



Using the *PlayBook*™

The *New Manager's Course*™ *PlayBook*™ Version 2.0 CD-ROM can be used many ways. Some include:

- To accelerate application of classroom learning on the job
- As an in-service training tool
- Whenever a manager takes responsibility for a new cafeteria
- As a coaching tool
- To enhance management skills

Many learning activities in the program may be completed in one workshop consisting of several days' duration or a lesson at a time. They may be completed individually or in a group. The exercises extend, however, over the course of an entire year.

Training Camp on Demand!

An outstanding resource section, the "Training Camp" in the *PlayBook*™ presents a wide array of online and classroom learning opportunities. It captures all the worksheets and checklists offered in the program, and links to outside resources offered by reliable providers. Revisit as often as you need to!

More Equipment in the Bag!

These supporting products are included on the CD-ROM (in PDF format*):

- NoteTaking guide
- Downloadable and printable job map
- Worksheets, checklists, other tools, and links to helpful learning sites and materials
- New in the Revised Edition – Trainer's Guide, certificate template, fillable checklists, and updated resource link

*Adobe® Reader® 8.1 included
SNA & TASN Certifications 2004 24 Hours

Working Together

Kitchen 101™ Version 2.0 and The *New Manager's Course*™ *PlayBook*™ Version 2.0 are customized training programs developed as collaborative efforts between Inspired Learning Adventures, L.C. and Region 4 Education Service Center in Houston, Texas. School food service staff from the Houston area districts of Aldine, Alief, Dayton, Devers, Pasadena, Stafford and Tomball contributed to the development of the courses.

In their final stages, the programs' content and formats were tested in workshops by hundreds of child nutrition professionals. The resulting courses are designed with the goal of keeping school kitchens running smoothly and retaining employees.

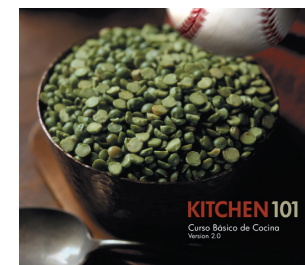
Pricing

601-1484	<i>New Manager's Course</i> ™ <i>PlayBook</i> ™ Version 2.0 CD-ROM & Job Map	\$180
601-1025	<i>Kitchen 101</i> ™ Version 2.0 Combination Pack: CD-ROM & Instructors Guide—English	\$240
601-1026	<i>Kitchen 101</i> ™ Version 2.0 Combination Pack: CD-ROM & Instructors Guide—Spanish	\$240
601 - 1027	<i>Kitchen 101</i> ™ V2.0 CD-ROM—English & Spanish	\$200
601-1028	<i>Kitchen 101</i> ™ V2.0 Instructors Guide—English	\$50
601-1029	<i>Kitchen 101</i> ™ V2.0 Instructors Guide—Spanish	\$50

Order online and Shipping/Handling is FREE!

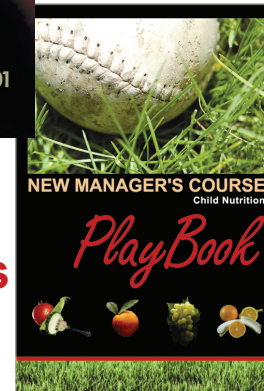
Website <http://www.region4store.com>

Shipping/Handling: 10% of total order for S/H: \$5.00 minimum/\$100 maximum.



Kitchen 101™

Version 2.0



New Manager's Course™

Version 2.0

Two courses to meet the needs of child nutrition employees – from their first day through becoming new managers

Kitchen 101™ Version 2.0 is an English/Spanish CD-ROM-based orientation program designed to meet the training needs of school food service personnel to prepare them for industrial cooking in an educational setting.

The *New Manager's Course*™ *PlayBook*™ Version 2.0 is a CD-ROM-based course designed specifically to meet the training needs of school food service managers to lead their cafeterias with skill, imagination, and confidence. This new revised version includes a Note Taking Guide, Trainer's Guide, certificate template, fillable checklists, updated resource link, and downloadable, printable job map.

Child Nutrition Services
Region 4 Education Service Center
7145 West Tidwell Road
Houston TX 77092-2096
Phone: 713.744.8162 | fax 713.744.4419
<http://cns.escportal.net>





Introducing
Kitchen 101™
Version 2.0



Kitchen 101™ compares working in a kitchen to playing baseball. Its three sections include:

1. **“Rules of the Game”**—introduces the rules of the child nutrition business – an overview of government regulations, typical kitchen roles, menu-planning systems, production records, and free/reduced price lunches
2. **“You As a Player”**—outlines responsibilities of each employee as a “player” – show up on time, dressed appropriately, ready to support the team and develop skills
3. **“Play Ball”**—highlights the most frequently used small and large equipment, as well as basic safety and sanitation guidelines

The course includes a 25-question test created from a database of 118 items. Users may repeat the test as necessary, each time receiving a new random set of questions.

The *Kitchen 101™* CD-ROM is both PC, including Vista, and Mac compatible and can be used a number of ways. Some ideas:

- Orientation before a new substitute or employee begins work
- Job fair or recruiting tool
- In-service training tool
- Coaching tool
- Learning aid to improve language skills

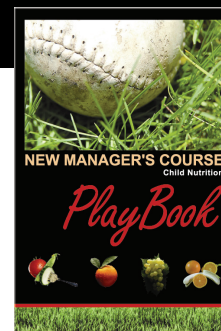
2 Hours
SNA certified November 25, 2002
TASN certified December 9, 2002

Supporting products included on the *Kitchen 101™* CD-ROM:

- Instructors Guides in English and Spanish – Each includes, in English, an introduction to *Kitchen 101™*, suggested uses of the program, room setup options, tips on facilitating the course, and every screen from the CD-ROM (in either English or Spanish). (Note: print copies of the Instructors Guides may also be purchased.)
- Participant Guides in English & Spanish include every screen from the CD-ROM.



Child Nutrition
NEW MANAGER'S COURSE™
Version 2.0



Moving Up to Manager?
You Need a *PlayBook™*!

Stepping up to the role of foodservice manager can be a heady experience. On one hand, you can feel challenged and energized. On the other hand, you can feel like you've been hit by the proverbial “bean ball”—left speechless and asking, “What happened?”

Don't Get Caught in Left Field!

The *New Manager's Course™ PlayBook™* compares managing a kitchen to managing a baseball team. Its seven sections include:

1. **Introduction & Objectives**—sets program objectives, highlights resources & illustrates your new role using a job map
2. **Getting Ready for Opening Day**—assesses your readiness to lead, ensures your office & equipment are functional, & identifies expectations & challenges
3. **Opening Pitch**—helps you start the season right with a vision & plan that are shared, supported & realistic. Assesses team member skills, assigns roles & schedules, plans staff development & concludes with a tool for preparing successful meetings
4. **Managing Operations**—concentrates on the day-to-day aspects of leading an effective cafeteria, including setting up a receiving system, developing a marketing plan & promotion, forming productive relationships, identifying & meeting staffing needs, orienting new people, & managing program information & budgets
5. **Developing Team Performance**—focuses on helping team members plan their own personal development, delegating tasks, delivering feedback, & recognizing performance
6. **Strengthening Leadership Skills**—prompts you in developing your personal plan to enhance your leadership skills
7. **Training Camp**—is described on the reverse of this brochure