TRAINER'S GUIDE

The **SAFE FOOD CREW** program is designed to help you train food handlers on the most important food safety topics. The program's curriculum consists of fifteen training modules. The modules can be presented in any order you choose, so you can teach the modules most relevant to your establishment.

Key Points:

- Easy-to-use with step-by-step prompts for the trainer
- Simple, conversational language aimed at the food handler
- Up-to-date food safety information
- Training material for various learning styles
- Hands-on activities
- Pre and Post quizzes to help measure training effectiveness and success
- Short, fifteen minute training sessions for busy managers

The trainer should plan on some preparation time before presenting a module. This should include reading the module and the glossary terms. Understanding how the modules have been formatted and how the materials should be used will help the trainer to be well organized for the presentation. We recommend following the module format as closely as possible to provide the most accurate information to your staff. We have included short Pre and Post quizzes to administer to all trainees just prior to and immediately after the training. These quizzes are a way for our department to assess employee knowledge, training needs and training effectiveness. Trainers are asked to submit Pre and Post quizzes to the Public Health Department after the training. Trainers in Madison and Dane County, WI may benefit by attending a free train-the-trainer session. Check our website at www.safefoodcrew.org for updated information for train-the-trainer sessions. All modules include the following sections and trainer prompts:

Overview (first page of every module)

TRAINER: Read this page ahead of time to prepare for teaching the module.

The overview page is for the trainer. It includes:

- Topic objectives
- Time needed for instruction
- Class location for activity
- Copies and materials required
- Glossary terms (in SMALL CAPS)

Today We Are Learning About:

TRAINER: Read aloud to prepare participants for training

- Introduces participants to module topic
- Administer the Pre quiz

Why the Risk?

TRAINER: Read aloud.

- Explains the foodborne illness risks related to the module topic
- Discusses the importance of following safe food handling procedures

What's the Law?

TRAINER: Read aloud.

- Current Food Code requirements

Talking Points

TRAINER: Give participants a copy and have them take turns reading aloud.

- Definitions of glossary terms
- Important take-home messages for food handlers
- For best results, we suggest participants take turns reading these aloud to group

Activity:

TRAINER: Give participants copies of activity sheet and corresponding fact sheet(s). Have participants complete individually or as a group.

- Hands-on activities for active participation
- Suggestions for teaching location
- Lists necessary materials to complete the activity
- Fact sheets specially designed for quick learning

Tales from the Kitchen

TRAINER: Share one or more of the following "Tales from the Kitchen."

- True stories from our health inspectors
- Real life examples help participants remember the message

Review Questions

TRAINER: Ask participants to answer the following.

- Allows participants to review key points one last time
- Allows the trainer to determine future training needs
- Administer the Post quiz

Moving Ahead: For Managers/Trainers

TRAINER: Do not read aloud. These are your next steps, additional activities and resources.

- Not part of the module presentation
- Ideas for future instruction, further topic information and resource material
- Reminder to fill out logs for public recognition program recording keeping*

It is recommended that trainers read Motivating Employees to Learn (p. 7) prior to any training. A motivated and enthusiastic trainer is needed for the success of this program. A Certificate of Completion template has been included to present to employees who participate in the training and an Employee Attendance Record has been provided to track all trainings an employee receives.

*To the Madison and Dane County food establishments participating in the SAFE FOOD CREW Public Recognition Program

To receive credit for each module you teach you must do the following:

- Have employees sign the Training Verification Log (p. 9) for each module taught,
- Submit Pre and Post quizzes – one per participant/module taught
- Fill out Trainer's Evaluation Form (p. 10) for each module taught and
- Submit an Application for SAFE FOOD CREW Public Recognition Program (p. 14) to Public Health – Madison and Dane County.

For more information on participating in the public recognition program, refer to Recognition Program (p. 8).