

FNS CLASS DESCRIPTIONS

Spring 2017



1000 NUTRITION

None available at this time

2000 OPERATIONS

2131-102-0417: Time Management, 1 CEU

3:30pm – 4:30pm April 13, 2017

3:30pm – 4:30pm May 2, 2017

Open to all FNS staff. Emphasizes ways to incorporate effective time management skills in order to decrease stress and increase productivity.

2211-101-0316: Portion Control, 3 CEUs

3:30pm – 6:30pm March 30, 2017

3:30pm – 6:30pm April 17, 2017

Open to all FNS staff. Portion control is integral to cost containment and meeting school meal pattern requirements. This class focuses on using the correct utensil for serving while maintaining attractive presentation of food.

2321-102-0417: Kitchen Math for FNS, 2 CEUs

3:30pm – 5:30pm April 26, 2017

3:30pm – 5:30pm May 10, 2017

Open to all FNS staff. Take a deeper dive into FNS math fundamentals. Learn about the different types of measurement and how to convert using common kitchen math.

2611-101-0715: Intro to HACCP, 3 CEUs

3:30pm – 6:30pm May 1, 2017

Open to all FNS staff. Assess hazards in the kitchen. Provide proper documentations in HACCP logs. Document corrective action taken to ensure food safety.

2621-101-0816: Temp Takers, 2 CEUs

3:30pm – 5:30pm April 4, 2017

3:30pm – 5:30pm April 19, 2017

Open to all FNS staff. Instruction and hands on training with "Temp Takers" temperature recording devices and properly keeping temperature logs in line with HACCP requirements.

3000 ADMINISTRATION

3211-103-0417: The Leadership Roadmap, 3 CEUs

3:30pm – 6:30pm April 3, 2017
3:30pm – 6:30pm May 15, 2017

Open to all FNS staff. This course is designed to help those in a leadership role or interested in leadership to identify, define, and refine their path so that all of a leadership endeavors ultimately drive them towards an intentionally discerned destination.

3452-101-0916: Heartsaver CPR/AED, 2 CEUs

3:30pm – 5:30pm March 13, 2017
3:30pm – 5:30pm March 27, 2017
3:30pm – 5:30pm April 12, 2017
3:30pm – 5:30pm May 18, 2017

Open to all FNS staff. This course will teach you to recognize cardiac arrest, get emergency care on the way quickly, and help a person until more advanced care arrives to take over. The course also covers adult choking and naloxone. Heart saver courses are designed for anyone with little or no medical training who wants to be prepared for an emergency in any setting. Students receive a course completion card that is valid for 2 years.

3453-101-0916: Healthy Coping & Stress Management in the Workplace, 1 CEU

3:30pm – 4:30pm April 5, 2017
3:30pm – 4:30pm May 8, 2017

Open to all FNS staff. Evidenced -based practical methods are presented to reduce job burnout and unwanted stress which leads to personal and professional frustration. Participants will be able to define and understand burnout and compassion fatigue, symptoms of Secondary Traumatic Stress Disorder, discuss emotional triggers and learn to develop the skill of Emotional Intelligence.

3453-102-0317: Power of Positive Thinking, 2 CEUs

3:30pm – 5:30pm March 29, 2017
3:30pm – 5:30pm April 27, 2017

Open to all FNS staff. Learn how the power of positive thinking can have a positive impact on both your work life and personal life.

3611-102-0916: Computer Netiquette, 2 CEUs

3:30pm – 5:30pm April 25, 2017

Open to all FNS staff. Whenever you work and communicate online, there are some basic etiquette rules to follow. This course will provide the correct types of behavior when online including e-mails, web searching, social media and more.

3612-101-0316: Beginners Microsoft Office, 2 CEUs

3:30pm – 5:30pm April 11, 2017

Open to all FNS staff. Intermediate level Microsoft Office class. This class dives deeper into Word, Excel, and Outlook.

4000 MARKETING AND COMMUNICATIONS

4141-101-0317: Effective Communication, 3 CEUs

3:30pm – 6:30pm March 14, 2017

Open to all FNS staff. This class describes our different types of communication, e.g. verbal & non-verbal, it defines conflict and why some people avoid it, and we will also learn how some react to specific situations versus how others perceive that reaction.

4912-101-0316: Advanced Customer Interaction, 3 CEUs

3:30pm – 6:30pm March 15, 2017

3:30pm – 6:30pm April 6, 2017

Open to all FNS staff. This course takes its participants into the mind of the customer, the student. Participants will use student input to explore techniques for increasing participation. This course will also build on the basic expectations of customer service.

4931-102-0916: Team Building, 3 CEUs

3:30pm – 6:30pm March 16, 2017

Open to all FNS staff. This workshop is a continuation of "Working Well with Others Using True Colors." Through interactive exercises, you improve interpersonal skills by applying True Colors to everyday situations. The ability to work cooperatively with others depends on how effectively you listen, question, give and receive feedback, and employ empathy based on what you observe in the other person's "true color personality." You leave this workshop with deeper self-awareness as well as a better understanding.

4932-101-0417: How to Deal with Difficult People, 1 CEU

3:30pm – 4:30pm April 20, 2017

3:30pm – 4:30pm May 9, 2017

Open to all FNS staff. Provides tips and tools for ways to engage and interact during challenging interpersonal interactions and reviews anger management techniques.