

# BEFORE YOU BEGIN...

An essential part of National Food Safety Education Month is spreading the food safety message throughout your establishment. Everyone, no matter what their position, is a key player in keeping the food you serve safe.

The following activities—one activity per week for five weeks—are designed to help you bring important information about purchasing and receiving to your employees.

These lessons will prove to be valuable training tools whether used in brief pre- or postshift training sessions or as take-home assignments. The games and puzzles following each lesson reinforce the concepts learned—and, hopefully, provide some fun.

At the beginning of each lesson, you will find an objective stating what your employees should be able to do after the training session is over. It's critical that you share this objective with them, because it tells them what they are responsible for learning. You should also explain why it is important to their specific job in the establishment.

When presenting each lesson, look for opportunities to incorporate some of the processes and procedures from your own establishment. Also, feel free to use the activities in ways that will best meet the needs of your employees. This may mean having them complete the activities individually or in small groups, even as part of a competition.

Once your training session ends, provide an overview of what was covered, highlighting important information. You can use the activities to find out if your employees have retained what you taught them.

Remember that following up with employees after a training session is a critical step. By following up you can ensure that your food safety training will have a lasting effect. Again, you can use the activities for this purpose.