

Program Title	Training Hours	Intended Audience	Learning Objectives	Program Description
Key Area: 1 - Nutrition				
Connecting School Nutrition and Dietary Guidelines <i>*Updated*</i>	2	All staff	1310, 1320	Understand how the Dietary Guidelines for Americans connect to the school nutrition program.
Food Allergies & Special Diets - Your Role	1 or 2	All staff	1160	Understand your role in feeding students with food allergies, special diets, and how to keep students safe.
Menus & Marketing <i>*Updated*</i>	2	Managers	1110, 1120, 1170, 1310	Upbeat training geared toward menus and marketing to reach students in Generations Y, Z and Alpha.
Menu Planning Using PrimeroEdge®	3 two-hour sessions	Directors, Dieticians, Office staff	1110	Hands on application of the PrimeroEdge menu planning and production record keeping.
Key Area: 2 - Operations				
Efficiency in the Kitchen	1	All Staff	2130	Learn to simplify work processes and save time during food preparation.
Food Safety Everyone's Responsible <i>* Updated*</i>	1, 2, or 3	All staff	2610, 2620, 2630, 2640	Review safe food handling practices. 2 or 3 hour includes role play activities.
Production Records Using PrimeroEdge® Software	2	Managers Key Person	2110, 2120, 2150	Effectively navigate the PrimeroEdge® menu planning module using a hands on approach.
Scooping Up Kitchen Knowledge <i>*New*</i>	2	All Staff	2100, 2200	Common terms and basic kitchen math skills will give the learner necessary knowledge for everyday operations.
ServSafe® Manager Certification Course	8	Directors, Managers, Key Persons	2610, 2620, 2630, 2640,	This one day class reviews the important information required to pass the ServSafe manager's exam. Learners receive their book and study materials for preparation prior to class.
Standard Production Records	2	Managers, all staff	2110, 2120, 2150	Learn what and how to record production records. Ideal for school nutrition programs utilizing paper production records.
Successful Serving - Offer vs Serve <i>* Updated*</i>	2	All staff & Cashiers	2220, 2240, 2310	Learn to correctly identify reimbursable meals for all grade levels using a fun approach.
Key Area: 3 - Administration				
Administrative Review Preparation	2	Directors, Managers, Bus Mgr.	3260	We cover everything you need to know to pass your review with confidence.
Be A Leader... No Title Required <i>*New*</i>	2	All Staff	3410	Find the leader in YOU by exploring your leadership potential.
Building Your Budget	4	Directors & Supervisors	3320, 3330, 3340, 3350, 3360	Find the perfect balance of revenues and expenses. Creating and analyzing a School Nutrition Program budget.

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Civil Rights for School Nutrition Programs	1	All Staff	3260	This fast paced annual training requirement ensures the staff understands civil rights.
Effective & Engaged Employee Evaluations <i>*New*</i>	1 or 2	Managers	3410, 3420, 3430, 3440	Learn how to effectively evaluate employee work and improve staff performance.
Money in, Money Out - Deciphering Financial Information	4	Directors & Supervisors	3320, 3340, 3350, 3360	Learn about and understand appropriate accounting procedures to support School Nutrition Programs.
The "IZE" Have It! <i>*New*</i>	2	All Staff	3400, 3450	Learn how being organized can save you time and streamline your program.
Key Area: 4 - Communication and Marketing				
Are You Listening? <i>*New*</i>	2	All Staff	4140	Understand how communication and workstyles impact each team and their ability to work together.
Communicate & Collaborate <i>*New*</i>	2	All Staff	4140, 4150	Learn about communicating in the school environment.
Goal Setting	2	Managers Supervisors	4110	Understand SMART goals and learn to create an attainable plan for implementation.
Humor in the Workplace - Staying Jazzed	1	All Staff	4130	Improve the workplace environment with fun and laughter.
It's Going to Happen...Steps to Deal with Conflict and Change <i>*New*</i>	1	1 or 2	4140	Examine how the way you handle change impacts conflict with you and your team.
Planning & Promoting Special Events <i>*New*</i>	1 or 2	All Staff	4120	Practical tips, timelines, and communication to create a successful event for your customers.
Stand UP to Bullying! <i>*Updated*</i>	1	All Staff	4140	Understand the definition of bullying, how to recognize it, what to do if it's happening and prevent it in the future.
We Can Make it Happen - Teamwork <i>*New*</i>	2	All Staff	4140	An interactive session that helps build skills for a stronger and happier team.
Making a Lasting Impression	1 or 2	All Staff	4130	Engage your staff in defining, understanding, and providing exceptional customer service.
Other Services Provided by Carol H Gilbert Consulting				
Skill Development for Leaders <i>*Updated*</i>	8	Leaders & Potential Leaders	4140	This interactive course examines communication and work styles, efficiencies, and leadership qualities necessary for successful team interaction.

Consulting and analysis of your food service program

Guidance for the Administrative Review

Operation administrative management

ServSafe® certification training

PrimeroEdge® menu input and staff training