



NORTH CAROLINA
Culinary
K-12
INSTITUTE
LISTENING, LEARNING, LEADING

TEACH IT FORWARD GUIDE





TEACH IT FORWARD (TIF) GUIDE

INTRODUCTION

Congratulations on becoming a North Carolina K-12 Culinary Chef Ambassador! You play an important role. As a Chef Ambassador you are **Listening, Learning and Leading** ways to improve your school nutrition program. During the Culinary Workshops, you **Listened** to Chefs share their knowledge and skills and **Learned** new techniques and strategies to use in your own districts. Now, you will **Lead** efforts in your areas by **Teaching-It-Forward**.

TEACH-IT-FORWARD PRINCIPLES

Teach-It-Forward Principles are based on four fundamental principles of learning: **Knowledge Transfer, Demonstrations, Practice and Feedback**. We call these **Know, Show, Do, and Coach**.

The first step is to **communicate knowledge** about specific topics to participants. The second is to **demonstrate the topic** in action followed by the opportunity for participants to **practice with you** and **allowing feedback**.

SHORT SETS

We know carving out large blocks of time for training is difficult. So, we have developed **10 mini-units** we call **Short Sets** on topics covered in the K-12 Culinary Workshops. Each Short Set can be presented in **15 minutes**. Presenting a Short Set involves **Planning and Presenting**. Each Short Set has a “**Plan It**” page which identifies **supplies, location, key talking points, and resources** needed.

PLAN IT

Remember that during the workshop you were encouraged to make “**Notes to Self**” on how you would **Lead** efforts back in your district. You can incorporate these ideas into your **Plans**.

As a Chef Ambassador, you have access to many resources developed as part of the NC K-12 Culinary Institute. These can be found at <http://childnutrition.ncpublicschools.gov/continuing-education/culinary-institute-resources>.

Included are:

- **Handouts** (which can be easily copied for participants)
- **Virtual Audio Visuals or VAVs**, which are handouts with full color photos best displayed on a computer monitor
- **Video Clips**, short, instructional videos designed to show “**How To's**” on various food production and food safety topics

PRESENT IT

The Short Set also include(s) a **Present It** page(s) that describes implementation for the TIF session. These identify what to **SAY, DO, SHOW, or ASK** during the session. The **Present It** format follows the **Know, Show, Do and Coach approach**.



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SHORT SET TOPICS:

- Batch Cooking
- Communication
- Garnishes/Merchandising
- Knife Skills
- Knife Types and Care
- Measures
- Sampling Techniques/Customer Service
- Weights
- Work Schedules
- Work Simplification

HANDOUTS:

Printable materials for use with Short Set Modules

- Action Plan
- Certificates of Completion for Short Set Modules
- Communication Blueprint
- Daily Checklist
- Encouraging Kids to Try New Foods Motivational Scripts
- Kitchen Hacks
- Notes to self
- Quality Food Overview
- Weights and Measures
- When to Batch Cook Activity
- Work Schedule - Examples

VIRTUAL AUDIO VISUALS (VAVs):

View-only handouts with photos to use via computer monitor

- Communication – Attire
- Communication in the Environment
- Garnishing Tips
- Knife Cutting Techniques
- Knife Types
- *Mise en place*
- Work Simplification Techniques