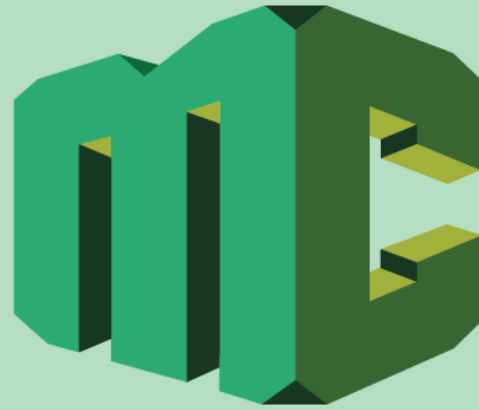


Training Best Practices



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER



Presenter: Stephanie Parrott

Food & Nutrition Training & Development Specialist



Meet our Speaker



Stephanie Parrott

Training & Development
Specialist



Resources & Questions





Acknowledgement Statement

You understand and acknowledge that:

- The training you are about to take does not cover the entire scope of the program; and that
- You are responsible for knowing and understanding all handbooks, manuals, alerts, notices, and guidance, as well as any other forms of communication that provide further guidance, clarification, or instruction on operating the program.



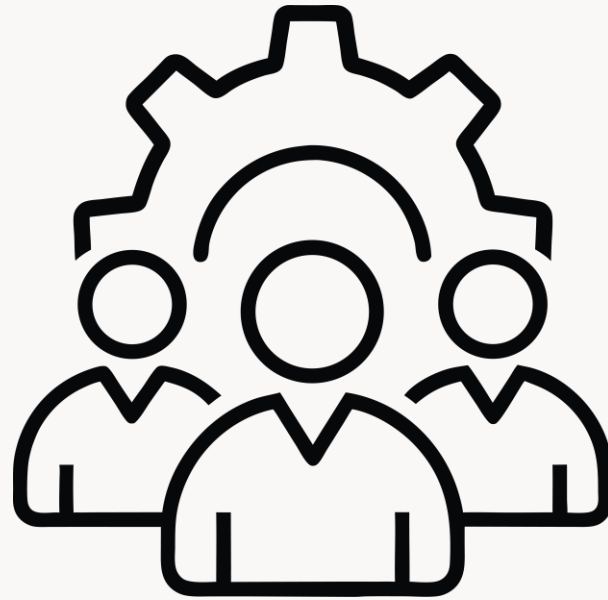
What city are you joining us from?

0 0



Awaiting first audience response..

Why does this matter?



Learning Objectives



Identify key
learning basics



Discover effective
training strategies



Analyze training
techniques

DID
YOU ?
KNOW



Learners forget 90% of information presented to them within 48 hours.





What do you remember...



Learning Requires:

- Repetition
- Connection
- Relevance



How do you typically train new staff?



Awaiting first audience response..

↑ ↓ 0 0



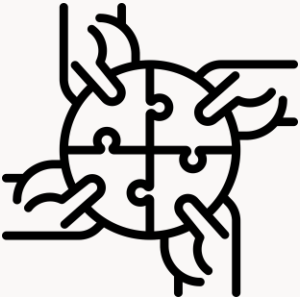
Ways We Learn



Visual

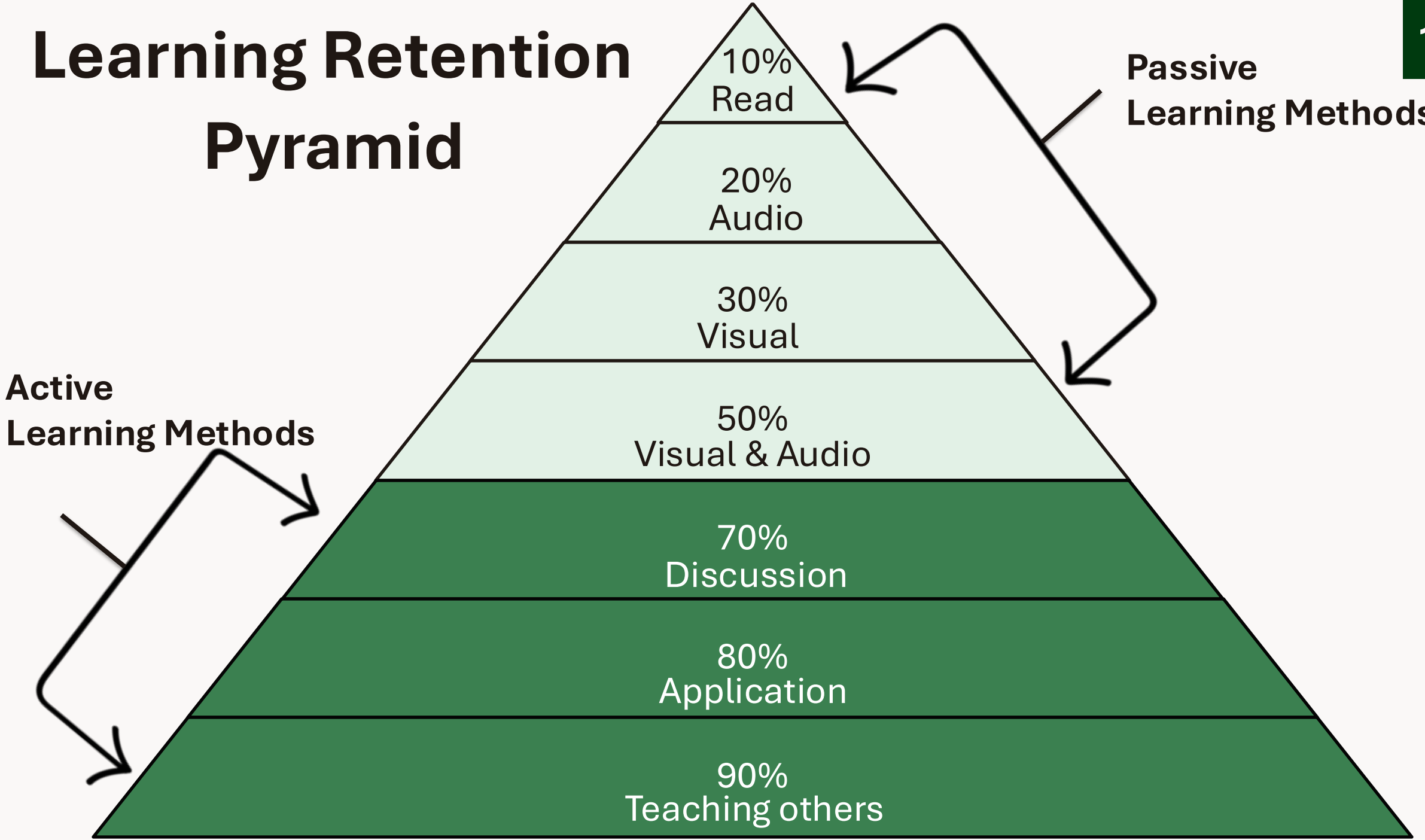


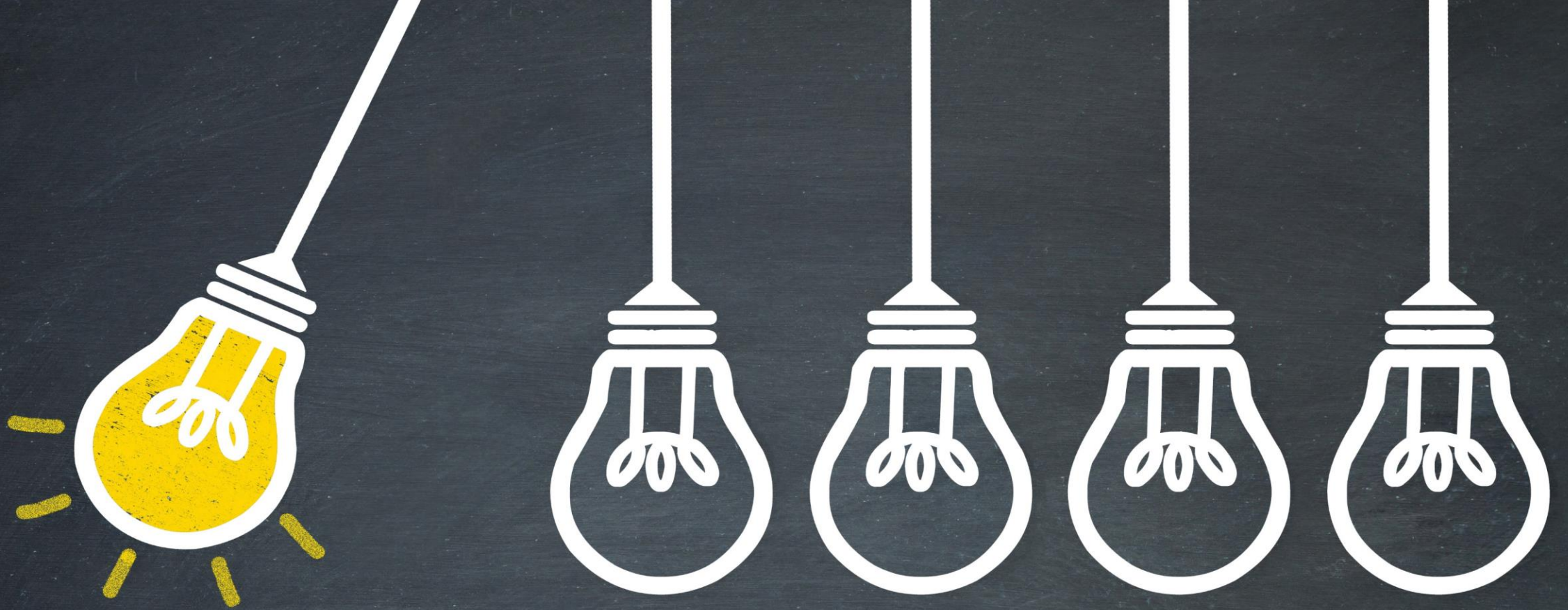
Auditory



Hands-On

Learning Retention Pyramid





WHY IS IT SO IMPORTANT



Which format would result in higher retention when teaching Production Records?

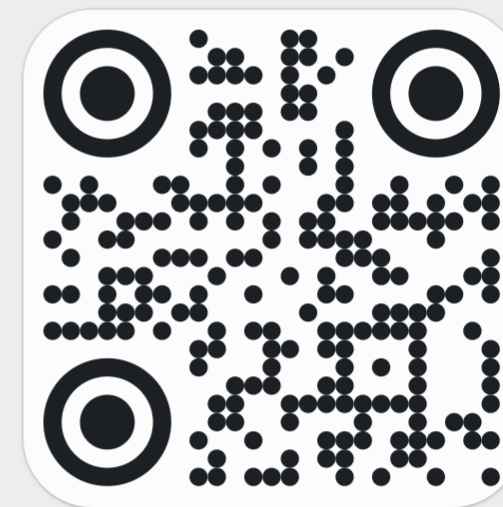
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Reading the policy

Listening to a verbal explanation

Hands-on practice

Watching a video





When training staff on identifying reimbursable meals, which format would result in higher retention?

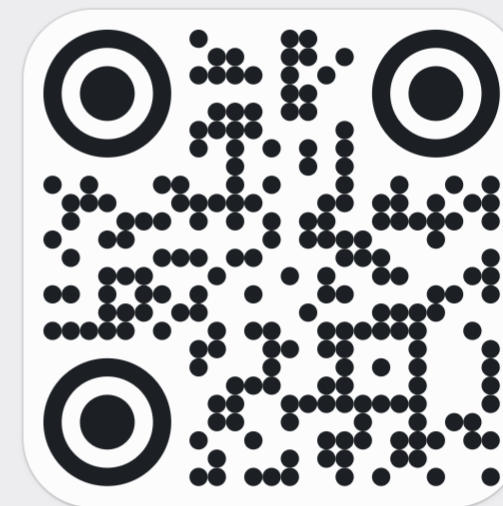


Providing a written list of meal pattern requirements

Reviewing regulations verbally

Assigning staff to read policy/handbook

Using real food items and menu examples





Effective Strategies to Support Impactful Learning





Effective Strategies



Clear Outcomes



Make it Relevant



Application of new
Information



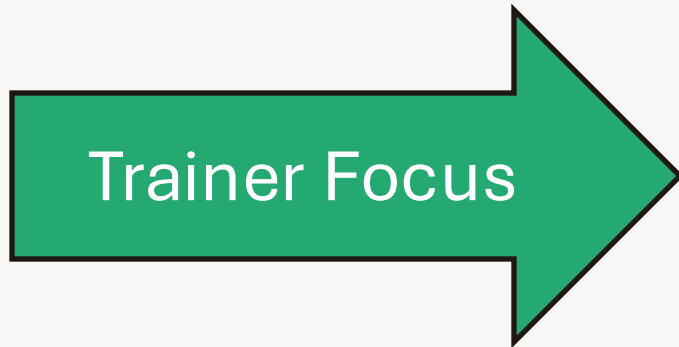
Reinforce with
Resources



Follow-up



Clear Outcomes



What do I want the staff to do?

Why is this training important right now?



Why are we doing this?

How does this apply to my daily work?





Make it Relevant

Relevance



Retention





Application



Increases

Confidence
Retention
Consistency



Decreases

Errors
Confusion
Anxiety





Reinforce with Resources

Job Aids

Checklists

SOPs

Quick
Guides





Follow up & Feedback

Refreshers



Coaching



Check-ins






How to check for understanding?

- Teach Back
- Scenario Questions
- Thought-Provoking Questions
- Self Assessment
- Complete a Task Independently
- Checklists





I'm born green, live red
and die black.
Some like me sweet,
some like me bitter.

Who am I?

Answer: An Olive



Analyzing Training Techniques



THIS OR THAT

Clear Outcomes



We are going to talk about leftovers today.

We will know which leftovers we keep, how to label/store them, and when they need to be thrown out.



THIS OR THAT

Application



Set up a food safety station where staff can identify safe vs unsafe food scenarios.

Present food safety with a PowerPoint presentation.



THIS OR THAT

Follow-Up



Schedule check-in, provide immediate feedback, clarify errors in the moment.

Quick email “Let me know if you have any questions”.



THIS OR THAT

Relevance



Use generic menu & kitchen examples.

Use actual site menus, forms, tasks.



THIS OR THAT

Resources



Helper sheets from SquareMeals are accessible in the kitchen.

Binder with policy QR code in office.





Why do Trainings Fail?

- Not aligned with real work
- Lack of management support
- Too much information, too fast
- No follow-up





Leverage life experiences



Break up information into chunks



Let them explore on their own



Encourage questions & discussion

DEBRIEF

3

- things I can take away from today

2

- strategies I plan to use moving forward

1

- thing I need more clarity on





Share





RECAP

The following are the key points we covered in this training:

- Identify key learning basics
- Discover effective training strategies
- Analyze training techniques



Questions?



Contact Us



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(877) (839-6325)



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Squaremeals.org

Leave Us Your
Feedback!



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The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

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Office of the Assistant Secretary for Civil Rights
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2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

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