

GRAB AND GO LESSON

Training Development for CACFP Professionals: Part 1

Education and Training

Purpose: This handout provides key questions to consider when planning to develop training content.

Have you ever been responsible for developing training for your staff on a Child and Adult Care Food Program (CACFP) topic? Did you have an organized plan for developing the training? The time you spend planning your training is time well spent. It can mean the difference between a successful training and a disaster. Here are some questions to think about before you begin designing your training. The more details you can provide for each of these questions, the better able you will be to have a successful training that meets both you and your employees' needs.

Who is Your Intended Audience?

Your intended audience may be your employees, but think of other characteristics as well. For example, what is their educational background? How old are they? What is their work experience? The more details you can use to describe your target audience, the better you will be able to tailor your training to their needs.

Why Do You Want Them to Learn?

Usually, training is provided because there is a gap between what employees are doing and what you want them to do. Why do you feel this specific training is necessary for your employees?

What Do You Want Them to Learn?

What is the end goal you want to see after you provide the training? Do you want to increase their knowledge about a certain area? Do you want to improve a certain skill? Do you want to improve employees' attitudes towards a certain practice?

Based on why and what you want your employees to learn, develop at least one objective for the training. It should reflect the knowledge, skill, or attitude you want them to adopt as a result of the training. Here are some examples:

- Knowledge: The employee can state five basic food safety requirements.
- Skill: The employee can properly calibrate a food thermometer using the ice water method.
- Attitude: The employee complies with all handwashing rules when preparing food.

How Long Does the Training Need to Be?

Will the training be brief, or will it be more extensive? Will the training take place over a series of workshops? Be sure to develop materials that fit within the timeframe without overwhelming participants or wasting time.

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When and Where will You Provide the Training?

Will you provide the training during work hours? Will it be on-site where they work, or will it be at another location? Be sure that the training does not require materials that you will not have access to due to the time or location.

Knowing the answers to these questions are essential for planning training. For additional information, refer to the *Grab and Go Lesson* “Training Development for CACFP Professionals: Part 2.”

References

- Institute of Child Nutrition. (2019). *Foundations for training excellence: Basics*. <https://theicn.org/training-2/>
- Institute of Child Nutrition. (2018.) *Ground rules for training mini-posters*. <https://theicn.org/icn-resources-a-z/ground-rules-for-training-mini-posters/>

This project was funded using U.S. Department of Agriculture grant funds. The USDA is an equal opportunity provider, employer, and lender.

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Suggested Reference Citation:

Institute of Child Nutrition. (2021). *Grab and go lesson: Training development for CACFP professionals: Part 1*. University, MS: Author.

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