COURSE OUTLINE

RES240

Prepared: Peter Graf   Approved: Sherri Smith

Course Code: Title	RES240: TRAINING AND DEVELOPMENT
Program Number: Name	2078: CULINARY MANAGEMENT
Department:	CULINARY/HOSPITALITY
Semester/Term:	18W
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 their professional portfolio and also help to raise industry standards.
Total Credits:	4
Hours/Week:	4
Total Hours:	60
Prerequisites:	HOS201
Vocational Learning Outcomes (VLO's): **Please refer to program web page for a complete listing of program outcomes where applicable.**	#6. apply business principles and recognized industry costing and control practices to food service operations to manage and promote a fiscally responsible operation. #8. select and use technology, including contemporary kitchen equipment, for food production and promotion. #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. #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):	#1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. #2. Respond to written, spoken, or visual messages in a manner that ensures effective communication. #4. Apply a systematic approach to solve problems. #5. Use a variety of thinking skills to anticipate and solve problems. #6. Locate, select, organize, and document information using appropriate technology and information systems.

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	#8. Show respect for the diverse opinions, values, belief systems, and contributions of others. #9. Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals. #10. Manage the use of time and other resources to complete projects. #11. Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 50%, D
Evaluation Process and Grading System:	

Evaluation Type	Evaluation Weight
Attendance/Participation/Professionalism	20%
Exam 1	10%
Exam 2	10%
Project 1	15%
Project 2	20%
Project 3	25%

Books and Required Resources:	no book required handouts will be provided
Course Outcomes and Learning Objectives:	

Course Outcome 1.

Demonstrate an understanding of the principles of adult education.

Learning Objectives 1.

- Complete an assessment of your own learning style
- Identify and explain the 10 principles of adult learning

Course Outcome 2.

Identify and explain the format for a standard training module.

Learning Objectives 2.

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- Explain the importance of determining the learning outcomes for the training module through completion of a needs analysis and topic analysis
- Discuss the importance of sequencing topics and resource material
- Explain the role of the trainer (facilitator)
- 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
- Identify methods of encouraging participation
- Outline the methods used to evaluate the training session

Course Outcome 3.

Develop a training module for a specific area of food and beverage operations.

Learning Objectives 3.

- Select a specific training topics
- Follow the standardized training format
- Develop a training module on the chosen topic using your knowledge of curriculum development and delivery
- Use a questionnaire to capture student feedback and make adjustments

Course Outcome 4.

Plan, organize and run a small training workshop.

Learning Objectives 4.

- Determine the date, time and room for the training session
- Prepare training material for your participants
- Set up your training room in advance
- Run your training workshop
- Have each student complete the peer evaluation form in order to evaluate the workshop from a trainee perspective
- Conduct a post-meeting review to evaluate the success of the training workshop
- Complete a self-evaluation form

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Course Outcome 5.

Apply training principles in the planning, organizing and operation of an a la carte environment.

Learning Objectives 5.

- Participate in the development of job descriptions and task lists for the hospitality industry
- Create and revise training content in the Teaching Restaurant's Procedures Manual

Course Outcome 6.

Develop ongoing personal professional development strategies and plans to enhance leadership and management skills for the culinary environment.

Learning Objectives 6.

- Solicit and use constructive feedback in the evaluation of his/her knowledge and skills
- Identify various methods of increasing professional knowledge and skills
- Apply principles of time management and meet deadlines
- Recognize the importance of the guest, the server-guest relationship, and the principles of good service
- 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.

Date:	Thursday, August 31, 2017
	Please refer to the course outline addendum on the Learning Management System for further information.