to include any facility or part of a facility where food is stored, prepared, or served, such as school buses, in hallways, school courtyards, kiosks, classrooms, or other locations outside the cafeteria.

Managing Production – 6 hours
Managing production can be challenging for both new and experienced managers. Participants will improve their ability to forecast and use pre-production planning, schedule their team for efficiency, implement quantity food preparation techniques to produce quality food, improve the efficiency of their staff by creating or improving the effectiveness of the work environment, and effectively utilize the resources available.

Managing Service – 3 hours
Become a “Service Superhero!” by learning how to manage service. This class explores service styles, equipment needed for service, setting up the serving line, maintaining food quality during service and serving safe food. Leading for excellence in child nutrition programs demands a new way of looking at how students are served.
**Kansas Procurement** – 6 hours
Learn how to comply with the rules and accountability associated with procurement of goods and services for child nutrition programs in Kansas. Obtaining quality goods, products, and/or services at the best possible price is an important aspect of implementing a cost-effective procurement system. Hear key points to consider when making purchasing decisions, including principles of competent procurement, competitive purchasing, forecasting, and Buy American.

**Purchasing, Receiving & Storing** – 6 hours
The goal of purchasing is to obtain the appropriate quality for the best overall price. Criteria for purchasing direct that it must be done in an open competitive market, in the quantity needed, at the time needed, without breaking any laws, or being involved with unethical practices. There is much to consider! The lessons in this 6-hour class address essential criteria so that participants can effectively and efficiently purchase food, supplies and equipment. Safe and efficient receiving and storage procedures are also addressed.

**Recipes 101** – 6 hours
A standardized recipe is more than a “quantity recipe”! This class is a complete source of information on recipe standardization and will assist managers in developing and using standardized recipes in their school food service operations. Participants will have the opportunity to practice verifying yields, adjust recipes for changes in quantity and/or portion size, and review recipes from Kansas schools and other sources. The class will conclude with a discussion on ways to encourage school nutrition workers to use standardized recipes.

**Working SAFE** – 6 hours
This class provides instructions, activities and checklists that can be used to prevent injuries due to falls, improper lifting techniques, fires and burns, cuts, and chemical accidents.