



COURSE OUTLINE: RES240 - TRAINING & DEVELOPMENT

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Approved: Sherri Smith, Chair, Natural Environment, Business, Design and Culinary

Course Code: Title	RES240: TRAINING AND DEVELOPMENT
Program Number: Name	2078: CULINARY MANAGEMENT
Department:	CULINARY/HOSPITALITY
Semesters/Terms:	19W
Course Description:	The industry requires first-level supervisors who have the potential to satisfy the needs of a demanding industry. This course meets one of the greatest needs, a supervisor who possesses the skill sets to train people. Training is critical to any business but particularly the culinary environment because of its fluctuating staff requirements. This course will provide students with the opportunity to develop training skills that will add to their professional portfolio and also help to raise industry standards.
Total Credits:	4
Hours/Week:	4
Total Hours:	60
Prerequisites:	HOS201
Corequisites:	There are no co-requisites for this course.
Vocational Learning Outcomes (VLO's) addressed in this course:	2078 - CULINARY MANAGEMENT
Please refer to program web page for a complete listing of program outcomes where applicable.	VLO 3 contribute to and monitor adherence of others to the provision of a well-maintained kitchen environment and to the service of food and beverage products that are free from harmful bacteria or other contaminants, adhering to health, safety, sanitation and food handling regulations.
	VLO 4 ensure the safe operation of the kitchen and all aspects of food preparation to promote healthy work spaces, responsible kitchen management and efficient use of resources.
	VLO 9 perform effectively as a member of a food and beverage preparation and service team and contribute to the success of a food-service operation by applying self-management and interpersonal skills.
	VLO 10 develop strategies for continuous personal and professional learning to ensure currency with and responsiveness to emerging culinary techniques, regulations, and practices in the food service industry.
	VLO 12 contribute to the business management of a variety of food and beverage operations to foster an engaging work environment that reflects service excellence.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
	EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.
	EES 4 Apply a systematic approach to solve problems.
	EES 5 Use a variety of thinking skills to anticipate and solve problems.



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- EES 6 Locate, select, organize, and document information using appropriate technology and information systems.
- EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.
- EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.
- EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.
- EES 10 Manage the use of time and other resources to complete projects.
- EES 11 Take responsibility for ones own actions, decisions, and consequences.

Course Evaluation:

Passing Grade: 50%, D

Books and Required Resources:

No book required
Handouts will be provided

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
1. Demonstrate an understanding of the principles of adult education.	1.1 Complete an assessment of your own learning style. 2.1 Identify and explain the 10 principles of adult learning.
Course Outcome 2	Learning Objectives for Course Outcome 2
2. Identify and explain the format for a standard training module.	2.1 Explain the importance of determining the learning outcomes for the training module through completion of a needs analysis and topic analysis. 2.2 Discuss the importance of sequencing topics and resource material. 2.3 Explain the role of the trainer (facilitator). 2.4 Identify and explain the standard teaching strategies, lecture, group discussions, individual exercises, demonstrations, questions and answers, circle response, role plays, simulation, case studies, presentations, icebreakers, brainstorming, guest speakers and field trips 2.5 Identify methods of encouraging participation. 2.6 Outline the methods used to evaluate the training session.
Course Outcome 3	Learning Objectives for Course Outcome 3
3. Develop a training module for a specific area of food and beverage operations.	3.1 Select a specific training topics. 3.2 Follow the standardized training format. 3.3 Develop a training module on the chosen topic using your knowledge of curriculum development and delivery. 3.4 Use a questionnaire to capture student feedback and make adjustments.
Course Outcome 4	Learning Objectives for Course Outcome 4
4. Plan, organize and run a small training workshop.	4.1 Determine the date, time and room for the training session. 4.2 Prepare training material for your participants. 4.3 Set up your training room in advance. 4.4 Run your training workshop. 4.5 Have each student complete the peer evaluation form in order to evaluate the workshop from a trainee perspective. 4.6 Conduct a post-meeting review to evaluate the success of the training workshop.



	4.7 Complete a self-evaluation form.
Course Outcome 5	Learning Objectives for Course Outcome 5
5. Develop ongoing personal professional development strategies and plans to enhance leadership and management skills for the culinary environment.	5.1 Solicit and use constructive feedback in the evaluation of his/her knowledge and skills. 5.2 Identify various methods of increasing professional knowledge and skills. 5.3 Apply principles of time management and meet deadlines. 5.4 Recognize the importance of the guest, the server-guest relationship, and the principles of good service. 5.5 Identify and analyze how training has to be adjusted to accommodate the audience, such as younger employees and employees with different cultural backgrounds and how this benefits the employer as well as the employees.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight	Course Outcome Assessed
Project 1	15%	5
Project 2	20%	3, 4
Project 3	25%	3, 4
Self Evaluation in Peer Modules	20%	1, 2, 3, 4, 5
Test 1	10%	1
Test 2	10%	2, 5

Date:

June 25, 2018

Please refer to the course outline addendum on the Learning Management System for further information.

